

CRIMINAL JUSTICE

2002-03 Minnesota Biennial Budget

*Presented by
Governor Jesse Ventura
to the 82nd Legislature*

STATE OF MINNESOTA 2002-03 BIENNIAL BUDGET

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CRIMINAL JUSTICE

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SUPREME COURT - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

Mission: The mission of the Judicial Branch is to provide justice through a system that assures equal access for the fair, competent, and timely resolution of cases and controversies.

Vision: The Judicial Branch vision is that the general public and those who use the court system will refer to it as accessible, fair, consistent, responsive, free of discrimination, independent and well managed.

KEY SERVICE STRATEGIES:

The Supreme Court is committed to exercising a greater leadership role to establish and advance a justice system agenda through interbranch and cross justice system policy coordination to ensure that:

- The justice system is open, affordable, and understandable and that minimum levels of service are provided for all uses;
- The justice system is accountable to the public;
- The use of alternative forums for different case types are expended;
- The courts explore new ways to expedite the court process, increase the accountability and effectiveness of court sanctions and articulate to the public the decision rationale, considerations and limitations;
- Technology is used to improve and expedite the work of the courts including making justice more consumer oriented;
- Judicial personnel assume responsibility for the active management of case from filing to disposition; and
- The justice system and social service agencies are fully coordinated and integrated in performing their functions.

OPERATING ENVIRONMENT:

The Judicial Branch operates in a constantly changing environment with significant constraints on its ability to manage:

- Laws, case types, and legal sanctions change annually.
- The volume of the court workload is determined by other branches and levels of government, usually without notice or consultation.
- Funding for approximately half of judicial branch operations comes unevenly from 32 counties and the state.

- Administrative workload in 2000-01 dramatically increased with the transfer of funding responsibility for court operations in 42 counties to the state.
- Collective bargaining for the judicial branch is now conducted with 3 bargaining units for the first time.
- Responsibility for child support enforcement has transferred from the Office of Administrative Hearings to the Courts.
- Major redesign of core court technology has been initiated.

ORGANIZATION/PROGRAM STRUCTURE:

Judicial Branch Administrative Structure

The Chief Justice exercises general supervisory powers over the courts of the State with the assistance of the State Court Administrator and the Conference of Chief Judges. The Supreme Court also exercises its regulatory function over the practice of law through a number of regulatory committees.

Supreme Court Organizational Structure

Chief and Associate Justices	7.0 fte
Supreme Court Operations	53.2 fte
State Court Administration	138.62 fte
Law Library	16.2 fte

9/30/00 TOTAL FTEs 208.0

GOVERNOR'S RECOMMENDATIONS:

The Governor respects the separation of powers and the desire of officials in the judicial and legislative branches, and other constitutional officers, to independently present their budget requests directly to the legislature without specific recommendations from the Governor. However, since the Governor is required by law to submit a balanced budget to the legislature, it is necessary to identify funding for those offices as part of a budget plan.

Within the judicial branch, the Governor recognizes that the overall volume of cases continues to increase, primarily reflecting changes in criminal penalties and sentencing laws. For the Courts, the Governor recommends that the budget be increased 5% a year over the adjusted base to recognize these caseload

SUPREME COURT - EXECUTIVE SUMMARY (Continued)

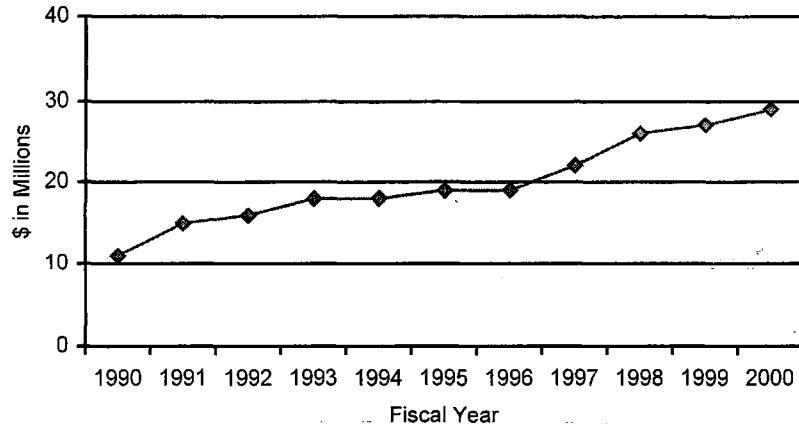
increases. For the Supreme Court, this amounts to a biennial increase of \$4,143,000. The increase is shown under the Supreme Court Operations Program, although the funds are intended to be available agency-wide.

As part of his \$27 million multi-agency CrimNet initiative to improve the state's criminal justice information systems, the Governor recommends \$15 million for the Office of Technology in the Department of Administration to continue implementation of the court information system MNCIS. The Office would ensure appropriate coordination with other information systems. These funds may be transferred to the Courts upon receipt of project implementation plans within the funding parameters of the recommendation.

SUPREME COURT - EXECUTIVE SUMMARY (Continued)

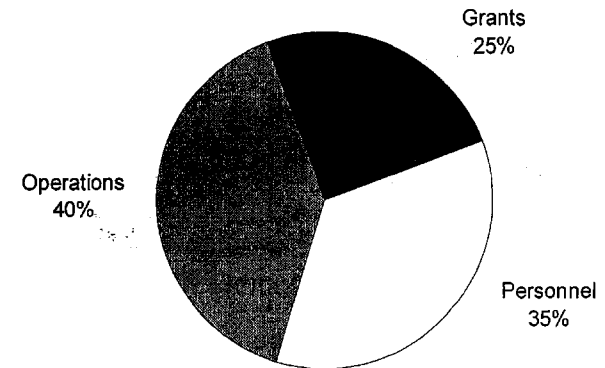
TRENDS AND PERSPECTIVE:

Total Budget -All Funds



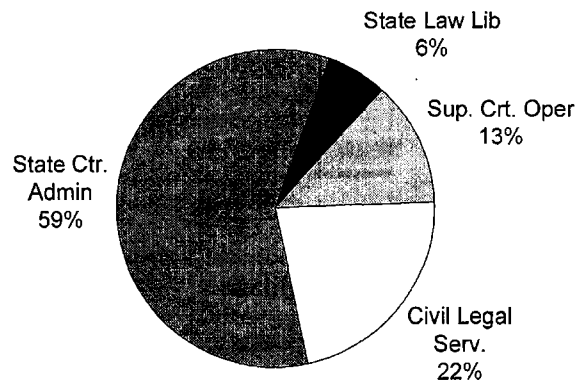
2000-01 Expenditures by Category

Total: \$67 Million



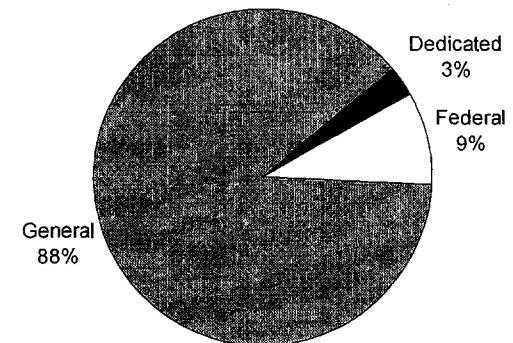
2000-01 Expenditures by Programs

Total: \$67 Million



2000-01 Expenditures by Fund

Total: \$67 Million



Agency: SUPREME COURT

Agency Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Program:									
SUPREME COURT OPERATIONS	4,368	4,609	4,774	4,816	5,399	4,816	4,939	5,822	4,939
CIVIL LEGAL SERVICES	7,803	7,510	7,488	7,469	9,469	7,469	7,469	9,469	7,469
STATE COURT ADMINISTRATION	13,392	15,472	23,481	17,144	29,398	18,489	17,204	30,052	20,002
LAW LIBRARY OPERATIONS	1,746	1,869	1,873	1,911	2,081	1,911	1,957	2,200	1,957
Total Expenditures	27,309	29,460	37,616	31,340	46,347	32,685	31,569	47,543	34,367
Financing by Fund:									
Direct Appropriations:									
GENERAL	24,884	24,084	31,331	26,906	41,913	28,251	27,299	43,273	30,097
Statutory Appropriations:									
GENERAL	861	1,326	1,645	293	293	293	296	296	296
SPECIAL REVENUE	1,076	1,180	1,207	1,144	1,144	1,144	1,146	1,146	1,146
FEDERAL	269	2,797	3,351	2,948	2,948	2,948	2,787	2,787	2,787
MISCELLANEOUS AGENCY	170	0	0	0	0	0	0	0	0
GIFT	49	73	82	49	49	49	41	41	41
Total Financing	27,309	29,460	37,616	31,340	46,347	32,685	31,569	47,543	34,367
FTE by Employment Type:									
FULL TIME	159.3	175.8	194.0	198.8	214.8	198.8	198.8	217.8	198.8
PART-TIME, SEASONAL, LABOR SER	7.6	8.6	1.5	0.9	0.9	0.9	0.9	0.9	0.9
OVERTIME PAY	0.5	1.0	1.5	0.9	0.9	0.9	0.9	0.9	0.9
Total Full-Time Equivalent	167.4	185.4	197.0	200.6	216.6	200.6	200.6	219.6	200.6

SUPREME COURT - BUDGET BRIEF

Fund: GENERAL

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)			
Appropriations	\$28,990	\$28,990	\$57,980
<u>BASE ADJUSTMENT</u>			
One-Time Appropriations	(3,666)	(3,666)	(7,332)
Doc. Space Rental/Lease	104	177	281
2002-03 Sal. & Ben. Base	308	628	936
Transfers Between Agencies	<u>1,170</u>	<u>1,170</u>	<u>2,340</u>
<u>BASE LEVEL (for 2002 and 2003)</u>	\$26,906	\$27,299	\$54,205
<u>CHANGE ITEMS</u>			
MNCIS/CriMNet (exp)	10,000	10,000	20,000
Jud. Branch Transformation-ST CT Admin (exp)	1,664	1,768	3,432
Effectiveness Initiatives-SUP CRT (exp)	62	62	124
Access to Justice-Law Library (exp)	99	122	221
Access to Justice-Legal Services (exp)	2,000	2,000	4,000
Attract/Retain Competent Employees-SUP CRT (exp)	521	821	1,342
Attract/Retain Competent Emp -- Admin (exp)	590	1,080	1,670
Attract/Retain Competent Emp -- Library (exp)	71	121	192
<u>AGENCY REQUEST (for 2002 and 2003)</u>	\$41,913	\$43,273	\$85,186
<u>GOVERNOR'S INITIATIVES</u>			
Judicial Branch Caseload Adjustment	1,345	2,798	4,143
<u>GOVERNOR'S RECOMMENDATION</u>	\$28,251	\$30,097	\$58,348

BRIEF EXPLANATION OF BUDGET DECISIONS:

- Base adjustments are included for rent increases and standard salary and benefit increases allowed for state agencies. Base funding is also increased for transfer of the child support enforcement functions from the Department of Human Services. Base funding is decreased for a one-time appropriation for the court information system.
- The Judicial Branch is seeking \$20 million to redesign and reprogram its critical enterprise operational information system which helps state, county and local business partners meet their business objectives.
- The Minnesota judiciary is seeking funding for judge and employee compensation beyond the base adjustment. The salary of Minnesota judges

now ranks 32nd in the country and is dropping. The National Center for State Courts conducted a classification and compensation study for appellate and trial court personnel. The Supreme Court seeks funding to implement the recommendations and to pay for anticipated insurance cost increases in order to attract and retain competent employees.

- The cost of providing legal research tools and materials is increasing significantly. The cost for court dues to support research through the National Center for State Courts is increasing. The Supreme Court and State Law Library seek funding.
- On 7-1-2000 the judiciary successfully transferred three judicial districts, including 42 counties and more than 350 personnel, to state funding. It negotiated the first collective bargaining agreements with two unions. A third bargaining unit was certified. Administrative support in the areas of budget, procurement, human resources, training, legal and organizational research, and interpreter services is now being sought from the State Court Administrator's office. \$3,432,000 and 18 positions are requested to transform judicial support services from 55 local units to a cohesive administrative structure.
- While there has been approximately a 60% increase in requests for legal assistance since the early 1980's, legal aid funding in real dollars has increased 35%. \$4 million is requested to bring the state appropriation to the level recommended by the 1995 Supreme Court appointed Joint Legal Services Access and Funding Committee.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends a biennial increase of \$4,143,000 to recognize caseload increase. The Governor also recommends \$15,000,000 to the Office of Technology in the Department of Administration for the implementation of MNCIS (Minnesota Court Information System) as part of his multi-agency CriMNet initiative.

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SUPREME COURT - REVENUE SUMMARY

REVENUE SOURCES:

The Supreme Court generates dedicated revenue, non-dedicated revenue, and federal funds. The non-dedicated revenue is generated by appellate court filing fees collected by the clerk of appellate courts for both the Supreme Court and Court of Appeals. These filing fees will be deposited in the general fund again starting in 2001. They have recently been deposited to the Cambridge deposit fund. These funds are estimated at \$400,000 in 2002 and 2003.

Dedicated revenue is generated through interagency agreements with state agencies and through the assessment of an annual registration fee on attorneys. The Court also assesses bar examination fees, specialization certification fees, late reporting fees, and professional corporation registration fees, which support the activities of boards regulating the practice of law, civil legal services, and an attorney assistance program. The Supreme Court seeks federal grant funds, when available.

The Supreme Court also receives small amounts of gift funds to support the administrative costs of interest on lawyers trust account program and various ad hoc projects.

FEE STRUCTURE:

The Supreme Court assesses attorney and professional corporations an annual registration fee, which is allocated among the professional boards regulating the practice of law, civil legal services programs, and an attorney assistance program. Several additional fees also support the regulatory boards.

RECENT CHANGES:

The Supreme Court reviews the operations and budgets of the professional boards annually and adjusts the registration fee when necessary to provide adequate funding for board operations.

FORECAST BASIS:

Dedicated funding has been projected at the same level as 2001. Federal funding has been projected at the amount known at the time of budget preparation.

Agency: SUPREME COURT

Summary of Agency Revenues (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
<u>Non-Dedicated Revenue:</u>									
Departmental Earnings:									
GENERAL	0	0	0	400	400	400	400	800	
CAMBRIDGE DEPOSIT FUND	457	388	400	0	0	0	0	(788)	(100.0%)
Other Revenues:									
GENERAL	0	0	1	0	0	0	0	(1)	(100.0%)
Total Non-Dedicated Receipts	457	388	401	400	400	400	400	11	1.4%
<u>Dedicated Receipts:</u>									
Departmental Earnings:									
GENERAL	180	209	190	190	190	190	190	(19)	(4.8%)
SPECIAL REVENUE	1,090	1,146	1,143	1,143	1,143	1,143	1,143	(3)	(0.1%)
Grants:									
GENERAL	200	100	100	100	100	100	100	0	0.0%
FEDERAL	252	642	614	608	608	447	447	(201)	(16.0%)
Other Revenues:									
GENERAL	490	1,170	1,170	0	0	0	0	(2,340)	(100.0%)
SPECIAL REVENUE	3	19	4	4	4	4	4	(15)	(65.2%)
FEDERAL	0	2,297	2,340	2,340	2,340	2,340	2,340	43	0.9%
GIFT	101	52	58	42	42	42	42	(26)	(23.6%)
Total Dedicated Receipts	2,316	5,635	5,619	4,427	4,427	4,266	4,266	(2,561)	(22.8%)
Agency Total Revenues	2,773	6,023	6,020	4,827	4,827	4,666	4,666	(2,550)	(21.2%)

PROGRAM SUMMARY

Program: SUPREME COURT OPERATIONS

Agency: SUPREME COURT

PROGRAM PROFILE:

The Minnesota Supreme Court is the final appellate court. Established by the Constitution and operating pursuant to the statutory authority of M.S. Chapter 480, the court hears and resolves appellate questions of law and corrects trial court error. In addition, the Supreme Court exercises general supervisory authority over the operation of the courts of the state and the operation of the legal system.

The Minnesota Supreme Court considers appeals from judgments of the Workers Compensation Court of Appeals and the Tax Court as well as the Court of Appeals. It continues to hear special term matters, motions and petitions for extraordinary relief. The volume of applications for writs of certiorari will approximate 600 cases in 2000. The volume of filings is expected to remain at this level through the next biennium. The court is deciding petitions of writs of certiorari within the statutory 60 day period.

In addition to this appellate function, the Supreme Court supervises admission to the practice of law in the state and regulates legal practice. The court also promulgates rules governing practice and procedure in the courts throughout the state, a function which requires numerous hearings.

The court has general supervisory responsibility for all other courts in the state. It exercises this authority through standing and ad hoc conferences, committees and commissions. All justices participate by serving on, and guiding the work of, these various administrative organizations. The Supreme Court supervises the financial affairs of the courts, as required by statute, through an accounting staff which provides accounting services for the state funded trial court components, appeals court, state law library, state court administration and legal regulatory boards.

STRATEGIES AND PERFORMANCE:

The Supreme Court seeks to maintain or improve the dispositional time while maintaining the high quality of legal analysis and clarity of its decisions.

The Supreme Court seeks to use its personnel:

- To dispose of appellate cases in less than six months on average from date of filing.
- To manage its workload so that each case receives adequate attention as its importance demands.

- To maintain an orderly and uniform legal process and procedure throughout the state through the promulgation of uniform rules.
- To regulate the admission to and practice of law in Minnesota so that each citizen seeking legal counsel is assured of competent representation.
- To ensure the financial integrity of the court system in accordance with generally accepted accounting principles and to ensure correct payment of invoices within the statutorily required 30 days.
- To ensure the effective operation of the state court system in a way that provides access to all citizens.

FINANCING INFORMATION:

The Supreme Court Operations budget is totally funded by the General Fund except for approximately \$70,000 annually in dedicated funds allocated for collection of attorney registration fees and approximately \$40,000 annually in gift funds for small projects.

BUDGET ISSUES:

The Supreme Court Operations budget will be constrained in the next biennium as it has been for the past several biennia by limited salary funding for employees' cost of living, merit and insurance cost increases. The court is seeking supplemental salary funding to attract and retain competent staff through the implementation of a National Center for State Courts classification and compensation study for the judicial branch. Failure to implement a competitive pay plan will adversely affect the courts' ability to attract and retain qualified candidates. The Supreme Court is also seeking funding to implement the January 1, 2001 and 2002 Compensation Council recommended judicial salary increase and for a 2003 increase.

The court will need additional salary funding for these costs. The salary base adjustment guidelines have been incorporated into the budget. The Supreme Court is also seeking funding for increased computerized legal research costs and inflationary increased National Center for State Court dues.

Activity: SUPREME COURT OPERATIONS
Program: SUPREME COURT OPERATIONS
Agency: SUPREME COURT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Category:									
State Operations									
COMPENSATION	3,204	3,370	3,536	3,645	4,166	3,645	3,751	4,572	3,751
OTHER OPERATING EXPENSES	1,146	1,239	1,238	1,171	1,233	1,171	1,188	1,250	1,188
OTHER FINANCIAL TRANSACTIONS	1	0	0	0	0	0	0	0	0
Subtotal State Operations	4,351	4,609	4,774	4,816	5,399	4,816	4,939	5,822	4,939
CAPITAL OUTLAY & REAL PROPERTY	17	0	0	0	0	0	0	0	0
Total Expenditures	4,368	4,609	4,774	4,816	5,399	4,816	4,939	5,822	4,939
Change Items:	Fund								
(B) ATTRACT/RETAIN COMPETENT EMPLOYEES- S.CRT	GEN				521			821	
(B) EFFECTIVENESS INITIATIVES - SUP CRT.	GEN				62			62	
Total Change Items					583			883	
Financing by Fund:									
Direct Appropriations:									
GENERAL	4,249	4,464	4,620	4,692	5,275	4,692	4,821	5,704	4,821
Statutory Appropriations:									
SPECIAL REVENUE	70	72	72	75	75	75	77	77	77
GIFT	49	73	82	49	49	49	41	41	41
Total Financing	4,368	4,609	4,774	4,816	5,399	4,816	4,939	5,822	4,939
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	78	77	78	78	78	78	78	78	78
GIFT	101	52	58	42	42	42	42	42	42
Nondedicated									
GENERAL	0	0	0	400	400	400	400	400	400
CAMBRIDGE DEPOSIT FUND	457	388	400	0	0	0	0	0	0
Total Revenues Collected	636	517	536	520	520	520	520	520	520

Activity: SUPREME COURT OPERATIONS
Program: SUPREME COURT OPERATIONS
Agency: SUPREME COURT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
<u>FTE by Employment Type:</u>									
FULL TIME	48.8	51.1	51.1	53.1	53.1	53.1	53.1	53.1	53.1
PART-TIME, SEASONAL, LABOR SER	0.6	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.0	0.1	0.6	0.0	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	49.4	51.7	51.7	53.1	53.1	53.1	53.1	53.1	53.1

BUDGET CHANGE ITEM (48509)**Budget Activity: SUPREME COURT OPERATIONS****Program: SUPREME COURT OPERATIONS****Agency: SUPREME COURT****Item Title: ATTRACT/RETAIN COMPETENT EMPLOYEES-S. CRT**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$521	\$821	\$837	\$837
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation**RATIONALE:**

The Supreme Court, in the exercise of its authority over the administrative and financial affairs of the courts of the state, commissioned a compensation study for non-judicial personnel throughout the state. This study, the first comprehensive review of non-judicial compensation for court personnel statewide since 1989, resulted in common job classifications and pay ranges for employees at the Supreme Court, Court of Appeals, and state funded trial courts. The study will provide the compensation basis for future state funding transfers of court employees from county to state employment. The study addressed judicial branch concerns about its ability to attract and retain competent employees. Full employment and private sector competition in almost every job class has resulted in fewer well-qualified applicants for court positions. That situation has been particularly acute for legal and technology positions. With the advance of state funding for the trial courts and the advent of collective bargaining for certain judicial branch employees, funding for and implementation of a comprehensive pay plan is critical.

The pay plan recommendations were based on an assessment of salaries paid by the Legislative and Executive branches. In order to address salary inequities for certain job classes in the recommended National Center for State Courts pay plan; the courts require supplemental funding to implement the uniform non-judicial pay plan.

The Compensation Council recommended a 3.5% pay increase for judges on 3-1-01 with an additional equity adjustment of 3%. It also recommended a similar increase for January 2002. In order to adjust judicial salaries regularly, the courts are also requesting a 3% cost of living adjustment for judges in January 2003. Currently Minnesota rates 32nd among all states in the rate of judicial compensation.

An equally important element of compensation is insurance coverage. The rate of insurance cost increases is estimated again to be double digit for the third biennium in a row. The 3% base adjustment for compensation is inadequate to fund the elements of the court pay plan: cost of living, merit and equity adjustments, and insurance cost increases. The Supreme Court is therefore requesting a supplemental appropriation of \$521,000 in FY 2002 and \$821,000 in FY 2003.

FINANCING:

The Supreme Court is requesting a General Fund appropriation for this purpose.

OUTCOMES:

In the summer of 2000 Twin cities newspapers reported \$100,000 starting salaries in large Twin Cities law firms for lawyers just out of law school. The state is currently paying trial court judges less than \$100,000 and law clerks \$26,000. Higher entry level salaries are necessary to attract and retain top new lawyers.

Adequate salary funding will preserve existing staff positions necessary to process court cases and the complicated administrative affairs of the courts. It will provide a uniform pay structure within which collective bargaining can take place.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

Budget Activity: SUPREME COURT OPERATIONS
Program: SUPREME COURT OPERATIONS
Agency: SUPREME COURT

BUDGET CHANGE ITEM (48491)

Item Title: EFFECTIVENESS INITIATIVES – SUP CRT

OUTCOMES:

Opinions of the Court will be supported by the latest reported state and federal law available in an on-line legal data base.

The legal/organizational research of other state and federal courts will be available to Minnesota in a timely and easily accessible fashion through the National Center for State Courts.

Experienced court consultants will be available to provide assistance to Minnesota courts and contribute the expertise gleaned in other states to solving Minnesota issues.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$62	\$62	\$62	\$62
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u>X</u>				
If yes, statute(s) affected:				
_____ New Activity <u>X</u> Supplemental Funding _____ Reallocation				

RATIONALE:

The Supreme Court utilizes research capabilities from West Publishing for computerized legal research and the National Center for State Courts for comparative state and national court issues.

The National Center for State Courts assesses each state an annual fee similar to the National Conference of State Legislators' fee. The fee increases annually a small percentage to cover inflation and operating cost increases. No supplement has been given to the Court for this purpose for the past decade. The Court requests \$37,000 each year to cover inflationary increases during that period.

In 2000 West Group notified the court of a significant data base hourly rate increase. In order to utilize the computerized legal research data bases necessary for well researched court opinions, the Court is requesting an annual increase of \$25,000 to fund computerized legal research. Through this legal research tool court personnel have on line access to reported cases in other states and federal jurisdictions, state and federal statutes, and selected secondary legal research material.

FINANCING:

A General Fund appropriation is requested for this purpose.

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PROGRAM SUMMARY

Program: CIVIL LEGAL SERVICES
Agency: SUPREME COURT

PROGRAM PROFILE:

An estimated 640,000 Minnesotans, with incomes below the federal poverty level, could qualify for civil legal services under the statutory guidelines of this program. (M.S. 480.24-480.244). A 1994 ABA Study, "Legal Needs and Civil Justice, A Survey of Americans," estimated that 47% of low-income households or 300,000 Minnesota households experience one legal problem a year. Legal services programs turn away more than 18,000 requests for service each year.

The Legal Services Advisory Committee funds legal services programs to provide legal assistance to low-income persons meeting statutory income eligibility guidelines. By statute 85% of the funding is granted to six regional legal services programs (Coalition Programs) with 24 offices throughout the state, which had demonstrated an ability as of 7-1-82 to provide legal services with funds provided by the federal Legal Services Corporation. Most of the legal problems handled by these programs directly and significantly affect the day-to-day lives of needy people: their homes, family, health and support for their children and personal safety. Through representation, negotiation, conciliation and enforcement of legal rights, lawyers in the programs constructively resolve the legal problems of low income applicants for program services, the majority of whom are children and families, often in female-headed households, the aged, minority race individuals, disabled persons, refugees, family farmers, immigrants, the homeless and other disadvantaged persons.

The remaining 15% of the funding is awarded annually on a competitive basis to non-profit organizations providing legal or alternative dispute resolution services. Typically 10-15 programs receive funding annually.

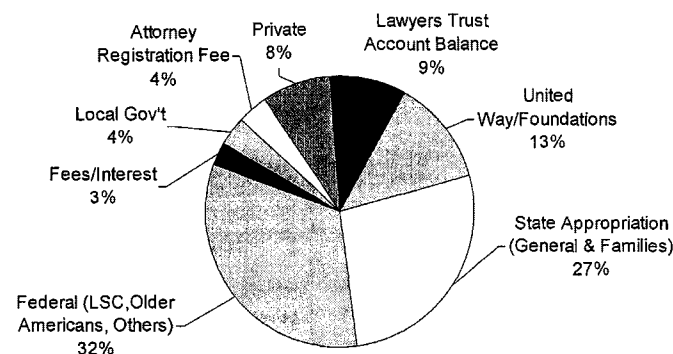
STRATEGIES AND PERFORMANCE:

Due to reduced revenue in 1999, the Coalition programs were able to serve only 37,000 clients in 1999, down from over 40,000 in 1998. Further losses in client service are expected in 2000 for the same reason.

FINANCING INFORMATION:

This program provides grants to non-profit organizations providing civil legal services. These grants are funded by a general fund appropriation and dedicated revenue from a licensed attorney assessment. The seven Coalition programs receive a mixture of funding as follows:

Coalition Funding 2000
Expenditures by Funding Source
Total: \$21 Million



BUDGET ISSUES:

Legal Services programs request \$2,000,000 additional funding each year so that they can continue to address the critical legal needs of low income persons.

Activity: CIVIL LEGAL SERVICES
Program: CIVIL LEGAL SERVICES
Agency: SUPREME COURT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Category:									
State Operations									
OTHER OPERATING EXPENSES	1	2	0	0	0	0	0	0	0
Subtotal State Operations	1	2	0	0	0	0	0	0	0
LOCAL ASSISTANCE	7,802	7,508	7,488	7,469	9,469	7,469	7,469	9,469	7,469
Total Expenditures	7,803	7,510	7,488	7,469	9,469	7,469	7,469	9,469	7,469
Change Items:	Fund								
(B) ACCESS TO JUSTICE -LEGAL SERVICES	GEN				2,000			2,000	
Total Change Items					2,000			2,000	
Financing by Fund:									
Direct Appropriations:									
GENERAL	6,859	6,484	6,484	6,484	8,484	6,484	6,484	8,484	6,484
Statutory Appropriations:									
SPECIAL REVENUE	944	1,026	1,004	985	985	985	985	985	985
Total Financing	7,803	7,510	7,488	7,469	9,469	7,469	7,469	9,469	7,469
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	963	985	985	985	985	985	985	985	985
Total Revenues Collected	963	985	985	985	985	985	985	985	985

BUDGET CHANGE ITEM (48502)

Budget Activity: CIVIL LEGAL SERVICES
Program: CIVIL LEGAL SERVICES
Agency: SUPREME COURT

Item Title: ACCESS TO JUSTICE -LEGAL SERVICES

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$2,000	\$2,000	\$2,000	\$2,000
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation

RATIONALE:

The 1995 Supreme Court Committee on Funding for Legal Services, composed of community leaders, lawyers, legal services providers, judges and legislators, recognized the serious unmet need for legal services described in the base budget narrative. The committee recommended that lawyers and the Legislature make a joint commitment to increasing funding for civil legal services over a five-year period.

Lawyers have responded with the annual registration fee increase noted above, as well as increased contributions of money and time. Some banks have responded by increasing interest rates paid on lawyer trust accounts, which is used to support legal services. Foundations have also responded. In 2000 the McKnight Foundation made a three-year \$1.5 million grant to the Legal Services Coalition for services in the area of domestic violence and child support enforcement. The Bush Foundation in 1999 made a two-year \$715,000 grant to the Coalition to support technology improvements needed to enable the legal services providers to provide the most efficient possible service to clients. The Committee contemplated a continuing increased funding commitment from the Legislature which has not been realized. A one-time \$375,000 increase to the appropriation in 1999 was not renewed in 2000 or 2001. This funding loss, combined with largely static funding from other major ongoing sources, led to a reduction in client service in 1999 of approximately 3,000 families. Coalition programs are being forced to reduce staffing even further in 2000 to avoid

budget deficits. Thousands more additional families will have to go without services each year in the absence of an appropriation increase.

The Supreme Court Committee found that legal services helped persons "to constructively resolve legal problems resulting from family violence, homelessness, substandard housing, malnutrition, lack of access to medical care and discrimination." The Committee found that Legal Aid, which helps to "stabilize families, maintain communities, save taxpayer money, prevent legal problems which would otherwise further clog the court system" and otherwise help people "to become self-sufficient and participate effectively in society," benefits the broader community. Legislative funding will help Legal Aid programs to address the unmet critical family, food, shelter, safety and other civil legal needs of thousands of families seeking help each year who will otherwise have to be turned away.

FINANCING:

A General Fund appropriation is requested.

OUTCOMES:

At an average cost of only \$450 per case, an additional 3,300 Minnesota families would receive assistance with critical legal needs from the use of \$1.5 million of the annual appropriation for staffing direct services.

The committee noted that Legal Aid attorney salaries are only about 2/3 of comparable public lawyers such as public defenders. Legal aid attorneys do not accumulate pensions. New lawyer student loan debt loads reach or exceed \$80,000. While volunteer attorneys provide free services well in excess of \$5 million per year, the Committee also recognized the need to strengthen volunteer programs by providing additional funds for recruitment, training and administration. Five hundred thousand dollars of the increased annual appropriation would be used for a small step to reduce salary inequity with other public attorneys and to increase volunteer participation.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

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PROGRAM SUMMARY

Program: STATE COURT ADMINISTRATION
Agency: SUPREME COURT

PROGRAM PROFILE:

The Office of the State Court Administrator was established to plan for and administer the courts of the state.

STRATEGIES AND PERFORMANCE:

State Court Administration operates in the following major program areas:

The State Court Administrator assists the chief justice in supervising and supporting the court operations of the state. Staff assist the judiciary in establishing standards, policies and priorities; in recommending the allocation of resources to meet workload demands, and in developing a long-range plan for the improvement of the courts. The State Court Administrator is the coordinating link between the court administrative structure and the judiciary.

Education and Training. This functional area develops programs to insure that judges and court personnel stay abreast of new developments and meet mandatory education course work requirements established by the Supreme Court and the Conference of Chief Judges. Court administrators, judicial district administrators and judges must complete 45 hours of continuing education every three years. Special leadership and management training is provided for administrative and judicial personnel. Regional, multi-disciplinary training has been a key component in implementing system improvement initiatives. Court interpreter and ADR registration programs are managed by this division.

Court Services. This area examines the structure and operation of the judicial system to identify court related problems and recommends organizational changes; conducts research and makes recommendations for improvements in the area of judicial resources, court management, and court processes; conducts legal and management research required to draft state wide administrative policies and to respond to requests for legal and policy guidance on administrative procedures in appellate and trial courts; advises the Supreme Court in the exercise of its sunset and transfer authority over trial court judgeships, presents statistical information on the work of the courts to the legislature, other governmental agencies and the public; and develops, implements and evaluates innovative case management, technology and service improvement programs.

Information Technology Division. This division helps the judicial branch of the state government as well as its state, county and local justice business partners meet their business objectives. The division develops, operates and maintains mission critical enterprise operational information systems, networks and web

servers for the trial and appellate courts. It has implemented a new statewide domestic abuse registry for protection orders that provides information about protected parties and protected addresses directly to squad cars and law enforcement dispatchers. It continues to play a leadership role in statewide criminal justice information integration ("CrimNet"). The division electronically supplies driving conviction data to the Department of Public Safety as well as adult and juvenile criminal conviction data to the Bureau of Criminal Apprehension. It provides criminal data to the district public defenders computer system, and child support data to the Department of Human Services. It operates and maintains a data warehouse to support policy analysis in juvenile and adult criminal matters.

FINANCING INFORMATION:

61% of the State Court Administrator's office budget is for the Judicial Branch/Statewide Technology Office serving courts statewide and other state and local criminal justice agencies. 88% of the funding for F.Y. 2000-01 for the State Court Administrator's office is from the General Fund, 9% from federal funds, and 3% from dedicated revenue.

Revenue Summary:

The State Court Administrator Office receives cost reimbursements from non-court users of the Total Court Information System, ADR registration fees, interpreter training fees and seminar fees. The total biennial revenue from these sources is estimated to be \$516,000.

BUDGET ISSUES:

- Salary funding to attract and retain competent staff including technology staff is requested. Funds will be used to implement the National Center for State Courts recommended classification and compensation plan and for projected insurance cost increases.
- Because the court technology links court users to each other and to other criminal justice agencies, funding for redesign of core computer programs and technology components is critical.
- Additional human resources and collective bargaining positions, fiscal management positions, training and research positions are required at the state level to support 350 trial court positions in 42 additional counties transferred in 2001.
- Funding for employee development is required for employees to hone skills necessary to foster innovation.

Activity: STATE COURT ADMINISTRATION
Program: STATE COURT ADMINISTRATION
Agency: SUPREME COURT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
<u>Expenditures by Category:</u>									
State Operations									
COMPENSATION	5,781	7,182	8,483	8,680	10,208	8,680	8,882	11,005	8,882
OTHER OPERATING EXPENSES	6,773	6,836	13,859	7,841	18,567	9,186	7,699	18,424	10,497
OTHER FINANCIAL TRANSACTIONS	513	513	513	513	513	513	513	513	513
Subtotal State Operations	13,067	14,531	22,855	17,034	29,288	18,379	17,094	29,942	19,892
CAPITAL OUTLAY & REAL PROPERTY	51	47	0	0	0	0	0	0	0
LOCAL ASSISTANCE	274	894	626	110	110	110	110	110	110
Total Expenditures	13,392	15,472	23,481	17,144	29,398	18,489	17,204	30,052	20,002
<u>Change Items:</u>	<u>Fund</u>								
(A) JUDICIAL BRANCH CASELOAD ADJUSTMENT	GEN					1,345			2,798
(B) ATTRACT/RETAIN COMPETENT EMP- ADMIN	GEN				590			1,080	
(B) JUD. BRANCH TRANSFORMATION- ST CT ADMIN	GEN				1,664			1,768	
(B) MNCIS/CRIMNET	GEN				10,000			10,000	
Total Change Items					12,254	1,345		12,848	2,798
<u>Financing by Fund:</u>									
Direct Appropriations:									
GENERAL	12,031	11,276	18,370	13,831	26,085	15,176	14,049	26,897	16,847
Statutory Appropriations:									
GENERAL	861	1,326	1,645	293	293	293	296	296	296
SPECIAL REVENUE	61	73	115	72	72	72	72	72	72
FEDERAL	269	2,797	3,351	2,948	2,948	2,948	2,787	2,787	2,787
MISCELLANEOUS AGENCY	170	0	0	0	0	0	0	0	0
Total Financing	13,392	15,472	23,481	17,144	29,398	18,489	17,204	30,052	20,002
<u>Revenue Collected:</u>									
Dedicated									
GENERAL	870	1,479	1,460	290	290	290	290	290	290
SPECIAL REVENUE	49	92	72	72	72	72	72	72	72
FEDERAL	252	2,939	2,954	2,948	2,948	2,948	2,787	2,787	2,787
Nondedicated									
GENERAL	0	0	1	0	0	0	0	0	0
Total Revenues Collected	1,171	4,510	4,487	3,310	3,310	3,310	3,149	3,149	3,149

Activity: STATE COURT ADMINISTRATION
Program: STATE COURT ADMINISTRATION
Agency: SUPREME COURT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
<u>FTE by Employment Type:</u>									
FULL TIME	99.0	113.5	126.7	129.5	145.5	129.5	129.5	148.5	129.5
PART-TIME, SEASONAL, LABOR SER	3.5	4.6	1.5	0.9	0.9	0.9	0.9	0.9	0.9
OVERTIME PAY	0.5	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9
Total Full-Time Equivalent	103.0	119.0	129.1	131.3	147.3	131.3	131.3	150.3	131.3

BUDGET CHANGE ITEM (57654)**Budget Activity:** STATE COURT ADMINISTRATION**Program:** STATE COURT ADMINISTRATION**Agency:** SUPREME COURT**Item Title:** ATTRACT/RETAIN COMPETENT EMP - ADMIN

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$590	\$1,080	\$1,080	\$1,080
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation**RATIONALE:**

The Supreme Court, in the exercise of its authority over the administrative and financial affairs of the courts of the state, commissioned a classification and compensation study for non-judicial personnel throughout the state. This study, the first comprehensive review of non-judicial compensation for court personnel statewide since 1990, resulted in common job classifications and pay ranges for employees at the Supreme Court, Court of Appeals, and state funded trial courts. The study provides the compensation basis for current and future state funding transfers of court employees from county to state employment. The study addressed judicial branch concerns about its ability to attract and retain competent employees. Full employment and private sector competition in almost every job class has resulted in fewer well-qualified applicants for court positions. That situation has been particularly acute for legal and technology positions, but other administrative classes as well. With the advance of state funding for the trial courts and the advent of collective bargaining for certain judicial branch employees, funding for and implementation of a comprehensive pay plan is critical.

The pay plan recommendations were based on an assessment of salaries paid by the Legislative and Executive branches. In order to address salary inequities for certain job classes in the recommended National Center for State Courts classification and compensation study, the courts require supplemental funding to implement the uniform non-judicial pay plan.

An equally important element of compensation is insurance coverage. The rate of insurance cost increases is estimated again to be double digit for the third biennium in a row.

The 3% base adjustment for compensation is inadequate to fund the elements of the court pay plan: cost of living, merit and equity adjustments, and insurance cost increases. The state court administrator is therefore requesting a general fund supplemental appropriation of \$590,000 in FY 2002 and \$1,080,000 in FY 2003.

FINANCING:

The state court administrator is requesting a general fund appropriation for this purpose.

OUTCOMES:

Adequate salary funding will preserve existing staff positions necessary to provide administrative and technological support for the work of the courts. Competitive salaries will attract competent employees to court employment.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

BUDGET CHANGE ITEM (48472)

Budget Activity: STATE COURT ADMINISTRATION
Program: STATE COURT ADMINISTRATION
Agency: SUPREME COURT

Item Title: JUD. BRANCH TRANSFORMATION – ST CT ADMIN

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$1,664	\$1,768	\$1,768	\$1,768
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u>X</u>				
If yes, statute(s) affected:				
_____ New Activity <u>X</u> Supplemental Funding _____ Reallocation				

RATIONALE:

In July 2000 more than 350 trial court employees were added to the state judicial branch personnel system and over \$20 million dollars was added to state judicial branch accounts. Collective bargaining in the judicial branch consuming more than 1,000 staff hours was conducted for the first time for two bargaining units. A third bargaining unit was certified. Legal advice to local trial court personnel previously sought from county attorneys in each county is now being requested from the state court administrator's court services division. Orientation, training, and career development for these front line trial court employees is being sought from the continuing education division. Judges, managers, administrators and line staff must be informed of legislative and rule changes, policy and administrative requirements imposed through collective bargaining and by court order. The transfer of these additional judicial districts to state funding is the "straw that broke the camel's back". Judicial branch infrastructure support is less than half of comparable executive branch agencies.

The State Court Administrator is seeking three professional accounting staff to develop policy, implement and monitor budgets, manage the contract and judicial branch procurement function, and conduct internal audits, and three professional human resources staff to conduct labor negotiations and grievance procedures, interpret and administer labor contracts and personnel policies and

rules, policy development, perform classification reviews and administer appeals, and train district human resources specialists in specialized areas such as ergonomics, workers compensation, and ADA. Two administrative positions are requested to support these functions. These positions in addition to general clerical staff would enter the hundreds of HR and payroll transactions processed each pay period.

A lawyer to research trial court administrative issues, a research analyst to assist with program evaluation, and one education program manager to supplement the current two training positions for 1,600 employees are also requested. Two administrative assistant positions to support the substantially increased workload of the education divisions are also requested.

In July 2001 funding responsibility for local court interpreter programs and services will transfer to the state. The state interpreter program provides training, testing and certification of Hmong, Russian, and Hispanic and court interpreters. Tests in other languages and a substantial increase in training are needed. Two additional staff are requested to assist with the development of a cadre of qualified court interpreters. In FY 2003 two regional coordinator positions are requested to assist in recruiting and training activities throughout the state. Funding for simultaneous, multi-listener interpretation equipment for local courthouses is also requested. In order to communicate court policies, procedures and current information to the public and employees in a timely and cost effective manner a position qualified to serve as a web master and graphic designer is requested. Rent and operating costs for each position is included.

FINANCING:

A General Fund appropriation is requested.

OUTCOMES:

- 1,600+ judicial branch employees at the state level will receive timely and necessary payroll, budgeting, accounting, benefit advice, policy guidance, and legal guidance, and career development services.
- Hundreds of non- English speaking litigants will receive the services of trained and qualified court interpreters.
- The judicial branch will be able to enhance employee satisfaction by negotiating labor agreements in a timely fashion.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

INFORMATION TECHNOLOGY CHANGE ITEM (48411)

Activity: STATE COURT ADMINISTRATION
Program: STATE COURT ADMINISTRATION
Agency: SUPREME COURT
IT Change Item: MNCIS/CRIMNET

ITEM DESCRIPTION AND PURPOSE:

This project will complete a significant part of the implementation of the new Mn. Court Information System (MNCIS) for all case types including: software licenses; custom modifications; data conversion from TCIS and Hennepin and Scott counties; data conversion for the existing court CJAD data warehouse to reflect the MNCIS data model and create a MNCIS data warehouse; implementation; training; integration with new CRIMNET statewide backbone. The overall project will support core business functions related to case management, record keeping, scheduling, financial management, reporting, collection, storage, retrieval, tracking, reporting, and sharing of trial and appellate court data from case initiation through archiving. The project effort will be conducted in a manner that furthers organizational and community values, which include: equal and timely justice; accountability to the public, the legislature and state Supreme Court policy; customer access to services and ease of use of the judicial system; accountability for record keeping on a state and national basis and policy implementation. MNCIS will provide vertical integration within the courts and be the first statewide system to cover an entire major business area, i.e. adjudication. This cornerstone project also will be the first rollout of an integrated statewide application and will use and further develop the CrimNet integration enterprise architecture.

FUNDING: (Dollars in Thousands)

Funding Distribution	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Personnel	0	0	0	0	0	0
Supplies	0	0	0	150	0	0
Hardware	150	150	500	200	500	500
Software	150	150	500	150	1,500	1,500
Facilities	0	0	0	0	0	0
Services	9,500	9,500	4,000	500	500	500
Training	200	200	1,000	0	0	0
Grants	0	0	0	0	0	0
Total	10,000	10,000	6,000	1,000	2,500	2,500

RATIONALE:

This project will improve the court's ability to manage cases and be accountable for following legislative policy, especially in criminal cases and cases involving children in need of protective services (CHIPS), extended juvenile jurisdiction (EJJ), and adult certification cases. It will provide a significantly improved means

for collecting, storing, retrieving, tracking, reporting, and electronically sharing trial and appellate court case information with other agencies for reuse in the criminal justice community. It will also provide better public access to court records and improved interfaces to other agencies.

LIFE CYCLE ANALYSIS:

Life Cycle Status	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Development	X	X	X			
Operations		X	X	X	X	X
Modification		X	X	X	X	X
Retirement						

Implementation will be phased by court business function as quickly as funding and staffing permit. Full implementation is not expected until 2005. The adaptability of the application architecture to new technologies is a key component of the procurement process. Therefore, a minimum of a ten year life cycle before system retirement is anticipated. The full operational costs are shown in FY2006-07.

OFFICE OF TECHNOLOGY ANALYSIS:

Deliverables/Objectives: This initiative will support core business functions related to case management, record keeping, scheduling, financial management, reporting, collection, storage, retrieval, tracking and sharing of trial and appellate court data from case initiation through archiving. MNCIS will provide verticle integration within the courts and be the first statewide system to cover an entire major business area - adjudication. This project integrates with Crimnet efforts. This initiative is identified in both the Supreme Court and Criminal Justice Community SIRMP's. It supports EGS, Big Plan (SNS--Electronic Government, More Bang for the Buck), collaborative and infrastructure components. **Recommendation:** Yes, approve funding for an ambitious project that has come together through years of planning. The initiative will modernize the way courts do business. **Caution:** The Crimnet initiative is a large and complex undertaking, including state, county, city and local government. Standards must be developed and STRONGLY adhered to.

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$27 million to improve criminal justice information systems through the multi-agency CrimNet initiative. This funding will continue current statewide projects that meet criminal justice integration enterprise architecture standards and further planning efforts to determine the best approach and cost estimates for integrating information systems that now are primarily implemented at the local level. This initiative includes the following components:

* \$15 million to continue implementation of the court information system MNCIS, which will fully integrate the adjudication function in the state. For this specific request, the Governor recommends the funding be appropriated to the Office of Technology in the Department of Administration to ensure appropriate

INFORMATION TECHNOLOGY CHANGE ITEM (48411) (Continued)

Activity: STATE COURT ADMINISTRATION

Program: STATE COURT ADMINISTRATION

Agency: SUPREME COURT

IT Change Item: MNCIS/CRIMNET

coordination with other information systems. These funds may be transferred to the Courts upon receipt of project implementation plans within the funding parameters of the recommendation. Total project funding for four years remains the same as requested by the Supreme Court, but the full development process will be extended through the end of the FY 2004-05 biennium.

* \$4 million to complete the development of the integration backbone, a search engine that will tie all the CriMNet components together.

* \$3 million to work with counties to develop cost estimates and recommendations on how best to integrate local criminal justice agency systems and data with state information; this initiative would explore options ranging along a spectrum from a centralized provision of statewide systems that all local agencies would use to decentralized, locally-designed systems that would link with the state CriMNet backbone.

* \$2 million to alleviate the "suspense file" problem which occurs when criminal justice information is not collected, processed, or transmitted properly, resulting in incomplete criminal history files. Funds will be used to work on eliminating records currently in suspense, and to assist local agencies in changing their business practices to prevent inaccurate and incomplete data from being submitted.

* \$1.5 million to develop statewide systems for tracking offenders in jail or prison, or under community supervision.

* \$1.5 million to analyze, fill out and maintain the CriMNet enterprise model for use in all criminal justice information systems implementation efforts, and to staff other CriMNet activities.

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PROGRAM SUMMARY

Program: LAW LIBRARY OPERATIONS
Agency: SUPREME COURT

PROGRAM PROFILE:

This program provides research and information services on a statewide basis to users of legal data. A complete range of traditional and automated professional library functions is offered at the Minnesota Judicial Center. The program offers advisory services to all 87 county law libraries, manages a computerized legal data service, and participates in an interlibrary consortium and projects on a local, state and national level.

STRATEGIES AND PERFORMANCE:

- The public service staff provides reference and circulation assistance, suggesting research strategies to locate cases, statutes, regulations and books on point for the 18,000 annual reference requests.
- The technical services staff handles the acquisitions, processing, cataloging and conservation of the library's resources using the latest in automated technology. State, county and academic law libraries benefit from three technical service programs: shared government documents, county law library cataloging and briefs on microfiche. Each year library staff process approximately 21,000 government documents and catalog 2,000 new titles.
- The library, in cooperation with several other libraries, participates in the production and distribution of the records and briefs of cases argued before the Minnesota Supreme Court and the Court of Appeals. The microfiche format saves shelf space, binding costs, and state time needed to process documents.
- Under contract with the Department of Corrections, the library provides inmates in Minnesota's seven adult correctional institutions with access to legal materials and information. Librarians assigned to the program make regular visits to the prisons, supplementing the institutional core collections with materials and research results from the library collection.
- The library is required by law to advise and assist development of county law libraries throughout the state. The librarian is assigned to coordinate the project on-site visits to the libraries and submit recommendations for solving issues confronting the boards of trustees. The coordinator also provides training in law library management and develops cooperative programs.
- The library operates the first computer-assisted legal research program available throughout the state. This service provides users with an economical way to utilize the most advanced legal research techniques. In addition, the library had introduced CD ROM technology to its collection to save space and increase economical access to materials.

FINANCING INFORMATION:

State Law Library operations are financed:

93% by direct general appropriation and 7% by contract with the Department of Corrections to provide reference materials for prisoners at seven institutions.

Approximately \$24,000 in copying costs are reimbursed each biennium.

BUDGET ISSUES:

- Legal reference material inflation for many frequently used materials exceeds 20%. The agency has implemented strategies to operate within its budget by reducing the frequency with which materials are updated. However, for the materials to be of use they must be current. The agency seeks additional funding to maintain its collection.
- Without additional funding the Law Library will be unable to provide competitive staff salaries and implement the compensation study recommended by the National Center for State Courts for the entire judicial branch.

Activity: LAW LIBRARY OPERATIONS
Program: LAW LIBRARY OPERATIONS
Agency: SUPREME COURT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Category:									
State Operations									
COMPENSATION	682	688	785	803	874	803	805	926	805
OTHER OPERATING EXPENSES	1,064	1,181	1,088	1,108	1,207	1,108	1,152	1,274	1,152
Total Expenditures	1,746	1,869	1,873	1,911	2,081	1,911	1,957	2,200	1,957
Change Items:	Fund								
(B) ACCESS TO JUSTICE - LAW LIBRARY	GEN				99			122	
(B) ATTRACT/RETAIN COMPETENT EMP - LIBRARY	GEN				71			121	
Total Change Items					170			243	
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,745	1,860	1,857	1,899	2,069	1,899	1,945	2,188	1,945
Statutory Appropriations:									
SPECIAL REVENUE	1	9	16	12	12	12	12	12	12
Total Financing	1,746	1,869	1,873	1,911	2,081	1,911	1,957	2,200	1,957
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	3	11	12	12	12	12	12	12	12
Total Revenues Collected	3	11	12	12	12	12	12	12	12
FTE by Employment Type:									
FULL TIME	11.5	11.2	16.2	16.2	16.2	16.2	16.2	16.2	16.2
PART-TIME, SEASONAL, LABOR SER	3.5	3.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	15.0	14.7	16.2	16.2	16.2	16.2	16.2	16.2	16.2

BUDGET CHANGE ITEM (48498)

Budget Activity: LAW LIBRARY OPERATIONS
Program: LAW LIBRARY OPERATIONS
Agency: SUPREME COURT

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

Item Title: ACCESS TO JUSTICE - LAW LIBRARY

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$99	\$122	\$122	\$122
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity	<u> X </u> Supplemental Funding	_____ Reallocation		

RATIONALE:

The cost of legal materials continues to escalate as publishers pass on the costs of mergers. Publishers recodify and republish fundamental treatises and basic research tools with increasing frequency. In the average law library, better than 95% of the collection expenditures consist of serial publications which are supplemented with increasing frequency by publishers. The State Law Library after analyzing its collection, industry pricing practices, and recent cost increases estimates an overall 24% cost increase for collection maintenance for each year of the next biennium.

FINANCING:

A General Fund appropriation is requested for this purpose.

OUTCOMES:

With this funding the State Law Library will be able to maintain its collection and fill in gaps in its current collection. As the state's largest public law library, the State Law Library serves as a resource to other law libraries as well as individuals and the courts. Without a complete and current collection the State Law Library cannot serve that function adequately. Patrons must then duplicate costly research tools or suffer a diminution of their research efforts.

Budget Activity: LAW LIBRARY OPERATIONS
Program: LAW LIBRARY OPERATIONS
Agency: SUPREME COURT

BUDGET CHANGE ITEM (57659)

Item Title: ATTRACT/RETAIN COMPETENT EMP - LIBRARY

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$71	\$121	\$121	\$121
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u>X</u>				
If yes, statute(s) affected:				
_____ New Activity <u>X</u> Supplemental Funding _____ Reallocation				

RATIONALE:

The Supreme Court, in the exercise of its authority over the administrative and financial affairs of the courts of the state, commissioned a compensation study for non-judicial personnel throughout the state. This study, the first comprehensive review of non-judicial compensation for court personnel statewide since 1998, resulted in common job classifications and pay ranges for employees at the Supreme Court, Court of Appeals, and state funded trial courts. The study will provide the compensation basis for future state funding transfers of court employees from county to state employment. The study addressed judicial branch concerns about its ability to attract and retain competent employees. Full employment and private sector competition in almost every job class has resulted in fewer well-qualified applicants for court positions. That situation has been particularly acute for legal and technology positions. With the advance of state funding for the trial courts and the advent of collective bargaining for certain judicial branch employees, funding for and implementation of a comprehensive pay plan is critical.

The pay plan recommendations were based on an assessment of salaries paid by the Legislative and Executive branches. In order to address salary inequities for certain job classes in the recommended National Center for State Courts pay plan; the courts require supplemental funding to implement the uniform non-judicial pay plan.

An equally important element of compensation is insurance coverage. The rate of insurance cost increases is estimated again to be double digit for the third biennium in a row.

The 3% base adjustment for compensation is inadequate to fund the elements of the court pay plan: cost of living, merit and equity adjustments, and insurance cost increases. The trial court is therefore requesting a supplemental appropriation of \$71,000 in FY 2002 and \$121,000 in FY 2003.

FINANCING:

The law library is requesting a General Fund appropriation for this purpose.

OUTCOMES:

Adequate salary funding will preserve existing staff positions necessary to provide the public and governmental users with the support and guidance in accessing legal research tools to inform and resolve legal issues. It will provide a uniform pay structure within the judicial branch to attract and retain competent employees.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

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COURT OF APPEALS - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

Mission: The Minnesota Court of Appeals exists to provide the people with impartial, clear, and timely appellate decisions made according to law.

Vision: The Minnesota Court of Appeals strives to be an accessible intermediate appellate court that renders justice under the law fairly and expeditiously through clear, well-reasoned decisions and promotes cooperative effort, innovation, diversity, and the professional and personal growth of all personnel.

KEY SERVICE STRATEGIES:

To accomplish its mission the Court of Appeals:

- Manages its cases to ensure prompt resolution within the statutory 90-day time limitation from oral argument to decision.
- Enhances the knowledge and skills of its staff by regular training.
- Explores the use of technology to improve its ability to provide timely and effective access to the court.

OPERATING ENVIRONMENT:

Court of Appeals hears cases throughout the state as well as in St. Paul to make access to the court easier. The court has installed interactive video as an additional measure to provide timely access. Appellate caseload of approximately 2,200 cases is determined by trial court and agency caseloads and issues.

ORGANIZATION/PROGRAM STRUCTURE:

Chief Judge & Judges of the Court of Appeals	16 fte
Legal Staff	45.0 fte
Administrative Staff	22.5 fte
Retired Judges	3.0 fte
9/30/00 TOTAL FTEs	86.5

GOVERNOR'S RECOMMENDATION:

The Governor respects the separation of powers and the desire of officials in the judicial and legislative branches, and other constitutional officers, to independently present their budget request directly to the legislature without specific recommendations from the Governor. However, since the Governor is required by law to submit a balanced budget to the legislature, it is necessary to identify funding for those offices as part of a budget plan.

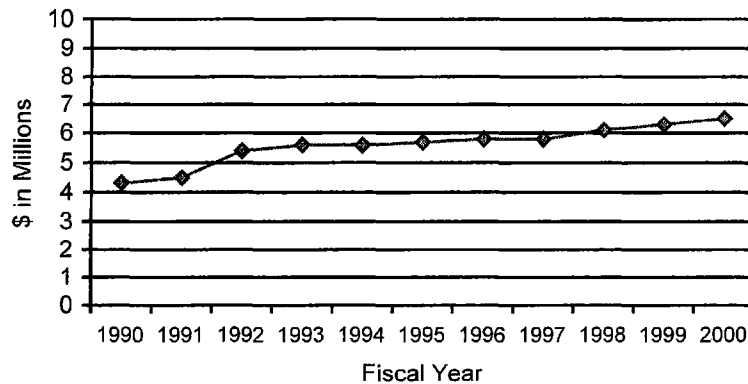
Within the judicial branch, the Governor recognizes that the overall volume of cases continues to increase, primarily reflecting changes in criminal penalties and sentencing laws. For the Courts, the Governor recommends that the budget be increased 5% a year over the adjusted base to recognize these caseload increases. For the Court of Appeals, this amounts to a biennial increase of \$1,081,000.

The Governor makes no recommendation regarding the specific initiatives put forward by the Court of Appeals.

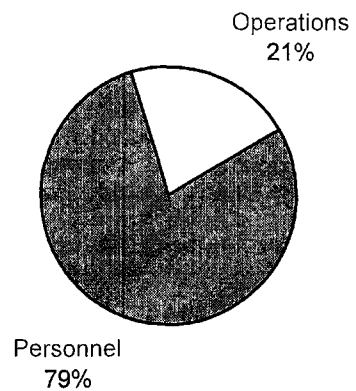
COURT OF APPEALS - EXECUTIVE SUMMARY

TRENDS AND PERSPECTIVE:

Total Budget -All Funds



2000-01 Expenditures by Category Total: \$ 13 Million



Activity: COURT OF APPEALS
Program: COURT OF APPEALS
Agency: COURT OF APPEALS

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Category:									
State Operations									
COMPENSATION	5,024	5,098	5,515	5,679	6,777	5,679	5,847	7,014	5,847
OTHER OPERATING EXPENSES	1,387	1,255	1,331	1,272	1,272	1,620	1,301	1,301	2,034
Total Expenditures	6,411	6,353	6,846	6,951	8,049	7,299	7,148	8,315	7,881
Change Items:	Fund								
(A) ATTRACT/RETAIN COMPETENT EMPLOYEES	GEN				750			851	
(A) LEGAL RESEARCH ASSISTANCE	GEN				348			316	
(A) JUDICIAL BRANCH CASELOAD ADJUSTMENT	GEN					348			733
Total Change Items					1,098	348		1,167	733
Financing by Fund:									
Direct Appropriations:									
GENERAL	6,411	6,353	6,846	6,951	8,049	7,299	7,148	8,315	7,881
Total Financing	6,411	6,353	6,846	6,951	8,049	7,299	7,148	8,315	7,881
Revenue Collected:									
Nondedicated									
GENERAL	0	2	0	0	0	0	0	0	0
Total Revenues Collected	0	2	0	0	0	0	0	0	0
FTE by Employment Type:									
FULL TIME	79.3	76.0	83.5	83.5	88.0	83.5	83.5	88.0	83.5
PART-TIME, SEASONAL, LABOR SER	5.1	5.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	84.4	81.8	83.5	83.5	88.0	83.5	83.5	88.0	83.5

COURT OF APPEALS - BUDGET BRIEF

Fund: GENERAL

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)			
Budgeted Appropriations (FY 2001-Resource Load)	\$6,749	\$6,749	\$13,498
<u>BASE ADJUSTMENT</u>			
Doc. Space Rental/Lease	\$38	\$67	\$105
2002-03 Sal. & Ben. Base	\$164	\$332	\$496
<u>BASE LEVEL (for 2002 and 2003)</u>	\$6,951	\$7,148	\$14,099
<u>AGENCY REQUEST ITEMS</u>			
Legal Research Assistance (Exp)	\$348	\$316	\$664
Attract/Retain Competent Employees (Exp)	\$750	\$851	\$1,601
AGENCY REQUEST (for 2002 and 2003)	\$8,049	\$8,315	\$16,364
<u>GOVERNOR'S INITIATIVES</u>			
Judicial Branch Caseload Adjustment	<u>\$348</u>	<u>\$733</u>	<u>\$1,081</u>
GOVERNOR'S RECOMMENDATION	\$7,299	\$7,881	\$15,180

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends a biennial increase of \$1,081,000 to recognize caseload increases. The Governor makes no recommendations regarding the specific initiatives put forward by the Court of Appeals.

BRIEF EXPLANATION OF BUDGET DECISIONS:

- Base adjustments are included for rent increases and standard salary and benefit increases allowed for state agencies.
- The Minnesota judiciary is seeking funding for judge and employee compensation including anticipated insurance cost increases beyond the base adjustment. The salary of Minnesota judges now ranks 32nd in the country and is dropping. The National Center for State Courts conducted a classification and compensation study for appellate and trial court personnel, the first in a decade. The Court of Appeals seeks funding to implement the recommendations and pay for anticipated extraordinary insurance cost increases in order to attract and retain competent employees.
- The court seeks \$664,000 and 4.5 legal positions lost to fund previous insurance and compensation increases and increased funding to maintain access to computerized legal research.

BUDGET CHANGE ITEM (45213)**Agency: COURT OF APPEALS****Item Title: ATTRACT/RETAIN COMPETENT EMPLOYEES**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$750	\$851	\$886	\$886
-Grants	\$-0-	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity <u> X </u> Supplemental Funding _____ Reallocation				

RATIONALE:

The Supreme Court in the exercise of its authority over the administrative and financial affairs of the courts in the state, commissioned a compensation study for non-judicial personnel throughout the state. This study, the first comprehensive review of non-judicial compensation for court personnel statewide since 1989, resulted in common job classifications and pay ranges for employees at the Supreme Court, Court of Appeals and state funded trial courts. The study addressed judicial branch concerns about its ability to attract and retain competent employees. Full employment and private sector competition in almost every job class has resulted in fewer well-qualified applicants for court positions. That situation has been particularly acute for legal and technology staff. With the advance of state funding for the trial courts, the advent of collective bargaining for certain judicial branch employees, implementation of a comprehensive pay plan is critical.

In order to address salary inequities for certain job classes in the recommended National Center for State Courts pay plan, the courts require supplemental funding to implement the uniform non-judicial pay plan.

The Compensation Council recommended a 3.5% pay increase for judges on 1-1-01 with an additional equity adjustment of 3%. It also recommended a similar increase for January 2002. In order to adjust judicial salaries regularly the courts are also requesting a 3% cost of living adjustment for judges in January

2003. Currently Minnesota rates 32nd among all states in the rate of judicial compensation.

An equally important element of compensation is insurance coverage. The rate of insurance cost increases is estimated again to be double digit for the third biennium in a row. The 3% base adjustment for compensation is inadequate to fund the elements of the court pay plan: cost of living, merit adjustments and insurance cost increases. The Court of Appeals is therefore requesting a supplemental general fund increase for its compensation plan in the amount of \$750,000 for FY 2002 and \$851,000 for FY 2003.

In making this request the courts have offset the amount of the salary supplement against insurance and supplemental increase requests.

FINANCING:

A General Fund appropriation is requested.

OUTCOMES:

In the summer of 2000 Twin Cities newspapers reported \$100,000 starting salaries in large Twin Cities law firms for lawyers just out of law school. The Court of Appeals currently pays starting law clerks \$32,000. The Court of Appeals anticipates that higher entry-level salaries will attract top lawyers. Adequate compensation is required to attract and retain qualified personnel.

Adequate salary funding will preserve existing staff positions necessary to process the appellate court cases within the statutory 90 day timeframe from submission to disposition.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this request.

BUDGET CHANGE ITEM (45211)**Agency: COURT OF APPEALS****Item Title: LEGAL RESEARCH ASSISTANCE**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$348	\$316	\$322	\$328
-Grants	\$-0-	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity <u> X </u> Supplemental Funding _____ Reallocation				

RATIONALE:

During the 1998-99 biennium, the Legislature recognized the need for additional judicial resources and authorized funding for the use of retired judges. With the assistance of these retired judges, the court has been able to schedule a "sixth panel" (in addition to the five panels composed of the regular members of the court), with approximately 30 hearing calendars per year. The Court anticipated that a portion of the approved funding would be used to provide law clerk assistance for the retired judges. In fact, because of salary and insurance cost increases for remaining staff, some law clerk, secretarial and staff attorney positions have been held open to absorb employee costs.

The Court is requesting funding for two staff attorneys and 2.5 law clerk positions. These employees will provide direct assistance to the retired judges and other members of the court, to ensure that the court is able to meet the statutory 90-day deadline for issuing decisions. Increasing numbers of appeals involve litigants who do not have counsel, resulting in (a) demands for more written and Internet-accessible information on the appellate process and (b) significant burdens for screening and processing before these appeals are briefed and read for submission to a panel of judges. The Supreme Court, trial judges, and bar associations have done a great deal of work recently, devising strategies for responding to the challenges of litigants who do not have counsel, but the Court of Appeals has not had the resources to meet these demands. More staff attorneys are needed to help the Court to meet these needs, provide assistance with the increasing number of cases that must receive expedited

consideration, due to state and federal mandates, and provide research on complex cases and emerging areas of the law. Staff attorneys also provide continuity, which is especially important for the retired judges, who may serve with the court for only a few months at a time. Even with these additions, the level of legal support staff for the Court of Appeals will lag behind national standards for appellate courts of similar size and caseloads.

The Court has experienced dramatic automated legal research costs because of rate increases. While the court has recently negotiated a contract for computerized legal research that limits future cost increases, it needs \$15,000 additional funding annually to continue to utilize fully computerized legal research tools. Some legal resources are now available exclusively online, and much essential legal research is now done by computer. Research costs have increased dramatically and unpredictably in recent years, and the new contract will limit the impact of future increases.

FINANCING:

A General Fund appropriation is requested for these staff positions and operational costs.

OUTCOMES:

Thorough, consistent and well-researched opinions will be produced within the 90-day disposition timeframe required by the statute for Court of Appeals decisions.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this request.

LEGAL PROFESSION BOARDS - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

Mission and Vision:

The Minnesota Supreme Court exercising its inherent constitutional authority regulates the practice of law in Minnesota.

The Supreme Court exercises its regulatory authority so that within the state the public is well served by admitting to practice competent attorneys who continuously revitalize their knowledge of the law by attending continuing education programs, by appropriately disciplining after careful investigation those who have been found to have violated the Code of Professional Responsibility, and by reimbursing clients under specified circumstances who have lost funds because of attorney malfeasance. The Court is implementing a statewide lawyer assistance program to direct lawyers to appropriate and necessary counseling.

KEY SERVICE STRATEGIES:

The Supreme Court has established regulatory boards to assist it in key areas of the regulation of the practice of law.

- The Continuing Legal Board certifies 6,000 programs annually in a wide variety of legal subjects to promote professional growth for the state's 23,000 attorneys and monitors each attorney's compliance with continuing education regulations.
- The Lawyers Professional Responsibility Board, working in conjunction with district ethics committees throughout the state, investigates complaints of malfeasance against lawyers and recommends discipline where appropriate.
- The Legal Certification Board certifies agencies which certify lawyers having specified experience and training as specialists.
- The Client Security Board reviews claims from clients who have experienced monetary loss because of attorney malfeasance and, where the claim meets criteria established by the Board, reimburses the client for the loss up to \$100,000.
- The Board of Law Examiners reviews the credentials of applicants for admission to the practice of law in Minnesota and administers the bar examination.
- A lawyer assistance program will direct lawyers who are suffering from chemical and substance abuse and emotional distress to appropriate treatment.

OPERATING ENVIRONMENT:

The boards, consisting of lawyers and lay members, are appointed by the Supreme Court to carry out the functions identified above within the rules for each board promulgated by the Supreme Court. Each board is authorized to hire staff. The Client Security Board contracts with the Board of Professional Responsibility for legal services to examine claims and pursue subrogation claims. The Boards of Law Examiners, Continuing Legal Education, and Legal Certification have a single director and share staff.

REVENUE SOURCES:

Dedicated revenue fully funds the activities of the boards. No General Fund monies support the operations of these boards. The Supreme Court assesses each lawyer admitted to practice law in Minnesota an annual registration fee which funds these activities. This registration fee revenue is divided among the boards as determined by the Court after public hearing. The Board of Law Examiners assesses a bar examination fee to each applicant for the bar examination. The boards of Continuing Legal Education and Legal Certification assess various administrative fees. The fees for these boards are included in the Departmental Earnings Report.

ORGANIZATION/PROGRAM STRUCTURE:

SUPREME COURT	
Continuing Legal Education	3.3 fte
Lawyers Professional Responsibility	25.2 fte
Legal Certification	.5 fte
Client Security Board	0
Law Examiners	8.6 fte
9/30/00 TOTAL FTEs 37.6	

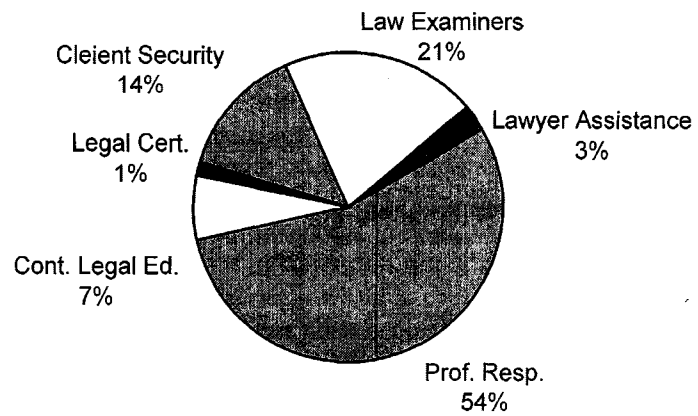
GOVERNOR'S RECOMMENDATIONS:

The Governor recommends the agency's base budget.

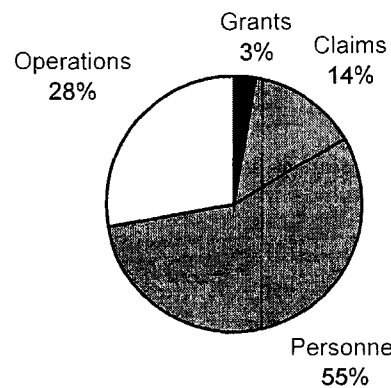
LEGAL PROFESSION BOARDS - EXECUTIVE SUMMARY (Continued)

TRENDS AND PERSPECTIVE:

2000-01 Expenditures by Program
Total: \$7 Million



2000-01 Expenditures by Category
Total: \$ 7 Million



Agency: LEGAL PROFESSION BOARDS

Agency Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Program:									
CONTINUING LEGAL EDUCATION BD	288	232	265	258	258	258	257	257	257
PROFESSIONAL RESPONSIBILITY BD	1,774	1,806	1,976	2,115	2,115	2,115	2,268	2,268	2,268
LEGAL CERTIFICATION BOARD	41	43	52	55	55	55	59	59	59
CLIENT SECURITY BOARD	448	532	505	472	472	472	472	472	472
LAW EXAMINERS BOARD	742	780	888	900	900	900	960	960	960
LAWYER ASSISTANCE	0	0	190	160	160	160	160	160	160
Total Expenditures	3,293	3,393	3,876	3,960	3,960	3,960	4,176	4,176	4,176
Financing by Fund:									
Statutory Appropriations:									
SPECIAL REVENUE	3,293	3,393	3,876	3,960	3,960	3,960	4,176	4,176	4,176
Total Financing	3,293	3,393	3,876	3,960	3,960	3,960	4,176	4,176	4,176
FTE by Employment Type:									
FULL TIME	32.2	32.7	36.2	36.2	36.2	36.2	36.2	36.2	36.2
PART-TIME, SEASONAL, LABOR SER	3.7	3.5	1.4	1.4	1.4	1.4	1.4	1.4	1.4
Total Full-Time Equivalent	35.9	36.2	37.6	37.6	37.6	37.6	37.6	37.6	37.6

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TRIAL COURTS - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

Mission: The mission of the Judicial Branch is to provide justice through a system that assures equal access for the fair, competent, and timely resolution of cases and controversies.

Vision: The Judicial Branch vision is that the general public and those who use the court system will refer to it as accessible, fair, consistent, responsive, free of discrimination, independent and well managed.

KEY SERVICE STRATEGIES:

In order to adjudicate a high volume of cases appropriately, thoughtfully and thoroughly, the trial courts have initiated the following strategies:

- Delegate legal research and where possible draft decision writing to law clerks, freeing judges to spend more time hearing cases or directing the case dispositional activities;
- Set case processing and case management standards and institute monitoring programs for exceptions;
- Develop programs to allow litigants meaningful access to the court process, i.e., court interpreter programs, free legal services for the poor, and self-help programs for persons who choose to guide their own litigation;
- Explore ways to use technology to improve and expedite the work of the courts including making justice more consumer oriented;
- Develop programs and technologies to provide judges the critical information needed to make timely and sound case and policy decisions;
- Review and evaluate court practices and policies to identify the need for systemic improvement through the Conference of Chief Judges and committees established by the Supreme Court;
- Explore greater integration and coordination with other justice and social service agencies;
- Develop an adequate and stable funding base to ensure the uniform implementation of state mandates and policies.

OPERATING ENVIRONMENT:

- The Judicial Branch continues to explore administrative, managerial, rules and legislative changes such as those identified above in order to make the courts readily accessible.

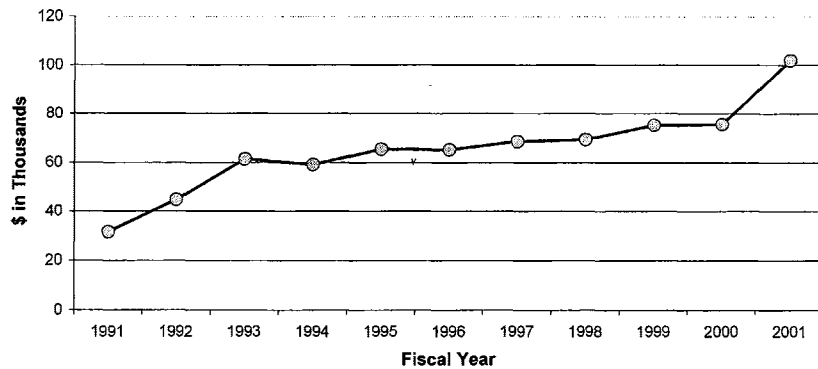
- The Courts during the past biennia have implemented major system changes in the areas of information systems improvement planning, child support enforcement transfer to the courts from the Office of Administrative Hearings, and transfer of funding responsibility for the trial court from the counties to the state in 42 counties and the implementation of a rudimentary management structure to oversee the expanded administrative responsibility.

ORGANIZATION/PROGRAM STRUCTURE:

Judges	262.0 fte
— District Administration Staff	43.0 fte
— Law Clerks	257.0 fte
— Court Reporters	279.0 fte
— Referees/Judicial Officer	22.0 fte
— District Court Administration Staff	431.0 fte
— District Judges Association	.5 fte
— Judicial Advisory Service	1.5 fte
9/30/00 Total	1,296 fte

TRIAL COURTS - EXECUTIVE SUMMARY (Continued)

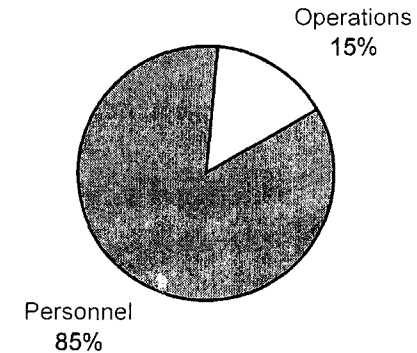
Total Budget - All Funds



TRENDS AND PERSPECTIVE:

- Transfer to state funding of more than 350 trial court personnel from three judicial districts occurred on 7-1-2000. New administrative human resources systems, accounting, and budgeting systems were required. An administrative infrastructure to support these operations is required.
- Collective bargaining in the judicial branch occurred for the first time involving two collective bargaining units.
- A third statewide collective bargaining unit was certified for court reporters
- Insurance costs increase at double digit rates, depleting operating funds to supplement salary base adjustments
- Serious criminal caseload has increased 51% in the past decade. Misdemeanor non-traffic criminal cases have increased 30% during that period.
- Implied consent cases have increased 88% over the past decade, 74% in the last five years.
- Juvenile caseloads statewide have increased 88% in the last decade. Termination of parental rights cases have increased 56% in the past decade. Delinquency of children under 10 has increased 40% in the past five years.
- Major overall caseload has increased 35% in the past decade.

2000-01 Expenditures by Category Total: \$ 178 Million



GOVERNOR'S RECOMMENDATIONS:

The Governor respects the separation of powers and the desire of officials in the judicial and legislative branches, and other constitutional officers, to independently present their budget requests directly to the legislature without specific recommendations from the Governor. However, since the Governor is required by law to submit a balanced budget to the legislature, it is necessary to identify funding for those offices as part of a budget plan.

Within the judicial branch, the Governor recognizes that the overall volume of cases continues to increase, primarily reflecting changes in criminal penalties and sentencing laws. For the Courts, the Governor recommends that the budget be increased 5% a year over the adjusted base to recognize these caseload increases. For the Trial Courts, this amounts to a biennial increase of \$16,044,000.

The Governor also recommends biennial funding of \$18,192,000 for the Trial Courts to cover currently estimated costs borne by counties for providing certain mandated services which will transfer to the state on 7-1-01. The Governor also recommends an offsetting reduction in HACA payments to counties in his Tax Aids and Credits budget. The Trial Courts may choose to supplement funding for these costs with the general funding increase recommended for the agency.

Agency: TRIAL COURTS

Agency Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Program:									
TRIAL COURTS	75,221	75,523	102,374	103,560	136,358	117,828	106,200	145,002	126,168
Total Expenditures	75,221	75,523	102,374	103,560	136,358	117,828	106,200	145,002	126,168
Financing by Fund:									
Direct Appropriations:									
GENERAL	75,184	75,516	102,236	103,433	136,231	117,701	106,073	144,875	126,041
Statutory Appropriations:									
GENERAL	0	0	120	120	120	120	120	120	120
SPECIAL REVENUE	6	0	18	7	7	7	7	7	7
FEDERAL	31	7	0	0	0	0	0	0	0
Total Financing	75,221	75,523	102,374	103,560	136,358	117,828	106,200	145,002	126,168
FTE by Employment Type:									
FULL TIME	875.8	898.6	1,309.5	1,320.0	1,390.0	1,320.0	1,320.0	1,390.0	1,320.0
PART-TIME, SEASONAL, LABOR SER	23.4	24.5	5.1	3.4	3.4	3.4	3.4	3.4	3.4
Total Full-Time Equivalent	899.2	923.1	1,314.6	1,323.4	1,393.4	1,323.4	1,323.4	1,393.4	1,323.4

TRIAL COURTS- BUDGET BRIEF

Fund: GENERAL

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)			
Appropriations	\$100,834	\$100,834	\$201,668
<u>BASE ADJUSTMENT</u>			
New Programs to Agency Base	316	316	632
One-Time Appropriations	(274)	(274)	(548)
Doc. Space Rental/Lease	3	4	7
2002-03 Sal. & Ben. Base	2,554	5,193	7,747
<u>BASE LEVEL (for 2002 and 2003)</u>	\$103,433	\$106,073	\$209,506
<u>AGENCY REQUEST ITEMS</u>			
Judicial Services (exp)	2,586	2,487	5,073
Attract/Retain Competent Employees (exp)	11,422	15,361	26,783
Judicial Branch Transformation (exp)	532	1,281	1,813
Mandated Costs	13,630	15,129	28,759
Effectiveness	4,628	4,544	9,172
Initiatives/Operations (exp)			
<u>AGENCY REQUEST (for 2002 and 2003)</u>	\$136,231	\$144,875	\$281,106
<u>GOVERNOR'S INITIATIVES</u>			
Judicial Branch Caseload Adjustment	5,172	10,872	16,044
Mandated Costs	9,096	9,096	18,192
<u>GOVERNOR'S RECOMMENDATION</u>	\$117,701	\$126,041	\$243,742

BRIEF EXPLANATION OF BUDGET DECISIONS:

- Base adjustments are included for rent increases and standard salary and benefit increases allowed for state agencies. The base is also increased for the annualized cost of new judgeships authorized for phase-in during the current biennium. The base is decreased for one-time appropriations for community courts and Carlton County prosecution costs.
- The Minnesota judiciary is seeking funding for judge and employee compensation beyond the base adjustment. The salary of Minnesota judges now ranks 32nd in the country and is dropping. The National Center for State Courts conducted a classification and compensation study for trial and appellate court personnel, the first in a decade. The Trial Court seeks funding to implement the recommendations and to pay for anticipated extraordinary insurance cost increases.

- Nine additional judge units and supplemental retired judge funding is requested to meet the increasing caseload demand.
- Fast growing services mandated by the constitution, state or federal law – guardian ad litem, interpreter, Rule 20 and commitment psychiatric exams and in forma pauperis costs – are set to be transferred from county to state funding 7-1-2001. \$28,759,000 less county HACA aid is requested.
- On 7-1-2000 the judiciary successfully transferred three judicial districts, including 42 counties and more than 350 personnel, to state funding. Three bargaining units for court employees were created. The legislature requested a plan for the transfer of an additional 32 counties and more than 1,500 additional employees. Fiscal and human resources staff are requested to provide support previously obtained from counties and to create a cohesive administrative structure within the judicial branch. \$1,813,000 is requested.
- In order to effectively operate the state funded administrative components of the courts, supplemental funding is requested for jury operations, training, 17 positions for court administrator offices among 55 counties, four referee law clerk positions, equipment replacement, training community court programs in Hennepin and Ramsey Counties, relocation costs and other miscellaneous operational costs. \$9,172,000 is requested.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends a biennial increase of \$16,044,000 to recognize caseload increases. The Governor also recommends \$18,192,000 for costs of mandated functions that will transfer to the state on 7-1-01, to be offset by HACA reductions to counties.

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TRIAL COURTS - REVENUE SUMMARY

REVENUE SOURCES:

Fine revenue from Judicial Districts Five, Seven, Eight and Nine is collected through the Trial Court budget and transmitted to the State Treasurer for deposit in the General Fund.

Courts in Districts Five, Seven, Eight and Nine are authorized by statute to impose, collect and retain fees for guardian ad litem services. Guardian ad litem fee revenue is estimated at \$120,000 each year in these four districts.

FEE STRUCTURE:

Fee and fine revenue is collected by the court administrators in 87 counties. It is allocated to recipients by complicated statutory formulae. The state share is transmitted to the State Treasurer for distribution and deposit.

RECENT CHANGES:

The 1998 Legislature simplified the surcharges on court fines by reducing the number of surcharges. This change was effective 1-1-99. The significant increase in revenue in 2001 is due to the transfer of the county share of fine revenue to the state as a result of state funding of Districts Five, Seven and Nine effective July 1, 2000.

FORECAST BASIS:

Fee and fine revenue is projected based on past collections.

Agency: TRIAL COURTS

Summary of Agency Revenues (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
<u>Non-Dedicated Revenue:</u>									
Other Revenues:									
GENERAL	1,069	1,175	8,820	8,820	8,820	8,820	8,820	7,645	76.5%
Total Non-Dedicated Receipts	1,069	1,175	8,820	8,820	8,820	8,820	8,820	7,645	76.5%
<u>Dedicated Receipts:</u>									
Grants:									
GENERAL	420	134	0	0	0	0	0	(134)	(100.0%)
FEDERAL	33	5	0	0	0	0	0	(5)	(100.0%)
Other Revenues:									
GENERAL	0	0	120	120	120	120	120	120	100.0%
SPECIAL REVENUE	10	4	8	7	7	7	7	2	16.7%
Total Dedicated Receipts	463	143	128	127	127	127	127	(17)	(6.3%)
Agency Total Revenues	1,532	1,318	8,948	8,947	8,947	8,947	8,947	7,628	74.3%

BUDGET CHANGE ITEM (45122)**Agency: TRIAL COURTS****Item Title: ATTRACT/RETAIN COMPETENT EMPLOYEES**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$11,422	\$15,361	\$15,906	\$15,906
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity <u> X </u> Supplemental Funding _____ Reallocation				

RATIONALE:

The Supreme Court, in the exercise of its authority over the administrative and financial affairs of the courts of the state, commissioned a compensation study for non-judicial personnel throughout the state. This study, the first comprehensive review of non-judicial compensation for court personnel statewide since 1989, resulted in common job classifications and pay ranges for employees at the Supreme Court, Court of Appeals, and state funded trial courts. The study will provide the compensation basis for future state funding transfers of court employees from county to state employment. The study addressed judicial branch concerns about its ability to attract and retain competent employees. Full employment and private sector competition in almost every job class have resulted in fewer well-qualified applicants for court positions. The situation has been particularly acute for legal and technology positions. With the advance of state funding for the trial courts and the advent of collective bargaining for certain judicial branch employees, funding for and implementation of a comprehensive pay plan is critical.

The pay plan recommendations were based on an assessment of salaries paid by the Legislative and Executive branches. In order to address salary inequities for certain job classes in the recommended National Center for State Courts pay plan, the courts require supplemental funding to implement the uniform non-judicial pay plan.

The Compensation Council recommended a 3.5% pay increase for judges on 1-1-01 with an additional equity adjustment of 3%. It also recommended a similar

increase for January 2002. In order to adjust judicial salaries regularly, the courts are also requesting a 3% cost of living adjustment for judges in January 2003. Currently Minnesota rates 32nd among all states in the rate of judicial compensation.

An equally important element of compensation is insurance coverage. The rate of insurance cost increases is estimated again to be double digit for the third biennium in a row. When court employees in the Fifth, Seventh, and Ninth Judicial Districts were transferred to state funding, the cost of state insurance for those employees was significantly greater than the cost of county insurance upon which the funding transfer was based. The election of state insurance benefits by most of the employees has resulted in a significant underfunding of the salary obligations in those districts. The 3% base adjustment for compensation is inadequate to fund the elements of the court pay plan: cost of living, merit and equity adjustments, and insurance cost increases. The trial court is therefore requesting a supplemental appropriation of \$11,422,000 in FY 2002 and \$15,361,000 in FY 2003.

FINANCING:

The trial courts are requesting a General Fund appropriation for this purpose.

OUTCOMES:

In the summer of 2000 Twin Cities newspapers reported \$100,000 starting salaries in large Twin Cities law firms for lawyers just out of law school. Even in the public sector, the Attorney General's office pays first year attorneys over \$39,000 and the Public Defenders pay \$43,000. The state is currently paying trial court judges less than \$100,000 and law clerks \$26,000. Higher entry level salaries are necessary to attract top new lawyers from a wider legal market.

Adequate salary funding will preserve existing staff positions necessary to process trial court cases. It will provide a uniform pay structure within which collective bargaining can take place.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this request.

BUDGET CHANGE ITEM (45120)**Agency: TRIAL COURTS****Item Title: JUDICIAL SERVICES**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$2,586	\$2,487	\$2,487	\$2,487
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If yes, statute(s) affected: M.S. 2.722				
<input type="checkbox"/> New Activity <input checked="" type="checkbox"/> Supplemental Funding <input type="checkbox"/> Reallocation				

RATIONALE:

In order to address concerns about the adequacy of judicial resources to determine cases in a thorough, prompt and thoughtful manner, the judiciary has been reviewing the weighted caseload methodology by which it determines the need for judicial resources. This methodology has served the Legislature and the Judiciary well in making determinations about the need for judicial resources, but required periodic updating to maintain its validity. A new study is recommended every 5-6 years. WCL studies have been conducted in Minnesota in 1980, 1986, and 1992. A new study is overdue. Other concerns include the need to give greater recognition to the motions and post decree hearings in certain case types in order to measure judicial work. The trial court is requesting \$250,000 to fund an update of the weighted caseload methodology that would review these issues and identify an appropriate methodology to more accurately assess the judicial resource need.

Using the methodology incorporating the 1992 study's times and weights and projecting the need for additional judicial resources through the next biennium, the trial court is requesting nine additional judge units: five that were requested but not authorized in the last biennium and four additional judge units due to growth in the caseload. Authorization of these judge units is a necessity to prevent backlog, delay and further erosion of judge time per case devoted to serious case types. A judge unit consists of a judge, law clerk and court reporter.

Retired judges are useful in stretching judicial resources and providing flexibility in the use of those resources. Private sector adjudication processes such as ADR provide higher salaries for retired judges. The judicial branch is therefore requesting supplemental retired judge funding to increase the per diem rate as a strategy to encourage more retired judges to serve.

In the Second and Fourth Judicial Districts, three referee positions may be converted to judgeships in the next biennium. Associated with those conversions are greater fringe benefit costs and a law clerk position for each conversion. The conversion results in a greater flexibility for the judge to hear and determine finally all the issues presented in juvenile court.

FINANCING:

A General Fund appropriation is requested for the support of these judicial services.

OUTCOMES:

The methodology by which the need for judicial resources is determined will be updated to address current case processing practices and concerns with adequate time to conduct business to achieve a quality result.

Judicial resources will be supplemented by converting referee positions, thereby eliminating the need for subsequent judicial review.

The likelihood of attracting additional retired judges will be enhanced by providing an improved per diem rate. Retired judges can then be used with flexibility to address temporary needs for judicial services due to illnesses, vacations, special cases, or unavailability of active judges.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this request.

BUDGET CHANGE ITEM (45126)**Agency: TRIAL COURTS****Item Title: MANDATED COSTS**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$13,630	\$15,129	\$15,129	\$15,129
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
<u> X </u> New Activity <u> X </u> Supplemental Funding _____ Reallocation				

RATIONALE:

Laws 1999, Chapter 216, Article 7, Section 46 provides for the transfer of funding responsibility from county to state government for guardian ad litem services, interpreter services, in forma pauperis costs, and psychological exam costs related to court commitments and Rule 20 examinations. This realignment adds the funding responsibility to the policy responsibility already exercised at the state level. This shift has been studied for the past decade by the courts and adopted by the 1999 Legislature in stages. Policies affecting the delivery of these programs are made by the federal government, the state courts and the state Legislature. Transfer of the funding responsibility is set by statute to occur 7-1-01.

Gaps in guardian ad litem service currently exist in Minnesota's 87 counties. In 1997 the Minnesota Supreme Court Foster Care and Adoption Task Force found a range of appointment compliance from 24% to 94%. Hennepin County was at 43% for Child Protection cases. Our best estimates for 1999 indicate that many districts continue to operate at compliance rates of 50%.

Costs are expected to grow as the courts work with an increasingly diverse population. From 1998 to 2000, the number of students speaking a language other than English in the home increased by 17%. At the county level expenditures for interpreters has increased 19 – 40% in each of the last three years, and the increases are expected to continue. The constitutional rights of persons handicapped in communication cannot be fully protected unless qualified interpreters are available to assist them in legal proceedings.

The courts are requesting funding in addition to what was paid at the county level to provide for the extra demand for services in the areas of guardians ad litem, interpreters, psychiatric exams and in forma pauperis costs.

FINANCING:

The trial courts are requesting the total funding amount of \$13,630,000 in FY 2002 and \$15,129,000 in FY 2003. Against these amounts HACA aid reductions in the amount of \$9,097,130 should be recognized. The net General Fund cost in FY 2002 would be \$4,532,774. In FY 2003 the net General Fund cost after the HACA offset would be \$6,031,294.

OUTCOMES:

Counties would be relieved of the funding responsibility in program areas where county officials do not set the policy.

The uniform implementation of policy set by state officials would be funded by state resources. Uniform implementation would not be hindered by the uneven ability of disparate county tax bases to support the operations of state government.

Persons at risk, children in need of protection, the poor, those unable to speak or comprehend the English language in court proceedings, and persons whose mental capacity is being challenged in the court process, would receive equal access to services throughout the state rather than have that access limited by the county of residence ability to pay.

GOVERNOR'S RECOMMENDATION:

The Governor recommends biennial funding of \$18,192,000 for the Trial Courts to cover currently estimated costs borne by counties for providing the mandated services which will transfer to the state on 7-1-01. The Governor also recommends an offsetting reduction in HACA payments to counties in his Tax Aids and Credits budget. The Trial Courts may choose to supplement funding for these costs with the general funding increase recommended for the agency.

BUDGET CHANGE ITEM (45124)**Agency: TRIAL COURTS****Item Title: JUDICIAL BRANCH TRANSFORMATION**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$532	\$1,281	\$1,395	\$1,395
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u>X</u> _____				
If yes, statute(s) affected:				
<u>X</u> New Activity <u>X</u> Supplemental Funding _____ Reallocation				

RATIONALE:

Laws 1999, Chapter 216, Article 7 transfers funding and administrative responsibility for the 55 court administrators' offices in Judicial Districts Five, Seven, Eight, and Nine to the state. That transfer was effective 1-1-2000 on a permanent basis for the Eighth Judicial District and 7-1-2000 for the other three judicial districts. The legislation also requests the Supreme Court in consultation with the Conference of Chief Judges to submit to the Legislature a plan for the state assumption of the remainder of the trial court costs by 7-1-03.

From the Eighth District experience of the past decade and the conversion experience of Districts 5, 7, and 9, two types of administrative positions are critical to the exercise of expanded administrative responsibility – accountants and human resources specialists. Each of these districts now is responsible for administrative offices in 10-20 locations. Personnel collect and disburse thousands of dollars daily in each of those offices. On a district basis millions of dollars are collected and disbursed annually. Each office has been delegated purchasing authority because of the geographic distances. Most of the offices are not staffed with accounting staff. A professional accountant is needed to direct the accounting functions at the district level. This person would supervise the collection, recording and disbursement of fee and fine revenues; supervise purchasing in multiple court locations; create, monitor, and report on the status of multiple county and district budgets; and work with court managers to identify and resolve funding and budget issues. The trial courts are requesting funds for three accounting positions in FY 2002 for Districts 5,7, and 9. Assuming full

state funding by July 2003, the trial courts are requesting six additional accounting positions in the second year of the biennium. These positions will facilitate the transfer by clarifying county funding levels, establishing new accounts and accounting processes within the district prior to transfer to the state, conducting training on accounting issues for managers and other local account clerks transferred to state funding, cataloguing and transferring inventory, establishing new banking relationships, and training court clerks in the use of the MAPS system.

With state funding, the courts, rather than county human resources departments, have assumed responsibility for collective bargaining and the administration of the courts' human resources function. Collective bargaining is a new responsibility for the judicial branch and involves multiple bargaining units. A human resources specialist is requested for each judicial district to coordinate and manage the myriad of human resources responsibilities. Four positions are requested in the first year for Districts 5,7,8, and 9. Six positions for the remaining districts are requested in the second year to complete preparation for the transition. The functions to be performed include: participate in collective bargaining negotiations; administer grievance procedures; recruit staff, screen applicants for positions, and advise judges and court managers on hiring and disciplinary practices and procedures; conduct new employee orientations; develop and implement safety and wellness programs; and assist in desk audits to maintain the classification system. During the transfer to state funding, professional human resources staff is necessary to correctly transition employees into a new classification and benefit program, allocate staff to appropriate salaries in a new payroll process, advise employees about the implications of new insurance plans, provide information about insurance options, and trouble shoot with county, state, and insurance company officials to make sure that employee rights are understood and protected.

FINANCING:

A General Fund appropriation is requested for this purpose.

OUTCOMES:

The 2,500+ trial court employees will receive professional, informed advice about their rights and responsibilities in a state court system.

The funds entrusted to court officers will be safe guarded and accounted for appropriately. Costs associated with future county/state transfers can be thoroughly documented.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this request.

BUDGET CHANGE ITEM (56976)**Agency: TRIAL COURTS****Item Title: EFFECTIVENESS INITIATIVES/OPERATIONS**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$4,628	\$4,544	\$4,544	\$4,544
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity <u> X </u> Supplemental Funding _____ Reallocation				

RATIONALE:

For the past three biennia, the portion of the trial court budget available for operational costs has been drastically diminished as funding has necessarily been reallocated to pay for insurance and salary cost increases. In the 1998-99 biennium, operational spending was **2.7% less** than in 1996-97. In 2000-01 anticipated operational spending at the district level is anticipated to be reduced more than **10%** at the district level. These reductions have resulted in the virtual elimination of staff training funds, reductions in equipment upgrades, deferral of maintenance and communications upgrades.

The trial courts are requesting recognition of operation cost inflation in a wide variety of areas - communication costs, legal research costs, software program upgrades, microfilm services to preserve court records, ergonomic equipment replacement, and supplies. The courts are also requesting the replacement of training funds for trial court personnel at the rate of \$400 per person, a cost below industry standards.

As inflation has eroded purchasing power, inflationary increases in the reimbursement rate for travel have been recognized in collective bargaining agreements. The trial court is seeking funding to increase the mileage reimbursement rate for jurors to equal that of state employees. The reimbursement rate currently is \$.27 cents per mile while the IRS and state bargaining agreements recognize a rate of \$.325. This 20% mileage rate increase along with an increase for parking costs, juror sequestration costs for

meals and lodging and increased utilization would result in a 10-12% increase to the jury budget, \$487,000 in FY 2002 and \$608,000 in FY 2003.

The Second and Fourth Judicial Districts have effectively implemented community court projects during the current biennium and have reported the activities of those projects quarterly to Legislative committees. Both districts seek funding to continue these successful adjuncts to the regular court process. A total of \$571,000 is requested for FY 2002 and \$446,000 for FY 2003.

The trial courts are also seeking 21 positions for the operations of the courts. Four additional law clerk positions are requested for referee positions, which previously did not have a law clerk; nine screener/collector positions to enhance fine collection by closely monitoring time payments and utilizing the Minnesota Collection Enterprise, eight court deputy positions for the 55 state funded court administrative offices to address chronic staff shortages. These positions would assist with case scheduling, document processing, record keeping, fine collections and all other court administrative functions. The cost of these positions is \$1,220,600 for FY 2002 and \$1,073,600 for FY 2003.

The trial courts are requesting increased operations funding for training, equipment, and miscellaneous operating costs in the amount of \$1,412,000 for FY 2002 and \$1,471,000 for FY 2003. This general operating increase is less than 1.5% of the base budget.

FINANCING:

A General Fund appropriation is requested for this purpose.

OUTCOMES:

Litigant business, case scheduling, document processing, fine collection, settlement disbursement, and record processing can be addressed in a timely manner, minimizing inconvenience and curtailment of rights.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this request.

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PROGRAM SUMMARY

Program: TRIAL COURTS
Agency: TRIAL COURTS

PROGRAM PROFILE:

The Trial Courts are charged with the constitutional responsibility of adjudicating fairly and expeditiously all civil and criminal legal disputes brought before them by private parties and government agencies. In order to assure a more uniform delivery of judicial services, the state funds the salaries and certain statutorily defined expenses of all trial court judges, law clerks, court reporters, referees and the operations of judicial district administration staff. The state also funds jury per diem, transcript costs and day care costs statewide.

Judges are elected within a judicial district to hear and decide cases. Subject to the assignment power of the Chief Judge or Chief Justice, they may be assigned to hear cases in a county other than the site of their chambers as workload demands. Judges generally travel among the several counties in their judicial district to dispose of cases, or they may travel to another district to assist with the caseload. Travel costs and certain office expenses specified by statute are reimbursed by the state.

Judicial District Administrators are assigned to each of the judicial districts and work with the judges, lawyers and local court administrators to expedite the caseload and to improve court management and administrative procedures.

The Executive Secretary for the District Judges Association and Director of the Judiciary Advisory Service assist the district judges in fulfilling the statutory mandate of M.S. 484.33 to meet and revise the rules of practice in the district courts.

Law clerks are provided to perform legal research for trial court judges in individual cases. Court reporters create the record of courtroom proceedings and serve as secretaries to individual judges.

In addition to the adjudicative and administrative functions funded statewide, the 55 Court Administrator offices in the 5th, 7th, 8th, and 9th Districts are included. These offices are responsible for creating and maintaining the official court records and for the effective administration of the court in a particular county. The Court Administrator receives and files all official court documents, schedules all cases for hearing, collects all fees and fines, monitors the status of cases, issues legal process, and enters official court orders and judgements.

STRATEGIES AND PERFORMANCE:

The Trial Courts continue to look for innovative methods to insure that cases are competently reviewed and expeditiously decided in spite of a 35% growth in the major caseload (the most serious civil and criminal cases) in the last decade.

Strategies adopted include adding a law clerk for each judicial position to assist in case review and decision drafting, exploration of alternative dispute resolution mechanisms, introduction of increased technology to improve information available for critical decision making and to facilitate litigant access to the courts, and continual review and streamlining of court processes and procedures.

Efforts to reduce time to disposition for litigants now raise issues of the ability to provide thorough consideration for all cases, including serious criminal and juvenile cases. Time spent, for example, on gross misdemeanors declined from 64 minutes in 1986 to less than 49 minutes last year. In order to allow for full, thoughtful consideration, additional judges are needed. Even as courts dispose of cases more quickly, the backlog of cases in recent years has been growing.

FINANCING INFORMATION:

The Trial Courts are funded by a General Fund appropriation.

BUDGET ISSUES:

The Trial Courts have included the 3% base adjustment to fund salary increases. The budget is dependent upon additional salary funding to implement the National Center for State Courts recommended judicial branch compensation plan and to cover projected insurance cost increases. The 1999 Minnesota Compensation Council recommended judicial salary increases on 1-1-2001 and 1-1-2002. In addition, funding for a 1-1-2003 judicial salary increase is requested. Additional judicial and support staff are requested to maintain the quality of judicial decision making and administrative services. Funding for mandated costs for guardians ad litem, interpreters, Rule 20 and commitment psychological exams and in forma pauperis costs is requested. Additional funding requests for court infrastructure is detailed in the change items.

Activity: TRIAL COURTS
Program: TRIAL COURTS
Agency: TRIAL COURTS

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Category:									
State Operations									
COMPENSATION	62,369	65,896	85,372	87,758	102,668	87,758	90,397	110,089	90,397
OTHER OPERATING EXPENSES	12,852	9,627	17,002	15,802	33,690	30,070	15,803	34,913	35,771
Total Expenditures	75,221	75,523	102,374	103,560	136,358	117,828	106,200	145,002	126,168
Change Items:	Fund								
(A) ATTRACT/RETAIN COMPETENT EMPLOYEES	GEN				11,422			15,361	
(A) JUDICIAL SERVICES	GEN				2,586			2,487	
(A) MANDATED COSTS	GEN				13,630	9,096		15,129	9,096
(A) JUDICIAL BRANCH TRANSFORMATION	GEN				532			1,281	
(A) EFFECTIVENESS INITIATIVES/OPERATIONS	GEN				4,628			4,544	
(A) JUDICIAL BRANCH CASELOAD ADJUSTMENT	GEN					5,172			10,872
Total Change Items					32,798	14,268		38,802	19,968
Financing by Fund:									
Direct Appropriations:									
GENERAL	75,184	75,516	102,236	103,433	136,231	117,701	106,073	144,875	126,041
Statutory Appropriations:									
GENERAL	0	0	120	120	120	120	120	120	120
SPECIAL REVENUE	6	0	18	7	7	7	7	7	7
FEDERAL	31	7	0	0	0	0	0	0	0
Total Financing	75,221	75,523	102,374	103,560	136,358	117,828	106,200	145,002	126,168
Revenue Collected:									
Dedicated									
GENERAL	420	134	120	120	120	120	120	120	120
SPECIAL REVENUE	10	4	8	7	7	7	7	7	7
FEDERAL	33	5	0	0	0	0	0	0	0
Nondedicated									
GENERAL	1,069	1,175	8,820	8,820	8,820	8,820	8,820	8,820	8,820
Total Revenues Collected	1,532	1,318	8,948	8,947	8,947	8,947	8,947	8,947	8,947

Activity: TRIAL COURTS
Program: TRIAL COURTS
Agency: TRIAL COURTS

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
<u>FTE by Employment Type:</u>									
FULL TIME	875.8	898.6	1,309.5	1,320.0	1,390.0	1,320.0	1,320.0	1,390.0	1,320.0
PART-TIME, SEASONAL, LABOR SER	23.4	24.5	5.1	3.4	3.4	3.4	3.4	3.4	3.4
Total Full-Time Equivalent	899.2	923.1	1,314.6	1,323.4	1,393.4	1,323.4	1,323.4	1,393.4	1,323.4

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JUDICIAL STANDARDS BOARD - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The Judicial Standards Board investigates and acts on complaints alleging judicial misconduct or disability for the entire judicial branch of government under statutory authority of MS 490.15.

Mission: To protect the public and promote confidence in the integrity and impartiality of the Minnesota judiciary. To provide a procedure to review and investigate complaints of judicial disability or misconduct that interferes with the performance of judicial duties or conduct prejudicial to the administration of justice.

Vision: To ensure and increase public confidence in the integrity and impartiality of the Minnesota judiciary by requiring Minnesota judicial officers to adhere to established standards of ethical conduct.

KEY SERVICE STRATEGIES:

- Receive, review and investigate complaints filed against judges for violations of the Code of Judicial Conduct and statutes.
- Issue discipline to judge when appropriate including private warning and public reprimand.
- Initiate public proceedings against a judge, when appropriate, which can result in a public hearing and then recommend a disciplinary disposition to the Minnesota Supreme Court, including retirement, censure or removal from office.
- Review judges' compliance with MS 546.27 and take appropriate disciplinary action, if necessary.
- Respond to all inquiries concerning judicial ethics from the public, judges, attorneys, legislature and board members.
- Educate public and judges on judicial ethics.

PERFORMANCE SUMMARY:

The agency strives to respond promptly to all inquiries and to process complaints in a conscientious, thorough and timely manner.

- In the last CY 1999, 595 inquiries by the public and judges were responded to by the staff within the same or next day, and then an agency pamphlet was sent to each individual.
- The board meets monthly and matters are resolved, on an average, within 46 days, a 10 day improvement over the previous year.

- Every newly appointed judge is sent a packet of information informing them of various aspects of judicial ethics.
- Agency estimates that 150 complaints will be received and that it will respond to 750 inquiries from the public, judges, attorneys and legislators:

REVENUES: None.

ISSUES AFFECTING AGENCY'S OPERATIONS:

The primary activity of the Judicial Standards Board is the prompt and efficient investigation and disposition of complaints received.

- The agency operates on a minimal budget for present salary and fixed operating expenses.
- There have been no increases in staff (2) in spite of the increased scope of operations and responsibilities.
- Unknown factor is the number of complaints filed within a year.
- Agency's activities increase by the number of newly appointed judgeships and positions within court system, most recently child support magistrates.
- A serious complaint usually requires greater investigation, incurs additional expenditures and may require court reporter and attorney services.
- Educational activities have increased the number of complaints alleging serious misconduct requiring more investigations.
- Agency must manage physical space for the maintenance of an increasing volume of confidential records.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget except for the following adjustment: a biennial increase of \$12,000 for the cost of router access to state systems, e-mail, and the internet. This will enable the agency to communicate more efficiently with other agencies and clients, which includes responding to inquiries, updating the agency web page for general information to the public and judges, and maintaining office administration in compliance with state requirements.

The Governor has also included funding to improve this agency's technology capacity in the Small Agency Infrastructure initiative carried under the Office of Technology.

Agency: JUDICIAL STANDARDS BOARD

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	172	160	168	174	174	180	180	26	7.9%
OTHER OPERATING EXPENSES	86	84	99	71	77	72	78	(28)	(15.3%)
Total Expenditures	258	244	267	245	251	252	258	(2)	(0.4%)

Change Items:	Fund				
(A) ROUTER ACCESS	GEN			6	6
Total Change Items				6	6

Financing by Fund:							
Direct Appropriations:							
GENERAL	258	244	267	245	251	252	258
Total Financing	258	244	267	245	251	252	258

FTE by Employment Type:							
FULL TIME	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Total Full-Time Equivalent	2.0	2.0	2.0	2.0	2.0	2.0	2.0

Agency: JUDICIAL STANDARDS BOARD

Base Budget Report (Dollars in Thousands)	All Funds		General Fund		Other State Funds		Federal Funds	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
FY 2001 Budgeted	238	238	238	238	0	0	0	0
<u>Base Adjustments</u>								
2002-03 SAL. & BEN. BASE	5	10	5	10	0	0	0	0
SMALL AGENCY OPERATIONAL EXPENSE	2	4	2	4	0	0	0	0
Subtotal Base Adjustments	7	14	7	14	0	0	0	0
Base Budget	245	252	245	252	0	0	0	0

PUBLIC DEFENSE BOARD - CONTENTS

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PUBLIC DEFENSE BOARD - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The Public Defense Board is a Judicial Branch agency whose purpose is to provide quality criminal defense services to indigent defendants in the state of Minnesota through a cost effective and efficient public defender system. The public defense system is the largest customer of the courts. Public defenders provide service in every courthouse in Minnesota, handling over 170,000 cases per year. The board has an effective and efficient public defender system. The board has an annual budget of \$47 million and a total complement of 720. Of these, there are 503 state positions and 217 county positions. There are approximately 515 attorney positions, half of which are part time.

The board is made up of seven members with three members appointed by the Governor, and four members (attorneys) appointed by the Supreme Court. The responsibilities of the board include appointing the State Public Defender, selecting a District Chief Public Defender in each of the 10 Judicial Districts, and distributing appropriations from the Legislature. In addition, the board sets standards for the operation of all the public defender offices under its jurisdiction. The agency is organized into three programs: State Public Defender, Administrative Services Office, and District Public Defense.

The purpose of the 10 Judicial District Public Defender Offices is to provide quality trial court criminal defense services to indigent clients charged with crimes in felony, gross misdemeanor, misdemeanor and juvenile cases.

The State Public Defender's Office (SPD) provides services to indigent clients who appeal their convictions to the Minnesota Court of Appeals and Supreme Court or who seek post conviction proceedings in District Courts throughout the state, to prisoners who need assistance with legal problems (Legal Assistance to Minnesota Prisoners-L.A.M.P.), to individuals who are subject to supervised release/parole revocation proceedings, to individuals who are subject to community notification hearings, and to prisoners subject to prison disciplinary proceedings (Legal Advocacy Project- L.A.P.).

KEY SERVICE STRATEGIES:

The public defense system mission is to provide quality criminal defense services to indigent defendants. The agency tries to accomplish this by the following:

- Ensure effective provision of counsel by pursuing the resources necessary to provide equitable caseloads statewide
- Set caseload standards and apportion resources in a manner that can provide quality criminal defense services
- Provide adequate compensation for its employees to maintain the current mix of part time and full time defenders and to retain quality employees

- Maximize client contact early in cases through the use of paralegals, law clerks and investigators, which may facilitate early settlement of cases, saving all parts of the criminal justice system time and resources
- Work with the courts and other criminal justice agencies to ensure that the criminal justice system operates as efficiently as possible and uses the latest technologies to provide cost effective services
- Increase the diversity of the agency staff by opening up opportunities for recruitment and hiring of women and people of color
- Provide policy makers and stakeholders with the most accurate information possible regarding the caseloads, hours, and resources in the public defender system
- Continue to keep administrative costs low

To help insure that the criminal justice system continues uninterrupted, M.S. 477A allocates up to 1.5% of county criminal justice aid to be used for trial level cases and appellate transcript costs not funded by legislative appropriations. In FY 2000, 10 new cases were referred out and \$367,000 was expended. To date, \$201,000 has been paid in transcript fees.

OPERATING ENVIRONMENT:

Largest Customer of the Court

The board is the largest user of the state court system, so changes in court procedures, calendars, and technology advances directly affect the board's ability to provide quality legal services to its clients. New judgeships, proposals for special courts, changes in juvenile court proceedings or technology changes in the area of scheduling need to be examined for financial and resource implications on the public defense system. Court cases are continued, jails sit filled, and appeals and complaints rise where the public defense system lacks the staff to handle cases, court calendars and trial appearances.

Right of Representation/Control of Caseload

The public defender system does not and cannot control its client intake or workload. These important variables are controlled by external circumstances such as: local government decisions that increase police and prosecution, new constitutional mandates, legislative policies, Supreme Court Rules, sentencing guidelines changes, statutory changes, judicial calendaring changes and Department of Corrections policies, all factors beyond the board's control. Under Minnesota law, all individuals accused of a felony, gross misdemeanor, misdemeanor or juvenile crime are entitled to be represented by an attorney before, during, and after their trial. If an individual who is accused in one of the above proceedings cannot afford the services of a private attorney, the court will appoint a public defender to represent that individual.

PUBLIC DEFENSE BOARD - EXECUTIVE SUMMARY (Continued)

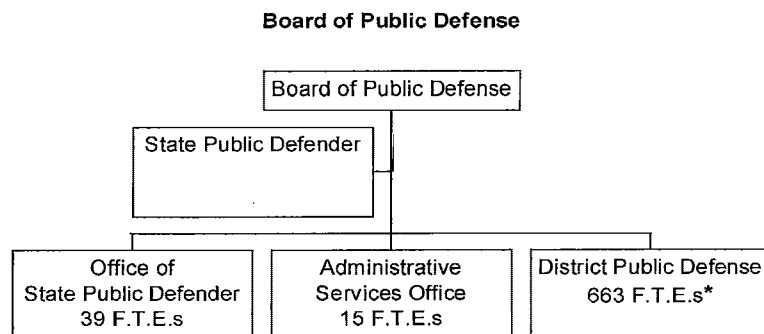
Societal Values, Legislation, and Funding

In the past several years, there has been a significant influx of money to local prosecutors and police on a local, state and national level to combat crime. There also have been new judges and prosecutors added to process those defendants accused of committing crimes. There has not been the same funding balance accorded to the public defense field. The political and economic issues that will continue to affect the public defense field are related to social values and funding sources. In recent years, there has been a significant emphasis on both the local and national levels to increase the penalties for crimes against persons, especially in the categories involving women and children. Stiffer penalties and stricter enforcement have also resulted in a significant increase in the population of our jails and prisons. This is the client base for the public defender system at the trial and appellate level.

Organized Work Force

During FY 1999 employees of the Board of Public Defense were organized into two separate bargaining units representing attorneys and support staff. Teamsters Local 320 is the exclusive representative for both of these employee groups. These two bargaining units were the first new units created on the state level in over 20 years. Negotiations between the board and the unions were recently completed with the approval of a two-year contract for FY 2000 and 2001. These contracts call for regular salary increases, the same as for all other state employees, and are similar to the other contracts that the state has with its employees.

ORGANIZATION/PROGRAM STRUCTURE:



* Includes Public Defenders funded by Hennepin and Ramsey Counties.

GOVERNOR'S RECOMMENDATION:

The Governor respects the separation of powers and the desire of officials in the judicial and legislative branches, and other constitutional officers, to independently present their budget requests directly to the legislature without specific recommendations from the Governor. However, since the Governor is required by law to submit a balanced budget to the legislature, it is necessary to identify funding for those offices as part of a budget plan.

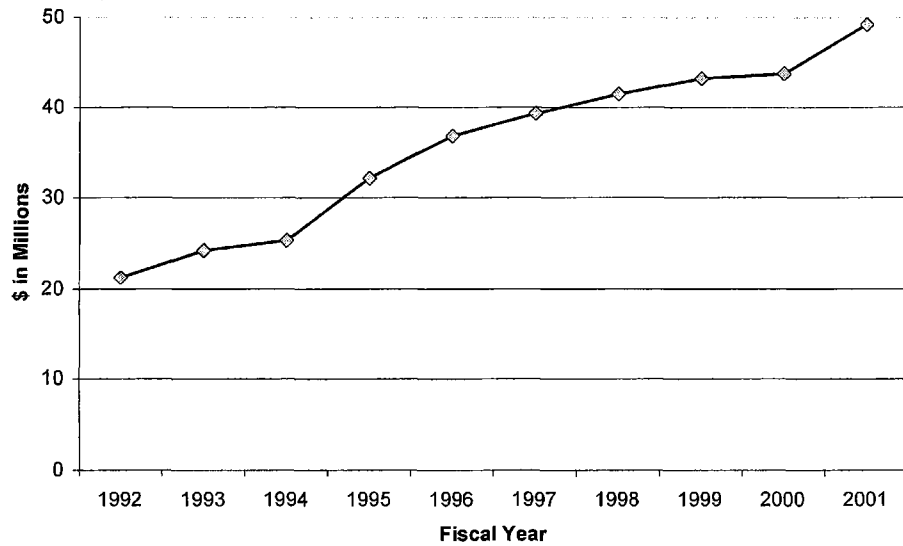
Within the judicial branch, the Governor recognizes that the overall volume of cases continues to increase, primarily reflecting changes in criminal penalties and sentencing laws. For the Public Defense Board, the Governor recommends that the budget be increased 4% a year over the adjusted base to recognize these caseload increases. For the Public Defense Board, this amounts to a biennial increase of \$6,091,000. For display purposes only, the increase is shown under the State Public Defender Program, although the funds are intended to be available agency-wide.

The Governor make no recommendation regarding the specific initiatives put forward by the Public Defense Board.

PUBLIC DEFENSE BOARD - EXECUTIVE SUMMARY (Continued)

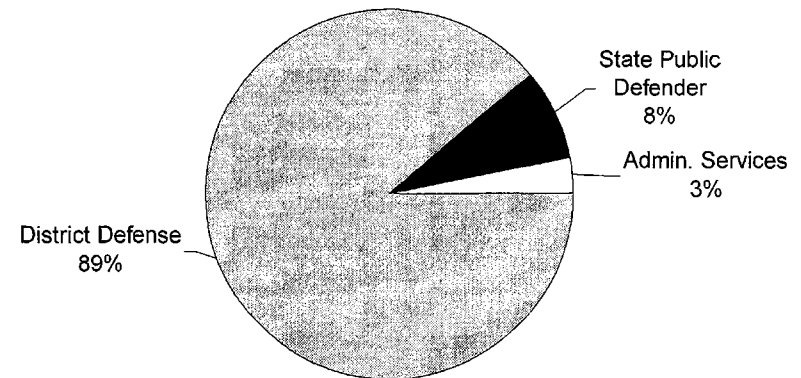
TRENDS AND PERSPECTIVE:

Total Budget - All Funds



2000-01 Expenditures by Program

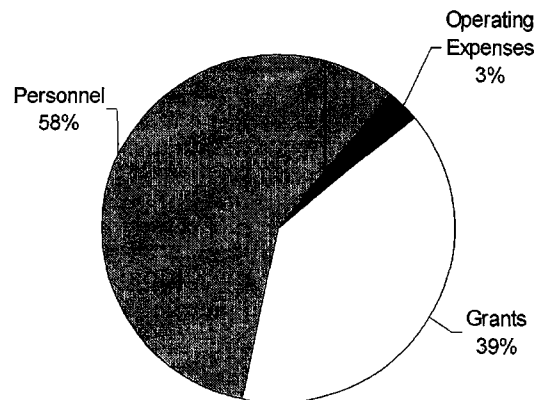
Total: \$92 Million



Virtually all expenditures for 2000-01 are from the General Fund.

2000-01 Expenditures by Category

Total: \$92 Million



Agency: PUBLIC DEFENSE BOARD

Agency Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Program:									
STATE PUBLIC DEFENDER	3,047	3,458	3,165	3,381	3,601	5,344	3,547	3,883	7,675
PUBLIC DEFENSE BOARD	1,228	494	2,445	2,135	2,916	2,135	2,175	2,785	2,175
DISTRICT PUBLIC DEFENSE	38,975	39,896	44,003	43,955	48,407	43,955	45,270	50,936	45,270
Total Expenditures	43,250	43,848	49,613	49,471	54,924	51,434	50,992	57,604	55,120
Financing by Fund:									
Direct Appropriations:									
GENERAL	43,159	43,534	49,034	49,067	54,520	51,030	50,588	57,200	54,716
Statutory Appropriations:									
GENERAL	0	54	396	300	300	300	300	300	300
FEDERAL	90	218	141	101	101	101	101	101	101
GIFT	1	42	42	3	3	3	3	3	3
Total Financing	43,250	43,848	49,613	49,471	54,924	51,434	50,992	57,604	55,120
FTE by Employment Type:									
FULL TIME	244.4	260.5	256.2	256.2	273.2	256.2	256.2	273.2	256.2
PART-TIME, SEASONAL, LABOR SER	219.3	217.2	217.2	217.2	243.7	217.2	217.2	243.7	217.2
Total Full-Time Equivalent	463.7	477.7	473.4	473.4	516.9	473.4	473.4	516.9	473.4

PUBLIC DEFENSE BOARD - BUDGET BRIEF

Fund: GENERAL

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)			
Appropriations	\$47,617	\$47,617	\$95,234
<u>BASE ADJUSTMENT</u>			
Doc. Space Rental/Lease	\$76	\$178	\$254
Personnel Adjustment	\$1,374	\$2,793	\$4,167
<u>BASE LEVEL (for 2002 and 2003)</u>	\$49,067	\$50,588	\$99,655
<u>AGENCY REQUEST ITEMS</u>			
Part Time Public Defender Viability	\$4,228	\$5,546	\$9,774
Public Defense Corporations	\$365	\$415	\$780
Statewide Connection Project	\$749	\$542	\$1,291
Trial Support	\$111	\$109	\$220
<u>AGENCY REQUEST (for 2002 and 2003)</u>	\$54,520	\$57,200	\$111,720
<u>GOVERNOR'S INITIATIVES</u>			
Judicial Branch Caseload Adjustment	\$1,963	\$4,128	\$6,091
<u>GOVERNOR'S RECOMMENDATION</u>	\$51,030	\$54,716	\$105,746

- Agency requests additional \$111,000 in FY 2002 and \$109,000 in FY 2003 to improve the efficiency of the trial level court system and the appellate process by funding a trial support team in the Office of the State Public Defender.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends a biennial increase of \$6,091,000 to recognize caseload increases. The Governor makes no recommendations regarding the specific initiatives put forward by the Public Defense Board.

BRIEF EXPLANATION OF BUDGET DECISIONS:

- Base adjustments are included for rent increases and standard salary and benefit increases allowed for state agencies.
- Agency requests additional \$4,228,000 in FY 2002 and \$5,546,000 in FY 2003 to continue the viability of the part time public defender system and reduce caseloads.
- Agency requests additional \$365,000 in FY 2002 and \$415,000 in FY 2003 to the public defense corporations to enable them to continue to provide competent, cost effective legal representation to members of the minority communities. This would include four staff positions, a grant adjustment of 3%, and salary adjustments for corporation staff to the levels of similar non-profit legal corporations in surrounding states.
- Agency requests additional \$749,000 in FY 2002 and \$542,000 in FY 2003 to provide the necessary hardware and software to redesign its information systems to accommodate the changes in the criminal justice information system, to physically secure its file servers in nine locations, and to hire seven local area network administrators for district public defender offices.

BUDGET CHANGE ITEM (52726)**Agency: PUBLIC DEFENSE BOARD****Item Title: PART TIME PUBLIC DEFENDER VIABILITY**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$4,228	\$5,546	\$5,861	\$5,861
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity _____ Supplemental Funding _____ Reallocation				

RATIONALE:

This request is an attempt to maintain the part time public defender model of service delivery. The request would address the issues that most threaten the viability of part time defenders and the cost effective representation they provide. These issues include: hours put in by part time defenders that the state does not pay for, additional judgeships/calendars, part time public defender overhead, salary and insurance increases related to contracts, and excess caseloads in two districts.

During FYs 1999-2000 over fifty part time public defenders separated from state service. This is twice the statewide average for state employees. Many cited the increased time commitments (increased hours) and overhead costs for their departure. During FY 1999 part time defenders put in approximately 29,000 uncompensated hours. By the end of the biennium 13 new judgeships (and criminal calendars) have or will be filled. This will require additional appearances and time commitments from public defenders. In addition, public defender offices in two judicial districts currently exceed the average caseload per FTE by more than 10%. Attorneys in these two districts carry more than twice the caseload as recommended by the board's Weighted Caseload Study. The request would provide 26 new attorneys, three paralegals, and three investigators to address these issues.

The cost of running the law offices for part time defenders is largely borne by the attorney. Part time public defenders must pay for their overhead costs from their salary. In 1996, surveys and national data indicated that anywhere from

one-third to one-half of an attorney's fee went toward the cost of overhead. Current annual overhead amounts are: \$3,000 for ¾ time defenders, \$2,000 for ½ time defenders, and \$1,000 for ¼ time defenders. This request would double those amounts.

The board now has labor agreements in place similar to those in other state agencies. These contracts treat board employees in a manner similar to other state employees including regular salary increases. This is a first for the board. The request would provide funding to establish a base to pay the cost of the salary and insurance cost increases called for in these contracts.

Finally, the request would also fund the costs of expected employee insurance cost increases during the FY 2002-03 biennium. These costs are expected to rise 38% over the next two years.

FINANCING:

The board is requesting the additional resources necessary to keep the criminal justice system operating at its current pace.

OUTCOMES:

The board is attempting to address those issues that most affect the part time public defender system and the criminal justice system as a whole. Without the resources to address these issues the board will be forced, at a minimum, to hold positions vacant in order to meet its obligations. This will increase caseloads and time commitments for part time defenders, and will result in greater staff turnover. This turnover, along with the excess caseloads and additional time commitments created by new calendars and court procedures, will slow down the criminal justice system, as the board will not have the staff available to provide defense services.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this request.

PROGRAM SUMMARY

Program: STATE PUBLIC DEFENDER
Agency: PUBLIC DEFENSE BOARD

PROGRAM PROFILE:

The State Public Defender's Office (SPD) provides services to indigent prisoners who appeal their criminal cases to the Minnesota Court of Appeals and Supreme Court or who pursue post conviction proceedings in District Courts throughout the state, to prisoners who need assistance with legal problems (Legal Assistance to Minnesota Prisoners- L.A.M.P.), to defendants in supervised release/parole revocation proceedings, to individuals subject to community notification hearings, and to prisoners subject to prison disciplinary proceedings (Legal Advocacy Project- L.A.P.).

STRATEGIES AND PERFORMANCE:

The most important goal of the SPD Office is to provide competent representation and to fulfill the legal responsibilities required for representation in appellate cases, discipline hearings, community notification hearings, and supervised release. Cases in the appellate office often "make law" and time to prepare properly insures that the development of case law is a thoughtful process. The office continues to find this more and more difficult to do. The state's prison population is increasing dramatically. (21% between FY 1997 and FY 2000) As it does, so do discipline problems, supervised release/parole violations, and community notification hearings. As more individuals are incarcerated for longer periods of time, appeals become more frequent and more complicated.

BUDGET ISSUES:

Recent legislative efforts to increase penalties for existing crimes have resulted in a significant increase in the population of the state's prisons and jails. The Minnesota Department of Corrections (DOC) estimates that by 2003 there will be almost 6,300 inmates in the state's correctional facilities, a 45% increase over the 1994 population. This population is the client base for the SPD. From FY 1994 to FY 1999, the number of appellate files opened increased 16%, the number of briefs filed increased 26%, and the number of parole revocation hearings increased by 85%.

Community notification hearings continue to put pressure on the office's resources, both with increased caseloads and increased complexity of cases. The DOC originally estimated there would be 350 of these cases a year, and it is now estimating that there will be 600 a year. No additional funding was provided to the office. In addition, there will be 120-140 second reviews each year because those subject to community notification can seek a change in classification every two years under the statute. The community notification

process consists of several steps. This includes a review of the inmate's history by a DOC psychologist, a review by a psychologist of "special factors" to determine his/her recommendation, a review of the recommendation by the End of Confinement Review Committee (ECRC), and, at an inmate's choice, a review of the ECRC decision by an administrative law judge. Witnesses are called and testimony is taken under oath at ECRC decision review hearings.

FINANCING INFORMATION:

The SPD has attempted to keep up with this ever-increasing caseload within its limited resources by using law clerks where possible and job sharing with district public defenders. Currently, the office staff has 28.5 FTE attorneys, (an increase of 2 FTEs over the past five years) and a budget of approximately \$3.5 million. Of the budgeted amount, almost 10% is expended on the cost of trial transcripts.

The budget request is an attempt to assist trial level defenders (mostly part time), improve the efficiency of the court system, and cope with the larger caseloads resulting from increased numbers of inmates sentenced to Minnesota correctional facilities, the opening of the prison at Rush City, and the increased number and complexity of community notification hearings.

BUDGET ISSUES:

The State Public Defender is seeking \$111,000 in FY 2002 and \$109,000 in FY 2003 to fund one attorney and two law clerks to provide trial level assistance in the face of rapidly increasing caseloads.

Activity: STATE PUBLIC DEFENDER
Program: STATE PUBLIC DEFENDER
Agency: PUBLIC DEFENSE BOARD

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Category:									
State Operations									
COMPENSATION	2,510	2,566	2,609	2,801	2,999	2,801	2,884	3,207	2,884
OTHER OPERATING EXPENSES	537	892	556	580	602	2,543	663	676	4,791
Total Expenditures	3,047	3,458	3,165	3,381	3,601	5,344	3,547	3,883	7,675
Change Items:	Fund								
(A) PART TIME PUBLIC DEFENDER VIABILITY	GEN				109			227	
(A) JUDICIAL BRANCH CASELOAD ADJUSTMENT	GEN					1,963			4,128
(P) TRIAL SUPPORT	GEN				111			109	
Total Change Items					220	1,963		336	4,128
Financing by Fund:									
Direct Appropriations:									
GENERAL	2,999	3,397	3,122	3,341	3,561	5,304	3,507	3,843	7,635
Statutory Appropriations:									
FEDERAL	48	61	43	40	40	40	40	40	40
Total Financing	3,047	3,458	3,165	3,381	3,601	5,344	3,547	3,883	7,675
Revenue Collected:									
Dedicated									
GIFT	0	7	0	0	0	0	0	0	0
Nondedicated									
GENERAL	3	0	0	0	0	0	0	0	0
Total Revenues Collected	3	7	0	0	0	0	0	0	0
FTE by Employment Type:									
FULL TIME	40.1	39.2	39.2	39.2	41.2	39.2	39.2	41.2	39.2
PART-TIME, SEASONAL, LABOR SER	2.6	2.9	2.9	2.9	2.9	2.9	2.9	2.9	2.9
Total Full-Time Equivalent	42.7	42.1	42.1	42.1	44.1	42.1	42.1	44.1	42.1

BUDGET CHANGE ITEM (45668)

Program: STATE PUBLIC DEFENDER
Agency: PUBLIC DEFENSE BOARD

Item Title: TRIAL SUPPORT

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$111	\$109	\$109	\$109
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity _____ Supplemental Funding _____ Reallocation				

RATIONALE:

The State Public Defender (SPD) seeks funding to create a unit for trial support similar to the services provided to county attorneys by the Attorney General's Office. The emphasis would be placed on helping defenders in Greater Minnesota. The unit will consist of one lawyer and two law clerks. The lawyer will act as a point person for addressing legal issues and legal emergencies that arise in district court. The unit will be able to focus a meaningful amount of knowledge and skill on particular legal issues or problem spots.

Busy trial defenders often don't have the time or the staff support necessary to thoroughly develop and research legal issues, prepare memoranda, and approach particular problem areas with a broad vision of how to address them as statewide issues. The result of this is evident in numerous cases appealed and ultimately decided by Minnesota appellate courts.

In the past, the SPD has assisted trial defenders on an ad hoc basis. This includes answering some 600 calls per year from trial level defenders. The support ranges from answering legal questions phoned or emailed to SPD staff, to preparing memoranda and making legal arguments at pretrial hearings. With the increase in caseloads at the SPD, the appellate lawyers do not have the time or resources to provide this help. It would be far more effective if the SPD had the resources to make trial support the primary responsibility of a particular lawyer.

This proposal envisions trial support being provided by an attorney who would have the job responsibility of being "on-call" to trial defenders. He/she would be able to assign law clerks to research district defender legal issues, and/or to draw upon and coordinate the expertise of existing SPD staff. Because trial support would be the primary focus of this lawyer, he/she would be able to take the time necessary to work closely with trial defenders on particular issues and to develop a state-wide strategy for addressing those that have broad impact on our clients and the appellate process.

This proposal offers the opportunity to significantly raise the level of legal resources the state defense system can focus on a particular case. It will shift trial support from an ad hoc process dependent on who answers the phone in the SPD office, and how much time a particular lawyer can take from his/her appellate cases, to a formal unit of the SPD.

FINANCING:

The funding requested would be modest increase on the office's overall budget given the caseload increases that the office has faced over the last several years in the area of appeals, discipline hearings and parole revocation hearings.

OUTCOMES:

The SPD has not been able to grow at the same pace as the caseload. In the time period illustrated, the SPD has added two lawyers to its staff. The low growth has been aggravated by termination of the two SPD appellate clerk law positions. This was necessitated by the SPD having insufficient funds to meet its other salary obligations. The requested funding will enable the SPD to continue to provide trial level support services in a more meaningful way and assist in meeting its present appellate responsibilities.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

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PROGRAM SUMMARY

Program: PUBLIC DEFENSE BOARD
Agency: PUBLIC DEFENSE BOARD

This is a continuation of the information systems plan the board developed in 1996 which was approved by the Information Policy Office, and which the legislature initially funded in 1997. This request would provide staffing similar to that of other agencies.

PROGRAM PROFILE:

The board's Administrative Services Office in conjunction with the State Public Defender provides policy direction for the agency's programs and overall management of its activities. It provides staff support to all public defender organizations, and implements the board's policies. In addition, it is responsible for management of the agency systems related to caseloads, budget, personnel and information systems. The board is accomplishing its mission and supporting district and appellate public defender programs with a minimal staff.

STRATEGIES AND PERFORMANCE:

Over the past few years the board has been working to complete state assumption of public defense services, and implement the policy changes and mandates that the Legislature has passed. Specifically, the board has developed and implemented policies covering personnel, compensation, budgeting, training, client eligibility, conflict cases, and MIS systems. Caseload standards have also been adopted. During FY 2000 the board completed negotiations with two new bargaining units representing attorneys and support staff. Based on information provided by the Bureau of Mediation Services, these were the first new state level bargaining units created in over 20 years. Caseload standards have also been adopted. The board has also completed work on a strategic plan, a training plan, and an information systems plan, and is now implementing these plans. The board is implementing a change in the status of personnel in the Second and Fourth Judicial District Public Defender Offices. All new hires in these two Judicial Districts as of 1-1-99 are state employees.

FINANCING INFORMATION:

The board is accomplishing its mission and supporting district and appellate public defender programs with a minimal staff. There are fifteen staff people who support an annual budget of \$47 million affecting 500 state and 220 county employees. Currently, less than 3.5% of the budget is expended on central administration and information systems.

BUDGET ISSUES:

The board lacks the resources to keep pace with changes in the criminal justice information system. The board is seeking a one-time appropriation to provide the necessary hardware and software to redesign its information systems to accommodate the changes in the criminal justice information system, and to physically secure its file servers in nine locations. The request would also provide for local area network administrators for district public defender offices.

Activity: PUBLIC DEFENSE BOARD
Program: PUBLIC DEFENSE BOARD
Agency: PUBLIC DEFENSE BOARD

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Category:									
State Operations									
COMPENSATION	595	341	1,179	1,102	1,578	1,102	1,137	1,668	1,137
OTHER OPERATING EXPENSES	633	153	1,266	1,033	1,338	1,033	1,038	1,117	1,038
Total Expenditures	1,228	494	2,445	2,135	2,916	2,135	2,175	2,785	2,175
Change Items:	Fund								
(A) PART TIME PUBLIC DEFENDER VIABILITY	GEN				32			68	
(P) STATEWIDE CONNECTIONS PROJECT	GEN				749			542	
Total Change Items					781			610	
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,228	494	2,445	2,135	2,916	2,135	2,175	2,785	2,175
Total Financing	1,228	494	2,445	2,135	2,916	2,135	2,175	2,785	2,175
FTE by Employment Type:									
FULL TIME	10.0	5.6	15.1	15.1	22.1	15.1	15.1	22.1	15.1
Total Full-Time Equivalent	10.0	5.6	15.1	15.1	22.1	15.1	15.1	22.1	15.1

INFORMATION TECHNOLOGY CHANGE ITEM (45661)

Program: PUBLIC DEFENSE BOARD
Agency: PUBLIC DEFENSE BOARD
IT Change Item: STATEWIDE CONNECTIONS PROJECT

ITEM DESCRIPTION AND PURPOSE:

Hiring seven local area network administrators, physically securing file servers in various offices, and reprogramming to accommodate the Criminal Justice Information System.

FUNDING: (Dollars in Thousands)

Funding Distribution	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Personnel	458	477	477	477	477	477
Supplies	14	14	14	14	14	14
Hardware	76	0	0	0	0	0
Software	150	0	0	0	0	0
Facilities	30	30	30	30	30	30
Services	7	7	7	7	7	7
Training	14	14	14	14	14	14
Grants	0	0	0	0	0	0
Total	749	542	542	542	542	542

The Board requests funding to implement available technologies to integrate its workforce with the criminal justice information system, and to keep its existing LAN connections, centralized case statistics database, and other systems up and running. The Board's information systems office consists of a director, a programmer, a trainer/help desk position and two local area network administrators. This office supports twenty-nine offices and over 700 employees.

The request is made up of three parts: 1) \$45,000 to physically secure network file servers at five locations. Currently these file servers sit unprotected; 2) \$225,000 for software and software adjustments to allow the necessary interface with the Courts and other criminal justice agencies if funding is provided for the Criminal Justice Information System; and, 3) \$1,021,000 for seven local area/wide area network administrators to service the 29 offices and 700 employees the Board has throughout the state.

RATIONALE:

The Board is requesting a one-time appropriation to provide the necessary hardware and software to redesign its information systems to accommodate the changes in the criminal justice information system, and to physically secure its file servers in nine locations. The request would also fund local area network administrators for district public defender offices. Seven new positions would be

shared among the districts. The Information Systems team currently consists of four staff people. This request would provide the Board with an IS staff similar to that of other comparable agencies. The IS Team designs, implements and maintains systems used by over 700 public defender staff people statewide. On an ongoing basis, significant time and effort is dedicated to maintaining and enhancing existing systems such as email, virus protection, web site resources, case and client statistics, asset tracking, attorney timekeeping, online legal brief and transcript banks, and treatment facility information. Each of our twelve main offices and 16 satellite offices requires regular assistance to keep its local computer network up and running, and connected to the Internet and email

LIFE CYCLE ANALYSIS:

Life Cycle Status	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Development						
Operations						
Modification						
Retirement						

There really is no life cycle, since A) the request is mainly for personnel to keep the Board's current network(s) running, and B) the other large part of the request is related to the Criminal Justice Information System, of which the Board would be a customer. The operation, modification, and retirement cycles would largely be dependent on what the Criminal Justice Information System will look like.

OFFICE OF TECHNOLOGY ANALYSIS:

Deliverables/Objectives: This initiative proposes to add seven Local Area Network administrators, physically secure file servers in various locations, and reprogram to accommodate CJIS. It supports infrastructure principles. This initiative is listed in the board's SIRMP. **Conclusion:** This initiative meets information technology criteria for funding.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

PROGRAM SUMMARY

Program: DISTRICT PUBLIC DEFENSE
Agency: PUBLIC DEFENSE BOARD

PROGRAM PROFILE:

The 10 Judicial District Public Defender Offices provide quality criminal defense services to indigent persons in felonies, gross misdemeanors, misdemeanors, juvenile delinquency, and Children In Need of Protective Services (CHIPS). This is accomplished through a system that relies heavily on part time attorneys (65%), as well as support staff. During FY 2000 the districts provided service for 170,000 cases. In the last 10 years, the state has assumed the cost of providing these services from the counties. This process was completed on 1-1-95. As of 1-1-99, all new hires in the Second (Ramsey) and Fourth (Hennepin) Judicial District public defender offices are state employees. In the Second Judicial District, the state provides full funding for the public defender office. In the Fourth Judicial District, there is a cost sharing between the state and Hennepin County. This program also includes a line item appropriation that funds part of the cost of five non-profit public defense corporations. The corporations provide high quality, independent criminal and juvenile defense services primarily to minority indigents, who otherwise would need public defense services. The five corporations are the Neighborhood Justice Corporation (St. Paul), Legal Rights Center (Mpls.), Duluth Indian Legal, and the Leech Lake and White Earth Criminal and Juvenile Defense Corporations.

STRATEGIES AND PERFORMANCE:

Caseload Standards/Caseloads: After review of the Weighted Caseload Study (ordered by the Legislature), the board adopted as a goal caseload standards for attorneys under its jurisdiction. These standards (which have been recognized by the A.B.A. since 1975) state that in one year a full-time equivalent attorney should handle no more than 150 felony cases, or 275 gross misdemeanor cases, or 400 misdemeanor cases, or 80 juvenile welfare cases, or 175 juvenile cases, or 200 other cases. Currently, every Judicial District exceeds these caseload standards. While caseloads continue to exceed the standards, the Chief District Public Defenders have responded with increased use of non-attorney professionals, and increased use of technology improvements. While these alternatives have helped, they have not alleviated the primary problem which is not enough attorney time. With new judgeships necessitating more in court attorney time, these strategies have reached their limits.

Equality of Justice: A major reason for state assumption of public defense costs was to bring about equity within the judicial system. It was (and is) believed that the quality of representation should not be determined by the property values in a particular judicial district or county. This year's review of the board's caseloads indicates that caseload equity is not being achieved. The districts have been active in sharing resources across district lines. However,

new judgeships, new calendars, changes in court proceedings, regional demographic changes and changes in local police and prosecutorial strategies make caseload equity and equity of part time defender time commitments elusive goals. Based on FY 2000 data, two districts (2nd and 4th) exceed the statewide average for cases per full-time equivalent attorney by more than 10%. Attorneys in these two districts handle twice the caseload called for in the Weighted Case Load Study. In addition, 13 new judgeships (and calendars) have been or will be added by the end of the biennium. This will require additional appearances by public defenders, as well as additional time commitments. This is especially burdensome for the part time defenders in Greater Minnesota. Without additional public defenders to staff the new calendars created by the new judgeships, the new judges will have little effect on the processing of criminal court matters.

Technology, Time and Caseload Information:

The Information Systems Office designs, implements and maintains systems used by over 700 public defender staff people statewide. Significant time and effort is dedicated to maintaining and enhancing existing systems such as email, virus protection, web site resources, case and client statistics, asset tracking, attorney timekeeping, online legal brief and transcript banks, and treatment facility information. Each of our 12 main offices and 16 satellite offices requires regular assistance to keep its local computer network up and running, and connected to the Internet and e-mail. Currently, most of the IS Team's time is spent developing components of the Statewide Connections Project. This project is attempting to connect 30 offices to Web resources accessing brief banks, calendaring, West law, etc., as well as continue to integrate systems with the Minnesota Supreme Court and other state agencies, and finally, make our case and client statistics-gathering software accessible to all full time and part time staff statewide. Thanks to changes in data access laws by the 2000 legislature, our lawyers will obtain access to conviction and probation information about their clients over the next year. Right now, we are waiting for other state agencies to complete necessary software development.

Changes in criminal justice information systems directly impact the public defender system. The overall goals of Minnesota's criminal justice system cannot be reached if the needs of the public defender system (the largest single user of the criminal justice system) are not recognized.

PART TIME PUBLIC DEFENDER SYSTEM

The public defense system outside of the metropolitan area is based primarily on a part-time attorney system complemented by full time support staff. This has been shown to be a very efficient and cost effective method of doing business. The board is committed to continuing this blend of part time and full time defenders; however, the system depends on the board's ability to maintain a stable part time work force. Part time defenders make up approximately 65% of

PROGRAM SUMMARY (Continued)

Program: DISTRICT PUBLIC DEFENSE
Agency: PUBLIC DEFENSE BOARD

the state employee attorney staff. These defenders are local lawyers, often with many years of experience who agree to an annual salary based on a minimum number of hours of service during the year. Currently part time defenders in every district are putting in more hours than they are getting compensated for. In FY 2000 this amounted to approximately 28,000 hours. In addition, the state provides only partial funding of the public defender overhead costs involved in running their law offices. In 1996 surveys and national data indicated that anywhere from 1/3 to 1/2 of an attorney's fee went toward the cost of overhead. Based on these surveys and information, a board budget request was for annual overhead in the amount of \$16,099 for 3/4 time defenders, \$10,733 for 1/2 time defenders, and \$5,367 for 1/4 time defenders. Current overhead amounts are \$3,000 for 3/4 time defenders, \$2,000 for 1/2 time defenders, and \$1,000 for 1/4 time defenders. The cost of overhead and the "subsidizing" of the public defense system by the part time defenders is a major reason behind the board's difficulties in attracting and keeping part time defenders.

FINANCING INFORMATION:

The current appropriation for this program is approximately \$41 million annually. The budget request is necessary to maintain the program's current effort and continue the cost effective part time public defender system. State imposed cost increases related to insurance and travel, as well as negotiated agreements with employee groups, have strained district budgets. The state's lack of past funding for compensation increases other than cost of living adjustments has also placed an enormous burden on district budgets. These past funding deficiencies make it difficult to maintain the viability of a part time public defense system. Caseloads and hours for part time (as well as full time) defenders continue to increase, making it more difficult to attract and retain good defense attorneys. For part time defenders, more time is demanded from them without compensation, and if they stay, more time is taken from their private practice, which they cannot afford. The result is a weakened court and criminal justice system that will begin to experience major delays in processing defendants.

BUDGET ISSUES:

Caseloads continue to exceed board adopted standards. New judgeships, court calendars, and changes in court procedures hamper the board's ability to provide adequate services to its clients and the criminal justice system. They also limit the board's ability to provide for caseload equity, and to maintain the part time public defender system. This is detrimental to the clients and criminal justice system as a whole. The adequate funding of part time defender hours that are needed, the funding of reasonable overhead expenses for part time public defenders, the funding of labor agreements, insurance, travel, and state imposed

cost increases, the funding of caseload equity--all of these will help assure the viability of the public defense system in Minnesota. The part time public defender system in Minnesota has provided quality representation while holding down costs. A part time defender system also holds down costs by providing for a built-in system of dealing with most conflict cases. This system, however, is dependant upon adequate funding. If such funding is not provided it puts an enormous strain on these part-time attorneys, as their private practice then must subsidize their work as public defenders. That is not right. Under current appropriations the board does not have adequate funding.

The following is a summary of the program's budget request:

- Fund an additional \$4,087,000 in FY 2002 and \$5,251,000 in FY 2003 (as part of the agency-wide request) to maintain the viability of the part time public defender system through overhead allowance, funding of additional part time hours, funding of caseload equity, and current labor agreements.
- Fund an additional \$365,000 in FY 2002 and \$415,000 in FY 2003 to the public defense corporations that provide representation to members of the minority communities throughout Minnesota.

Activity: DISTRICT PUBLIC DEFENSE
Program: DISTRICT PUBLIC DEFENSE
Agency: PUBLIC DEFENSE BOARD

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002			FY 2003		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Expenditures by Category:									
State Operations									
COMPENSATION	20,527	22,319	25,526	26,596	30,388	26,596	27,897	32,933	27,897
OTHER OPERATING EXPENSES	3,400	3,375	4,384	3,497	3,792	3,497	3,511	3,726	3,511
Subtotal State Operations	23,927	25,694	29,910	30,093	34,180	30,093	31,408	36,659	31,408
LOCAL ASSISTANCE	15,048	14,202	14,093	13,862	14,227	13,862	13,862	14,277	13,862
Total Expenditures	38,975	39,896	44,003	43,955	48,407	43,955	45,270	50,936	45,270

Change Items:	Fund								
(A) PART TIME PUBLIC DEFENDER VIABILITY	GEN				4,087			5,251	
(P) PUBLIC DEFENSE CORPORATIONS	GEN				365			415	
Total Change Items					4,452			5,666	

Financing by Fund:									
Direct Appropriations:									
GENERAL	38,932	39,643	43,467	43,591	48,043	43,591	44,906	50,572	44,906
Statutory Appropriations:									
GENERAL	0	54	396	300	300	300	300	300	300
FEDERAL	42	157	98	61	61	61	61	61	61
GIFT	1	42	42	3	3	3	3	3	3
Total Financing	38,975	39,896	44,003	43,955	48,407	43,955	45,270	50,936	45,270

Revenue Collected:									
Dedicated									
GENERAL	0	420	0	0	0	0	0	0	0
FEDERAL	74	235	101	101	101	101	101	101	101
GIFT	10	31	30	0	0	0	0	0	0
Total Revenues Collected	84	686	131	101	101	101	101	101	101

FTE by Employment Type:									
FULL TIME	194.3	215.7	201.9	201.9	209.9	201.9	201.9	209.9	201.9
PART-TIME, SEASONAL, LABOR SER	216.7	214.3	214.3	214.3	240.8	214.3	214.3	240.8	214.3
Total Full-Time Equivalent	411.0	430.0	416.2	416.2	450.7	416.2	416.2	450.7	416.2

BUDGET CHANGE ITEM (45662)**Program: DISTRICT PUBLIC DEFENSE****Agency: PUBLIC DEFENSE BOARD****Item Title: PUBLIC DEFENSE CORPORATIONS**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-Grants	\$365	\$415	\$415	\$415
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity _____ Supplemental Funding _____ Reallocation				

RATIONALE:

There are five public defense corporations across the state. There are two serving the metropolitan area of the Twin Cities and three serving predominantly Native American communities in northern Minnesota. These non-profit public defense corporations provide cost-effective quality legal defense services primarily to the state's minority communities. The request is made up of three items: 1) Funding for a 3% adjustment to the corporation grants. This is similar to what state agencies received in base adjustments for personnel expenses; 2) Funding to enable the corporations to hire a minimal number of new staff to provide key services, including two community workers at the Neighborhood Justice Center, an attorney position at Duluth Indian Legal, and filling a vacant receptionist position and converting a ¾ time attorney position to full time at the Legal Rights Center; and 3) Funding to bring the salaries of the employees of these corporations to the average of six other non-profit legal service providers in Wisconsin, Iowa, and Illinois.

FINANCING:

The public defense corporations are funded by a line item in the appropriations bill. The current funding is \$1.1 million.

OUTCOMES:

The public defense corporations serve a minority client base that is often times intimidated, uncomfortable or does not understand the court system. Like the district public defenders, the public policy approach of imposing greater sanctions, along with the increased resources for police and prosecution, has placed a great demand on the corporations' service delivery systems. Funding for salary increases will allow the corporations to hire and retain qualified attorneys and staff, something that has been a major problem in recent years.

It is important to note that most, if not all, of the criminal cases, which the public defense corporations handle, would end up on the public defense system if the corporations should fail to carry out their services. The funding would help ensure the continued viability of the corporations.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

TAX COURT - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

Mission: To resolve tax appeals in a timely and impartial manner.

Description: The Tax Court is a specialized trial court in the executive branch. It has statewide jurisdiction to hear and determine all matters arising out of Minnesota's tax laws. The Court consists of three judges and three support staff.

STRATEGIES AND PERFORMANCE:

The Tax Court docket, tracks, schedules and resolves all tax cases filed. Appeals are scheduled for trial within one year of filing. Many cases are resolved within a year of filing. A written decision is issued and distributed on every case heard by the Court in Regular Division.

The Court resolves complex procedural issues. For example, one case involved multi-year complaints by multi-county property owners against assessors and county officials. The case involved substantive issues regarding classification, class action status, and jurisdictional issues.

The Court also resolves statutory interpretations regarding Commissioner of Revenue cases. Past Tax Court cases include business/non-business, unitary business, capital equipment, and non-domiciliary resident issues.

The Tax Court case management goals are:

- To schedule cases for hearing within one year of filing.
- To dispose of cases as quickly as possible.
- To issue decisions within three months of hearing.

The Tax Court continues to take proactive steps to improve the appeals process, by educating and informing the taxpayer and surveying Court constituents. Much of our information is now available on our newly created website.

The Court prepared a handbook titled "*Presenting Property Tax Appeals to the Minnesota Tax Court*" for pro se litigants. The handbook is designed to help taxpayers understand the property tax appeal process along with their rights and responsibilities. This handbook is now on our website, and courts from other states now use this handbook as a model.

The Court held a customer service meeting in 2000 to solicit information on how to better serve its constituents. One initiative resulting from this meeting involves exploring the possibility of forming a pro bono program for pro se taxpayers. This program would be similar to the program currently used by the U.S. Bankruptcy Court.

To further improve citizen access, the Court recently created its own website which provides the following free information to taxpayers via an Electronic Delivery System:

- an explanation of the Tax Court mission;
- access to Tax Court decisions;
- a direct e-mail link to Tax Court staff;
- forms and information for filing a petition or appeal;
- the pro se handbook;
- the Tax Court *Rules of Procedure*;
- directions to the Tax Court; and
- links to other court related information.

Despite the ebb and flow in the number of petitions and appeals filed, the Tax Court has the same number of judges and staff as when it first became a full time court in 1977. At that time, a backlog of approximately 1,950 tax cases, many 10 to 13 years old, was transferred from the district courts to the Tax Court. To date, the Tax Court has eliminated that backlog and cases are currently set for trial within one year of filing.

While the Court's annual caseload fluctuates with the economic market, the number of cases currently filed is now higher than the number filed in 1977. In addition, the average length of trials has increased due to the growing complexity of the cases that reach trial. Matters of lesser complexity are often resolved before going to trial. That can be attributed, in part, to the consistent body of law developed through the Court's decisions in Regular Division cases which are readily accessible to taxpayers and attorneys through the Court's website and other law-related publications.

REVENUES:

This agency generates non-dedicated revenue from filing fees. Tax Court forecasts \$10,000 in non-dedicated revenues for each year of the biennium based on historical levels.

GRANTS:

During the last biennium, Tax Court received funding to expand and improve the agency's technology infrastructure through the Small Agency Infrastructure Initiative coordinated by the Minnesota Office of Technology. As enacted, the Small Agency Infrastructure Initiative was a one-time grant.

TAX COURT - EXECUTIVE SUMMARY (Continued)

BUDGET ISSUES:

Changes in state property, sales and use, income and other tax laws affect Tax Court operations. The Tax Reform initiative being pursued by Department of Revenue will influence the future workload of the Tax Court. However, at this point, it is too early to determine if Reform will increase or decrease the Court's workload. Other issues that influence the Tax Court budget include local real estate market changes, national and state economic changes, activities of the state legislature, changes in data practice laws and the availability of law students to volunteer as interns.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the base funding level as requested in the Tax Court budget with additional funding of \$47,000 annually for on-going technology infrastructure support.

Agency: TAX COURT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	449	498	506	527	527	543	543	66	6.6%
OTHER OPERATING EXPENSES	537	173	259	165	212	170	217	(3)	(0.7%)
Total Expenditures	986	671	765	692	739	713	760	63	4.4%
Change Items:	Fund								
(A) TECHNOLOGY SUPPORT & MAINTENANCE	GEN				47		47		
Total Change Items					47		47		
Financing by Fund:									
Direct Appropriations:									
GENERAL	986	671	765	692	739	713	760		
Total Financing	986	671	765	692	739	713	760		
Revenue Collected:									
Nondedicated									
GENERAL	8	9	10	0	0	0	0		
Total Revenues Collected	8	9	10	0	0	0	0		
FTE by Employment Type:									
FULL TIME	5.8	5.4	6.0	6.0	6.0	6.0	6.0		
PART-TIME, SEASONAL, LABOR SER	0.0	0.2	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	5.8	5.6	6.0	6.0	6.0	6.0	6.0		

INFORMATION TECHNOLOGY CHANGE ITEM (48863)

Agency: TAX COURT
IT Change Item: TECHNOLOGY SUPPORT & MAINTENANCE

ITEM DESCRIPTION AND PURPOSE:

This initiative provides funds for ongoing maintenance and support of information resource activities created in the recent Small Agency Infrastructure initiative which include:

- contracts for maintenance and support of new Case Management System,
- software upgrades and licensing,
- training on existing software (and upgrades), and
- web site improvements.

FUNDING: (Dollars in Thousands)

Funding Distribution	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Personnel	0	0	0	0	0	0
Supplies	0	0	0	0	0	0
Hardware	8	8	8	8	8	8
Software	1	1	1	1	1	1
Facilities	0	0	0	0	0	0
Services	35	35	35	35	35	35
Training	3	3	3	3	3	3
Grants	0	0	0	0	0	0
Total	47	47	47	47	47	47

This base funding is needed to maintain the advances made under the Small Agency Infrastructure grant funded last biennium. That grant completed the acquisition and implementation of a new Case Management System. The Tax Court now needs base funding to cover on-going support and maintenance of the new systems (including hardware and software upgrades), as well as periodic training for employees, and normal hardware rotation.

RATIONALE:

Tax Court recently completed implementation of a state of the art Case Management System (CMS) and other information systems. Current infrastructure allows for electronic communications within the court and externally with customers, saving time and money. With the CMS, the website and the Microsoft Office Suite applications, the Court is able to provide up-to-date information critical to taxpayers and staff.

The Court must now maintain and support the CMS and other existing technology in order to continue providing the higher level of service to petitioners, appellants, attorneys, district court personnel and the general public. In addition, the Court must continue to train current and new staff in order to fully utilize the information resources currently available to us.

The Tax Court's philosophy embraces expanding electronic dissemination of information on a widespread basis. The Court is working toward sending trial notices, case status updates, amendments, changes to legal representation, and responses to questions via e-mail. Information on the Court website also serves to guide and link taxpayers to other resources for appropriate assistance.

The Court's Strategic Information Resource Management Plan demonstrates several key themes:

1. Maintain and support existing technology, including the CMS, in order to continue expanding dissemination of information by electronic means;
2. Train staff and judges on all existing court software and hardware; and
3. Continue providing efficient and consistent on-line services to customers via improved access to Court case data.

LIFE CYCLE ANALYSIS:

Life Cycle Status	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Development						
Operations	X	X	X	X	X	X
Modification						
Retirement						

This is simply for on-going support and maintenance of existing technology and information resources and for employee training on all existing systems and software.

OFFICE OF TECHNOLOGY ANALYSIS:

Deliverables/Objectives: This initiative will support and maintain existing technology and provide funds to purchase new versions of hardware and software as they are released. This is a continuation of funding from the Small Agency Infrastructure Initiative. These funds would provide a base budget for technology. This initiative is a part of the agency SIRMP. It supports infrastructure components. **Conclusion:** This initiative meets information technology criteria for funding.

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the Tax Court's base budget be increased by \$47,000 annually for on-going technology infrastructure support.

Agency: TAX COURT

Base Budget Report (Dollars in Thousands)	All Funds		General Fund		Other State Funds		Federal Funds	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
FY 2001 Budgeted	671	671	671	671	0	0	0	0
<u>Base Adjustments</u>								
2002-03 SAL. & BEN. BASE	15	31	15	31	0	0	0	0
DOC. SPACE RENTAL/LEASE	5	9	5	9	0	0	0	0
SMALL AGENCY OPERATIONAL EXPENSE	1	2	1	2	0	0	0	0
Subtotal Base Adjustments	21	42	21	42	0	0	0	0
Base Budget	692	713	692	713	0	0	0	0

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HUMAN RIGHTS DEPARTMENT - CONTENTS

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HUMAN RIGHTS DEPARTMENT - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The mission of the Minnesota Department of Human Rights (MDHR) is to stop illegal discrimination and further equal opportunity for all people in Minnesota through a coordinated program of law enforcement, prevention education, and outreach. The department resolves alleged unlawful discrimination through fair and timely investigation of matters brought before it, and provides increased fair employment opportunities by reviewing and monitoring affirmative action steps taken by firms doing business with the state of Minnesota.

KEY SERVICE STRATEGIES:

The MDHR Enforcement Program achieves results through a coordinated program of law enforcement, prevention education, and outreach. These services are as follows:

Contract Compliance:

- Increase equal employment opportunity for women, minorities, and persons with disabilities within businesses providing services to the state of Minnesota.
- Review contractor AA/EEO plans and issue timely certificates of compliance.
- Consult with businesses on recruiting and retaining qualified individuals from protected groups.
- Ensure, via on-site audits, that a contractor's Affirmative Action Plan and actual hiring/retention practices are valid.
- Manage contract compliance efforts for maximum effectiveness through partnerships with local, state, and federal equal employment opportunity enforcement agencies.

Complaint Processing:

- Ensure a maximum of 12-month processing time on all cases.
- Dismiss cases not warranting resources within six months of their filing.
- Maintain individual investigator caseloads below 30.
- Better inform people of their rights and obligations under the Human Rights Act through education and outreach activities.
- Collaborate with state and local agencies to leverage resources.
- Expand use of electronic services.
- Provide adequate multi-lingual services to constituents.
- Provide accessible services to blind and hearing-impaired constituents.

Management Services and Administration:

- Provide policy leadership to all units of the agency.
- Manage external communications with all agency constituents.
- Provide accounting, purchasing and payroll services to the department.
- Manage departmental databases, web page facilities, disaster recovery, and electronic services.

OPERATING ENVIRONMENT:

The following factors shape the development of policies and programs.

- *Increased Immigration* – The MDHR expects more claims and an increased need for education that crosses language, religious, cultural, and national origin lines. Of the 22,000 Somali who recently settled in the U.S., more than half now live in Minnesota. The state's Hispanic population will increase 248% by 2025 and the Asian population will double over the same time period. Many of these immigrants do not speak English and are requesting services.
- *Reengineering Service Delivery* – During the last biennium, the MDHR met and exceeded legislative mandates. The department has no backlog of cases and has maintained caseloads below 30 per investigator. This is a direct result of on-going reengineering process improvements in case processing, data management and reporting systems, internal training programs and more focused use of mediation services.
- *Electronic Processing* – The MDHR's Strategic Information Resource Plan anticipates increased electronic processing of cases. The department redesigned its web site to provide expanded information and to allow limited on-line requests for service. During the first full year of operation, the web site was accessed 361,000 times by Minnesotans seeking information or needing assistance on human rights and discrimination issues. The agency's base budget does not include funding for the Strategic Information Plan submitted to the Office of Technology.
- *Emerging Legal Issues* – The MDHR anticipates an increasing number of charges in new or evolving areas of discrimination law: genetic discrimination, racial profiling, same-sex sexual harassment and gender dysphoria. In addition, disability law continues to evolve with respect to definitional and accommodation issues.
- *Unpredictable Legal Expenses* - The agency pays all of its litigation costs, which at times have been as high as 10% of the agency's total budget. Some cases involving emerging areas of discrimination law will require clarification from the courts. As a result, litigation costs are expected to increase in the coming biennium.

HUMAN RIGHTS DEPARTMENT - EXECUTIVE SUMMARY (Continued)

- *Collaboration with Other Enforcement and Education Organizations* – As part of the Governor's Big Plan "Living Human Rights and Respect" initiative, the department anticipates increased project coordination responsibilities in the areas of housing, workforce development, contractor certification for light rail transit, and discrimination testing. The department also has initiated active links with local human rights commissions and will provide training and support for resolving human rights issues locally.
- *Greater Emphasis on Monitoring Contractor Affirmative Action Plans* – Although the number of affirmative action plans reviewed and certificates of compliance issued to contractors is expected to remain constant, the Legislature highlighted the need to monitor contractors' recruitment and hiring practices. In response, the department reallocated resources to allow for on-site audits and consulting services.
- *Fair Labor Standards Act* – The recent audit conducted by the U.S. Department of Labor has designated department investigators as non-exempt. The department has incurred increased salary costs as a result of the need to compensate investigators at time and one-half for all overtime worked since January 1998.

ORGANIZATION/PROGRAM STRUCTURE:

COMMISSIONER AND EXECUTIVE MANAGEMENT	3.0 FTE
Contract Compliance	9.0 FTE
Case Processing	22.0 FTE
Case Processing Support Section	6.0 FTE
Intake	8.5 FTE
Training	4.0 FTE
Administration	
Fiscal Services & MIS	4.5 FTE
Human Resources	1.5 FTE
Policy and Legal Affairs	5.0 FTE
9/22/00 TOTAL FTEs 63.5	

GOVERNOR'S RECOMMENDATION:

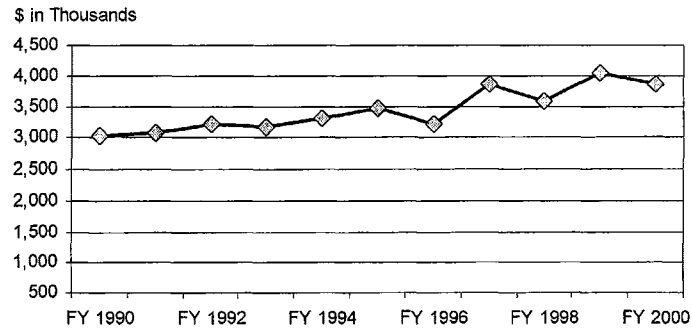
The Governor recommends base funding levels as requested in the agency's budget except for the following adjustment: a biennial increase in funding of \$112,00 to maintain departmental hardware and software according to life cycle standards and for other system enhancements, which will allow the agency to continue serving its clients in an efficient manner.

The Governor also recommends that the commissioner be given authority to seek monetary penalties and other sanctions against respondents who fail to respond to complaints or requests for information, for an anticipated revenue increase of \$25,000 annually. In addition, the Governor is requesting an appropriation to the Department of Employee Relations to help state agencies cover one-time backpay created by the Fair Labor Standards Act audit.

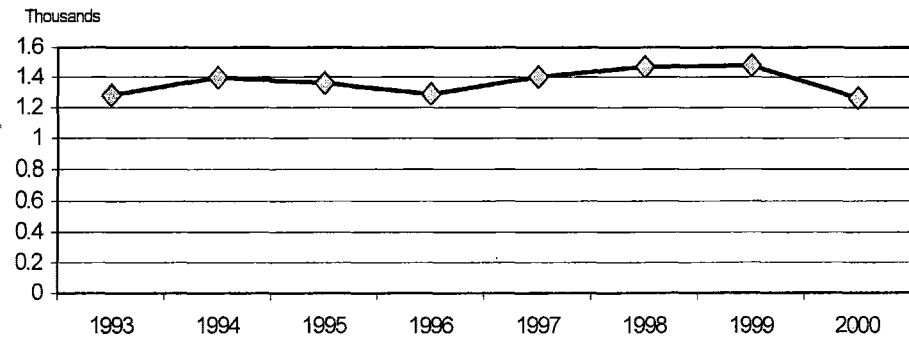
HUMAN RIGHTS DEPARTMENT - EXECUTIVE SUMMARY (Continued)

TRENDS AND PERSPECTIVE:

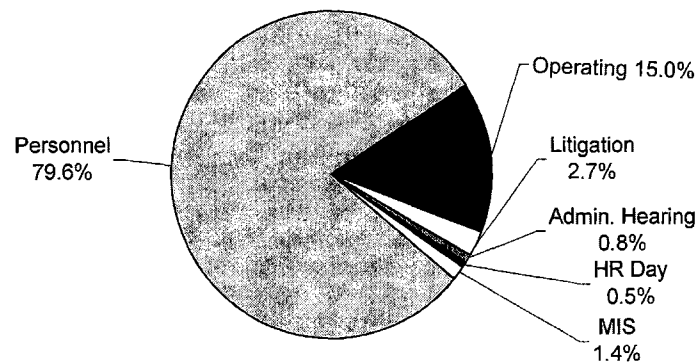
Total Budget - All Funds



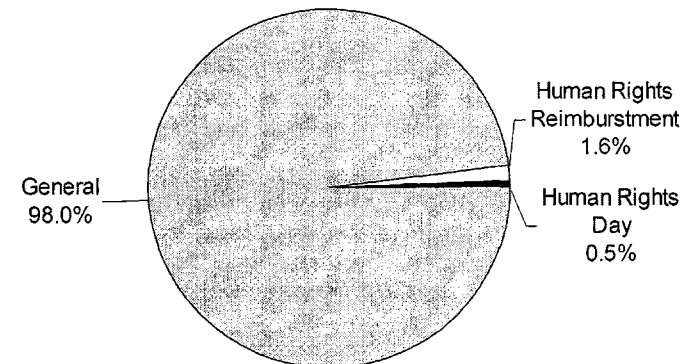
Total Cases Filed



2000-2001 Expenditures by Category Total \$8.1 Million



2000-2001 Expenditures by Fund Total \$8.1 Million



Program: HUMAN RIGHTS ENFORCEMENT
 Agency: HUMAN RIGHTS DEPARTMENT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Activity:									
CONTRACT COMPLIANCE	482	469	487	523	523	540	540	107	11.2%
COMPLAINT PROCESSING	2,868	2,659	2,872	2,800	2,800	2,893	2,893	162	2.9%
MANAGEMENT SERVICES & ADMIN	737	822	793	776	832	793	849	66	4.1%
Total Expenditures	4,087	3,950	4,152	4,099	4,155	4,226	4,282	335	4.1%

Change Items:	Fund				
(A) HARDWARE/SOFTWARE REPLACEMENT PLAN	GEN			56	56
Total Change Items				56	56

Financing by Fund:							
Direct Appropriations:							
GENERAL	4,087	3,908	3,990	4,045	4,101	4,172	4,228
Statutory Appropriations:							
SPECIAL REVENUE	0	42	162	54	54	54	54
Total Financing	4,087	3,950	4,152	4,099	4,155	4,226	4,282

<u>FTE by Employment Type:</u>							
FULL TIME	57.8	58.5	62.6	61.0	61.0	61.0	61.0
PART-TIME, SEASONAL, LABOR SER	2.2	1.6	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.5	0.3	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	60.5	60.4	62.6	61.0	61.0	61.0	61.0

HUMAN RIGHTS DEPARTMENT - BUDGET BRIEF

Fund: GENERAL

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2000) (\$000s)			
Appropriations	\$3,924	\$3,924	\$7,848
<u>BASE ADJUSTMENT</u>			
Doc. Space Rental/Lease	25	52	77
2002-2003 Sal. & Ben. Base	96	196	292
<u>BASE LEVEL (for 2002 and 2003)</u>	\$4,045	\$4,172	\$8,217
<u>CHANGE ITEMS</u>			
Hardware/Software Replacement Plan	56	56	112
GOVERNOR'S RECOMMENDATION	\$4,101	\$4,228	\$8,329

BRIEF EXPLANATION OF BUDGET DECISIONS:

Space Rental/Lease and Salary and Benefit Increases: Allows the agency to maintain the same level of staffing and office space costs necessary for continued support of agency basic functions.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustment: a biennial increase in funding of \$112,00 to maintain departmental hardware and software according to life cycle standards and for other system enhancements, which will allow the agency to continue serving its clients in an efficient manner. The Governor also recommends that the commissioner be given authority to seek monetary penalties and other sanctions against respondents who willfully fail to respond to complaints or requests for information, for an anticipated revenue increase of \$25,000 annually.

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HUMAN RIGHTS DEPARTMENT - REVENUE SUMMARY

REVENUE SOURCES:

The agency contracts with the federal government for \$329,000 annually for the department's investigation of cases filed under both federal and state law. This money is transferred to the General Fund as a partial offset to the agency's appropriation. Other revenues are:

- Human Rights Day Seminar - \$19,000 annual.
- Human Rights Reimbursement - \$35,000 annual.
- Restitution - \$60,000 annual (non-dedicated).

RECENT CHANGES:

The Department of Human Rights (MDHR) signed a new contract with Equal Employment Opportunities Commission (EEOC) that increases the dollar amount from \$327,500 to \$329,000 per year.

FORECAST BASIS:

- New contract with EEOC.
- Assuming the same level of funding for both Human Rights Day Conference and hearing reimbursement costs.

CHANGE ITEMS:

MDHR proposes to create a new clause within section 363.06, subd. 4 to grant to the commissioner of human rights the authority to request monetary penalties and other sanctions against respondents who willfully refuse to respond to charges of discrimination or requests for information. The amount of the penalty is based on section 14.045 (setting \$700 limit on penalty per violation).

Agency: HUMAN RIGHTS DEPARTMENT

Summary of Agency Revenues (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
Non-Dedicated Revenue:									
Other Revenues:									
GENERAL	23	11	60	60	85	60	85	99	139.4%
Total Non-Dedicated Receipts	23	11	60	60	85	60	85	99	139.4%
Dedicated Receipts:									
Grants:									
FEDERAL	315	328	329	329	329	329	329	1	0.2%
Other Revenues:									
SPECIAL REVENUE	4	146	54	54	54	54	54	(92)	(46.0%)
Total Dedicated Receipts	319	474	383	383	383	383	383	(91)	(10.6%)
Agency Total Revenues	342	485	443	443	468	443	468	8	0.9%

BUDGET CHANGE ITEM (47740)**Agency: HUMAN RIGHTS DEPARTMENT****Item Title: CREATING PROVISION FOR MONETARY PENALTY****OUTCOMES:**

This recommendation will promote more timely responses by respondents when MDHR requests information involving charges, resulting in reduced case processing time.

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$-0-	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
General Fund	\$25	\$25	\$25	\$25

Statutory Change? Yes ☒ No ☐

If yes, statute(s) affected: 363.06, subd.4

☒ New Activity ☐ Supplemental Funding ☐ Reallocation**GOVERNOR'S RECOMMENDATION:**

The Governor recommends that the commissioner be given authority to request monetary penalties up to \$700 and other sanctions against respondents who willfully fail to respond to discrimination charges or requests for information. The monetary penalties are projected to increase non-dedicated revenue by \$25,000 per year.

RATIONALE:

The monetary penalties and other sanctions could be taken against respondents who willfully refuse to respond to charges of discrimination or requests for information. This authority parallels section 363.06, subd. 4(8) (permitting the chief administrative law judge to adopt policies to provide sanctions for intentional and frivolous delay). The department believes this will increase the response time of respondents and reduce case processing time.

FINANCING:

This revenue change is expected to add \$25,000 per year in non-dedicated revenues to the General Fund.

INFORMATION TECHNOLOGY CHANGE ITEM (56201)

Agency: HUMAN RIGHTS DEPARTMENT
IT Change Item: HARDWARE/SOFTWARE REPLACEMENT PLAN

ITEM DESCRIPTION AND PURPOSE:

This IT budget request continues a project started in the FY 2000-01 biennium to replace hardware and software at the end of their life cycles. Small agency infrastructure projects funded through the Office of Technology this biennium did not receive ongoing base funding to continue into FY 2002-03. This project also includes offsite recovery, and minor enhancements in both report generation and MDHR website.

FUNDING: (Dollars in Thousands)

Funding Distribution	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Personnel	0	0	0	0	0	0
Supplies	0	0	0	0	0	0
Hardware	42	42	42	42	42	42
Software	4	4	4	4	4	4
Facilities	5	5	5	5	5	5
Services	4	4	4	4	4	4
Training	1	1	1	1	1	1
Grants	0	0	0	0	0	0
Total	56	56	56	56	56	56

The project consists of hardware replacement and software upgrades, in addition to systems enhancements and off-site recovery testing.

This addition to base funding allows MDHR to meet the minimum requirement in maintaining its information resource infrastructure to provide uninterrupted efficient services to both the public and business communities.

RATIONALE:

MDHR intends to maintain the current level of technology infrastructure going into FY 2002 and beyond by using proven technology to replace current infrastructure at the end of its life cycle. The projects will be coordinated based on their position in the life cycle chain, cost and timing. Each piece of equipment is identified and cataloged according to its cycle in the Asset Management Plan.

Project:

- A. Replace network and local printers
- B. Replace servers & workstations
- C. Upgrade Server, Workstation and Database software
- D. Off-site testing for disaster recovery plan
- E. Website enhancements to ADA compliance
- F. Employee Development (IT staff)
- G. Report generation enhancements
- H. Network & database security

LIFE CYCLE ANALYSIS:

Life Cycle	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Development	X		X		X	
Operations	X	X	X	X	X	X
Modification	X	X	X	X	X	X
Retirement	X	X	X	X	X	X

The equipment retirement plan is based on the following schedule(see MDHR Asset Management Plan for detail):

Monitors	3 to 5 years
Workstations	3 years
Servers	2 years based on 24/7/365
Printer	4 to 5 years
Laptops	3 to 5 years

Software upgrades per licenses agreement

MS Office	2 years
McAfee	2 year
NT Server	2 year
Powerbuilder	2 year
Visual Basic	2 year

OFFICE OF TECHNOLOGY ANALYSIS:

This initiative asks for funding to support ongoing computer maintenance and infrastructure at Human Rights. Deliverables/Objectives: Primary investments are in hardware, software, services and training. This initiative supports infrastructure, EGS, Big Plan (SNS - Electronic Government Services Initiative) components. It is listed as a priority in the board's SIRMP. Conclusion: This initiative meets information technology criteria for funding to support existing technology infrastructure.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the requested level of funding to maintain hardware and software according to life cycle standards and to make systems enhancements, both of which will allow the Department to continue to serve its clients in an efficient manner.

BUDGET ACTIVITY SUMMARY

Budget Activity: CONTRACT COMPLIANCE
Program: HUMAN RIGHTS ENFORCEMENT
Agency: HUMAN RIGHTS DEPARTMENT

ACTIVITY PROFILE:

Contract Compliance encourages equal employment opportunities (EEO) for minorities, women, and people with disabilities by requiring, pursuant to M.S. 363, that government agencies do business only with affirmative action/equal opportunity employers.

The Contract Compliance activity provides enforcement and direct technical services to 2,500 businesses throughout the state. Audits conducted during the current biennium reveal that small businesses lack resources to implement successful EEO programs. On-site consulting in EEO recruitment and retention strategies has become integral to the program. The compliance activity has tripled the number of on-site audits performed during the current biennium and produced a Recruitment Manual to assist employers in recruiting women and minorities. MDHR also revised its rules in FY 1999 to simplify contractor-reporting requirements.

STRATEGIES AND PERFORMANCE:

- Review affirmative action plans and provide technical assistance to businesses seeking to contract with the state of Minnesota.
- Issue certificates of compliance in a timely manner.
- Issue forms and accept reports in electronic format.
- During the current biennium, the compliance program has conducted 104 on-site audits and will complete audits on 10% of state contractors by the end of the biennium.
- Evaluate audit data and develop employer-training tools.

FINANCING INFORMATION:

This activity's budget consists of General Funds.

BUDGET ISSUES:

Providing an increased number of on-site audits to state contractors resulted in increased costs to the activity. These were absorbed by one-time reallocations of resources. Our ability to conduct on-site audits and training to small businesses may be limited in the coming biennium based on limited resources.

Activity: CONTRACT COMPLIANCE
Program: HUMAN RIGHTS ENFORCEMENT
Agency: HUMAN RIGHTS DEPARTMENT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	377	401	422	486	486	501	501	164	19.9%
OTHER OPERATING EXPENSES	105	68	65	37	37	39	39	(57)	(42.9%)
Total Expenditures	482	469	487	523	523	540	540	107	11.2%

Financing by Fund:									
Direct Appropriations:									
GENERAL	482	469	487	523	523	540	540		
Total Financing	482	469	487	523	523	540	540		

FTE by Employment Type:									
FULL TIME	7.6	8.0	9.0	9.0	9.0	9.0	9.0		
Total Full-Time Equivalent	7.6	8.0	9.0	9.0	9.0	9.0	9.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: COMPLAINT PROCESSING
Program: HUMAN RIGHTS ENFORCEMENT
Agency: HUMAN RIGHTS DEPARTMENT

ACTIVITY PROFILE:

M.S. Chapter 363 requires that the agency investigate complaints of unlawful discrimination. While the majority of cases involve claims of discrimination in employment, the agency also has jurisdiction over allegations of discrimination in housing, education, public accommodations, public services, and business/credit. Customers of these services include charging parties, respondents to discrimination charges, attorneys, and the public.

The department processes complaints through its intake, screening, and investigation processes. Approximately one-third of cases are dismissed at screening. The remaining cases are referred to either investigation or mediation. Once the facts are established through investigation, the agency makes a decision as to whether or not there is "probable cause" to believe the discrimination occurred. If the Department of Human Rights (MDHR) finds "probable cause," the case is forwarded to the Attorney General for conciliation and/or litigation.

Charges and requests for information from non-English speaking people have continued to increase. The department has hired Spanish and Southeast Asian-speaking staff to assist in processing complaints, but multi-lingual investigations take approximately 30% more time to process. An increased number of charges from Somali and Russian-speaking Minnesotans are also anticipated. Translation of department forms, information, and investigative data will require internal reallocation of resources to meet increased costs.

STRATEGIES AND PERFORMANCE:

- The agency receives calls and provides referral services to 18,000-20,000 Minnesotans each year.
- In 1999, the department recovered \$1.8 million in settlements for aggrieved parties.
- During FY 1999-2000, the department processed an average of 1,371 cases per year.
- During 2000, the agency has strengthened its prevention education efforts. A speaker's bureau was established and trained to provide education services to small businesses, the legal community, and the public. In partnership with the League of Human Rights Commissions (LHRC), MDHR also co-sponsored two regional conferences on Somali Culture and

Islamic values which reached 1,500 attendees in Rochester and the Metro area.

- The agency collaborated with the LHRC to train representatives from 40 of the 56 local human rights commissions on resolving human rights issues locally.
- The agency has 1.5 outreach staff that provides office hours in 17 greater Minnesota communities.
- At least 84% of cases not warranting agency resources were dismissed within six months as a result of process reengineering.
- The MDHR and the Office of Dispute Resolution (ODR) implemented a four-month focused mediation test in 1999, referring an average of 37 cases per month for mediation. The proportion of cases successfully resolved during the test *increased slightly* from 19% to 22%. The ODR has agreed to attempt mediation on 200 cases in FY 2001.
- The agency has revamped its web site to provide intake contacts on-line and has submitted a Strategic Information Resource Plan to install a secure server in order to expand the capability to complete more transactions electronically.
- The department streamlined its training program to meet the demands of an increasingly mobile workforce. Classroom training time was reduced from nine months to two months, followed by a four-month mentorship with a senior investigator. All trainees began processing complaints in the third month of the program. Increased productivity of trainees has allowed the agency to keep caseloads per investigator low at 17-22 cases per FTE.
- Less than five percent of the charges filed are prepared by private attorneys. Agency intake staff serves members of the public not represented by counsel.
- The MDHR pays all litigation fees and the cost of administrative 180-day hearings.

FINANCING INFORMATION:

This activity's budget consists of General and Special Revenue Funds. Dedicated receipts are received for reimbursement of hearing costs by losing respondents.

BUDGET ISSUES:

- Multi-lingual translation of department forms, information and investigative data will require internal reallocation of resources to meet increased costs.
- The cost of mediation services is expected to increase. From FY 1999 to FY 2000, contracted mediation costs with the ODR rose 9%. ODR has informed MDHR that it is becoming difficult to recruit unpaid mediators for operation of the program. This could be a barrier to continuing mediation as an alternative to formal complaint processing in the coming biennium.

Activity: COMPLAINT PROCESSING
Program: HUMAN RIGHTS ENFORCEMENT
Agency: HUMAN RIGHTS DEPARTMENT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	2,018	2,077	2,172	2,236	2,236	2,306	2,306	293	6.9%
OTHER OPERATING EXPENSES	730	582	700	564	564	587	587	(131)	(10.2%)
Subtotal State Operations	2,748	2,659	2,872	2,800	2,800	2,893	2,893	162	2.9%
LOCAL ASSISTANCE	120	0	0	0	0	0	0	0	
Total Expenditures	2,868	2,659	2,872	2,800	2,800	2,893	2,893	162	2.9%

Financing by Fund:									
Direct Appropriations:									
GENERAL	2,868	2,636	2,730	2,765	2,765	2,858	2,858		
Statutory Appropriations:									
SPECIAL REVENUE	0	23	142	35	35	35	35		
Total Financing	2,868	2,659	2,872	2,800	2,800	2,893	2,893		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	0	126	35	35	35	35	35		
Total Revenues Collected	0	126	35	35	35	35	35		

FTE by Employment Type:									
FULL TIME	40.4	40.3	42.6	41.0	41.0	41.0	41.0		
PART-TIME, SEASONAL, LABOR SER	2.0	1.6	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	0.4	0.3	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	42.8	42.2	42.6	41.0	41.0	41.0	41.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: MANAGEMENT SERVICES & ADMIN
Program: HUMAN RIGHTS ENFORCEMENT
Agency: HUMAN RIGHTS DEPARTMENT

ACTIVITY PROFILE:

This activity includes the commissioner, deputy commissioner, director of policy and legal affairs, human resources, fiscal services, and information technology staff. Policy and legal affairs processes case appeals, identifies training needs, develops appropriate in-service training, and provides in-house legal assistance on case adjudication. Human resources ensures adequate staffing, compliance with existing contracts and develops human resource policies and procedures. Fiscal services supports the various business units in the department by providing accounting, procurement, payroll functions, maintenance, and office services and ensures that fiscal activities conform to accounting standards and Minnesota statutes. Information technology supports business units by managing and maintaining the agency's database and updating, repairing, and maintaining computer hardware and software systems.

STRATEGIES AND PERFORMANCE:

- The Department of Human Rights (MDHR) processes approximately 200 appeals and requests for reconsideration of its determinations annually. New guidelines for reviewing and processing appeals were implemented in FY 2000. As a result of this effort, all new appeals are processed within 20 days.
- The agency completed its disaster recovery plan in FY 2000 and has scheduled annual offsite testing to ensure it is updated and operational.
- During its first full year in operation, the department's web site was visited by more than 361,000 Minnesotans seeking information on human rights and discrimination issues.
- Automated bi-weekly management reporting was implemented to better monitor and correct problems in complaint processing. MIS staff was trained in report generation techniques and related data management issues.
- The agency's annual Human Rights Day event, "Acting in Concert" will be held at the RiverCentre on 12-1-2000. Last year's event was highlighted by a Governor's Proclamation and reception to honor human rights leaders from around the state.
- The database for the Contract Compliance activity was migrated to software supported by the industry. The result of the migration will allow interconnectivity with the case processing database.

FINANCING INFORMATION:

General Funds support the activity's budget. Dedicated receipts are received through a contract with the federal government for investigation of cases. The resulting revenue is transferred to the General Fund as a partial offset of the agency's appropriation.

BUDGET ISSUES:

MDHR's strategic information plan was submitted to the Office of Technology (OT) to provide funds for on-going maintenance of the agency information technology resources. The agency did receive \$112,000 during the last biennium for equipment replacement and software upgrades through OT's Small Agency Technology Grant Program, but this funding was not ongoing.

Activity: MANAGEMENT SERVICES & ADMIN
Program: HUMAN RIGHTS ENFORCEMENT
Agency: HUMAN RIGHTS DEPARTMENT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	559	638	650	672	672	693	693	77	6.0%
OTHER OPERATING EXPENSES	178	184	143	104	160	100	156	(11)	(3.4%)
Total Expenditures	737	822	793	776	832	793	849	66	4.1%
Change Items:	Fund								
(A) HARDWARE/SOFTWARE REPLACEMENT PLAN	GEN				56		56		
Total Change Items					56		56		
Financing by Fund:									
Direct Appropriations:									
GENERAL	737	803	773	757	813	774	830		
Statutory Appropriations:									
SPECIAL REVENUE	0	19	20	19	19	19	19		
Total Financing	737	822	793	776	832	793	849		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	0	20	19	19	19	19	19		
Total Revenues Collected	0	20	19	19	19	19	19		
FTE by Employment Type:									
FULL TIME	9.8	10.2	11.0	11.0	11.0	11.0	11.0		
PART-TIME, SEASONAL, LABOR SER	0.2	0.0	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	0.1	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	10.1	10.2	11.0	11.0	11.0	11.0	11.0		

UNIFORM LAWS COMMISSION - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The Minnesota Uniforms Laws Commission works with the National Conference of Commissioners on Uniform State Laws (NCCUSL) to draft legislation that will improve state statutes and make them uniform throughout the nation. The NCCUSL is made up of uniform laws commissioners from all states and the District of Columbia.

The Minnesota Commission consists of eight persons learned in the law. Three are appointed jointly by the Governor, Attorney General and Chief Justice of the Supreme Court, and a fourth person is the designee of the Revisor of Statutes. Four others have been granted life membership because of long service. All serve without compensation.

Membership in NCCUSL enables Minnesota to use at very little cost the skills and resources of the legal profession from across the nation. The work of the Uniform Laws Commission is aided locally by the Minnesota Bar Association. In addition, various groups interested in the subject matter of a particular uniform act have input into the work of the conference during both the drafting and the enacting process. For example, medical groups interested in organ transplants helped with the Uniform Anatomical Gift Act. A minimum of two years is spent drafting each act, and no state has the resources needed to duplicate the NCCUSL's meticulous work.

PERFORMANCE SUMMARY:

Minnesota now has in its statutes approximately 50 uniform acts from the commission. During the 2001-02 Minnesota legislative sessions, the Minnesota Commission will bring to the legislature for consideration the following acts: Uniform Transfer of Litigation Act, Uniform Enforcement of Domestic Violence Orders Act, Uniform Trust Code, Uniform Arbitration Act, Uniform Unclaimed Property Act (revision), Revised Uniform Parentage Act, Uniform Principal and Income Act, and Uniform Unincorporated Nonprofit Associations Act.

ISSUES AFFECTING AGENCY'S OPERATIONS:

The budget of the Uniform Laws Commission covers only two expenditures: 1) expenses of the commissioners for their attendance at the eight day annual meeting of the National Conference each summer; and 2) the state's annual membership dues. The commission has no control over its expenses because membership dues are assessed to each state and the District of Columbia based on population. The national organization determines where the conferences will be held and travel costs depend entirely on hotel costs and air fares. Minnesota commissioners are only compensated for their travel expense, they are not compensated for the time they spend on commission work. Attendance at the annual meeting is essential to Minnesota for it is at that meeting that Minnesota's

interests are represented, drafting of each subject act is completed, the members learn about the acts so they will be prepared to present them to the Minnesota Legislature, and decisions are made regarding the future work of the conference.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustment: a biennial increase of \$10,000 to pay increased dues to the NCCUSL. Annual dues for this organization will increase by approximately \$5,000.

Agency: UNIFORM LAWS COMMISSION

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
OTHER OPERATING EXPENSES	35	36	39	39	44	40	45	14	18.7%
Total Expenditures	35	36	39	39	44	40	45	14	18.7%

Change Items:	Fund				
(A) INCREASED DUES	GEN			5	5
Total Change Items				5	5

Financing by Fund:					
Direct Appropriations:					
GENERAL	35	36	39	39	44
Total Financing	35	36	39	39	44

Agency: UNIFORM LAWS COMMISSION

Base Budget Report (Dollars in Thousands)	All Funds		General Fund		Other State Funds		Federal Funds	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
FY 2001 Budgeted	38	38	38	38	0	0	0	0
<u>Base Adjustments</u>								
SMALL AGENCY OPERATIONAL EXPENSE	1	2	1	2	0	0	0	0
Subtotal Base Adjustments	1	2	1	2	0	0	0	0
Base Budget	39	40	39	40	0	0	0	0

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CORRECTIONS DEPT - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The mission of the department is to develop, provide and promote effective correctional practices that contribute to a safer Minnesota.

The values and goals of the department focus on the themes of personal responsibility and opportunities for self-sufficiency, accountability, and responsive and limited government.

KEY SERVICE STRATEGIES:

In seeking to fulfill its mission, the department defined goals and key strategies in its "Strategic Plan 2000." The strategies clarify the means by which goals will be achieved and the outcomes that will result.

The goals and strategies of the department encompass:

- Community safety
- Offender accountability
- Shared responsibility with the community
- Humane environment for staff and offenders
- Operational effectiveness
- Sound public policy

These goals and strategies emphasize the department's role in the criminal justice system, its contribution to public safety, as well as its partnerships with local units of government by providing direct service, enforcement of jail standards, and financial assistance. The goals and strategies also emphasize the department's commitment to providing cost-effective supervision and accountability of offenders.

Additionally, the agency has been challenged by the Administration and the Legislature to reduce adult facility per diems and other costs. To accomplish these goals, the department has undertaken a "total approach" to cost-cutting initiatives. Such efforts include plans for self-sufficiency of the department's industry program, MINNCOR, reallocation of central office staff, and reduced adult facility per diems. For the first time in recent history, the department will not be requesting a budget increase in the adult facilities division for the increasing inmate population (caseload increase). As the inmate population continues to grow in subsequent biennia, caseload funding will again be needed at the full marginal cost.

As a critical component of the department's success in achieving reduced per diems and lowering future costs, the department has requested several initiatives, which also are intended to increase public safety. These initiatives include expanding proven and promising programs at the local level, increasing probation officers on the streets, identifying and dealing with juvenile offender issues early and completing capital initiatives that decrease future operational

costs. Additionally, the department will be seeking legislation that would allow the use of cost-cutting savings to complete capital technology advances that reduce future operating costs and per diems.

OPERATING ENVIRONMENT:

Adult offender population growth in state correctional facilities and in Minnesota's communities continues to put pressure on existing prisons and jails as well as offender supervision systems at the state and local levels. Juvenile facilities continue to refine their role in juvenile corrections with enhanced and specialized programming for commitment or placement.

The following factors place high demands on the operating environment:

- Absorbing prison population growth during the next biennium by increasing capacities at existing facilities at low marginal costs to reduce overall per diem costs
- Implementation of agency-wide and facility-specific cost-cutting initiatives
- Maintaining support for state/local partnerships and financing of criminal justice activities
- Providing statewide leadership on juvenile issues including community-based, residential programming

Other factors that increase demands placed on the agency include:

- Enhanced sentencing penalties since 1989
- Continued increase in court commitments
- General upward demographic trends
- More disruptive, violent offenders, both juveniles and adults
- Maintaining and improving physical plants for cost-effective correctional facilities

ORGANIZATION/PROGRAM STRUCTURE:

Commissioner and Executive Management

— Adult Facilities	(3,129 FTE)	79.8%
— Juvenile Services	(259 FTE)	6.6%
— Community Services	(408 FTE)	10.4%
— Management Services	(126 FTE)	3.2%

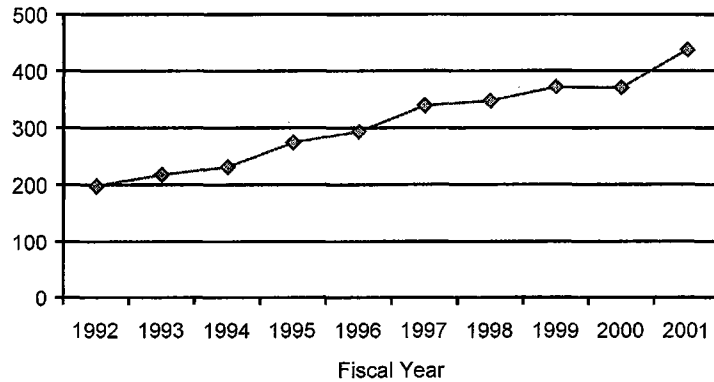
FY 2001 Total FTEs budgeted: 3,922

Agency programs are delivered through 10 adult and juvenile correctional facilities and community services field offices located throughout the state with the support of a central administrative network.

CORRECTIONS DEPT - EXECUTIVE SUMMARY (Continued)

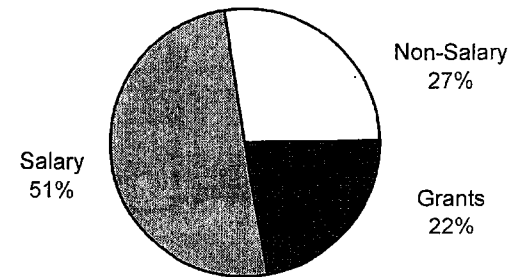
TRENDS AND PERSPECTIVE:

Total Budget -All Funds



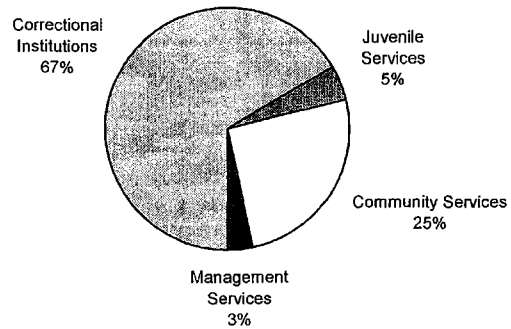
FY 2000-01 Expenditures By Category

Total: \$809 Million



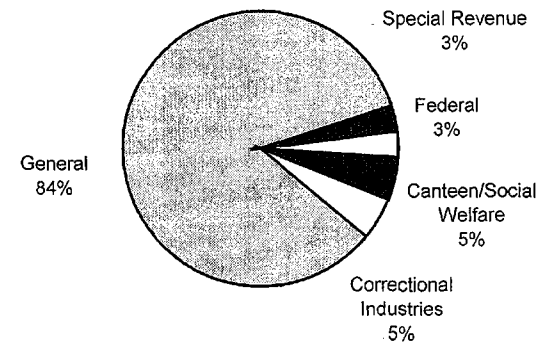
FY 2000-01 Expenditures By Program

Total: \$809 Million



FY 2000-01 Expenditures By Fund

Total: \$809 Million



CORRECTIONS DEPT - EXECUTIVE SUMMARY (Continued)

GOVERNOR'S RECOMMENDATION:

The Governor recommends the Department of Corrections budget which successfully reallocates funding to high priority programs through its close examination of core functions. His budget recommendations include the recognition of significant but responsible cost reductions in the operation of state prisons, and a reallocation of a portion of those savings to proven community services programs, which provide supervision and programming for offenders in the community.

The Governor recommends a net reduction in funding of \$3.983 million below the agency General Fund base level, which includes the following initiatives:

- A reduction of \$18.436 million to implement a Per Diem Reduction Plan for adult facilities.
- An increase of \$3 million for facility cost efficiency improvements.
- A reallocation of \$175,000 within the agency base to prioritize health care services for inmates.
- An increase of \$13.67 million to maintain correctional services in the community.
- A one-time decrease of \$3.717 million in Juvenile Residential Treatment Grants to offset a recommended reduction in fees counties will be charged for sending juvenile male offenders to MCF-Red Wing in FY 2002.
- An increase of \$1.5 million to develop statewide systems for tracking offenders in jail or prison, or under community supervision. This is part of the Governor's \$27 million recommendation for a multi-agency CriMNet initiative.

Agency: CORRECTIONS DEPT

Agency Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>Expenditures by Program:</u>									
CORRECTIONAL INSTITUTIONS	240,187	246,132	291,693	296,077	290,640	302,926	292,927	45,742	8.5%
JUVENILE SERVICES	24,383	17,491	20,656	19,016	19,208	19,340	19,693	754	2.0%
COMMUNITY SERVICES	96,056	95,928	110,134	106,667	108,828	106,970	114,762	17,528	8.5%
MANAGEMENT SERVICES	11,818	11,907	15,778	13,568	14,318	13,750	14,500	1,133	4.1%
Total Expenditures	372,444	371,458	438,261	435,328	432,994	442,986	441,882	65,157	8.0%
<u>Financing by Fund:</u>									
Direct Appropriations:									
GENERAL	311,718	312,553	365,637	361,044	358,518	372,747	371,290		
SPECIAL REVENUE	0	1,055	1,122	1,389	1,389	1,242	1,242		
Statutory Appropriations:									
GENERAL	103	147	937	111	111	111	111		
SPECIAL REVENUE	12,254	9,654	13,087	12,877	13,069	12,863	13,216		
FEDERAL	9,149	7,128	14,557	13,559	13,559	6,830	6,830		
MISCELLANEOUS AGENCY	19,939	21,778	22,670	22,891	22,891	23,198	23,198		
GIFT	23	16	48	34	34	34	34		
CORRECTIONAL INDUSTRIES	19,258	19,127	20,203	23,423	23,423	25,961	25,961		
Total Financing	372,444	371,458	438,261	435,328	432,994	442,986	441,882		
<u>FTE by Employment Type:</u>									
FULL TIME	3,423.1	3,430.2	3,863.3	3,872.3	3,877.3	3,890.1	3,895.1		
PART-TIME, SEASONAL, LABOR SER	109.1	99.1	25.5	25.4	25.4	25.4	25.4		
OVERTIME PAY	71.3	60.5	33.4	33.4	33.4	33.4	33.4		
Total Full-Time Equivalent	3,603.5	3,589.8	3,922.2	3,931.1	3,936.1	3,948.9	3,953.9		

CORRECTIONS DEPT - BUDGET BRIEF

Fund: GENERAL

BASE YEAR (FY 2001) (\$000s)	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
Appropriations	\$350,905	\$350,905	\$701,810

BASE ADJUSTMENT

Caseload/Enrollment Change	6,131	11,499	17,630
One-Time Appropriations	(2,105)	(2,105)	(4,210)
DOC Space Rental/Lease	47	87	134
2002-03 Salaries and Benefits Base	5,856	12,151	18,007
Transfers Between Agencies	210	210	420
BASE LEVEL (for 2002 and 2003)	\$361,044	\$372,747	\$733,791

CHANGE ITEMS

Adult Facility Cost Reductions	(6,937)	(11,499)	(18,436)
Adult Facility Cost Efficiency Investment	1,500	1,500	3,000
Prioritization of Health Care Services	175	0	175
Prioritization of Health Care Services	(175)	0	(175)
CLWL/Performance Enhancement	800	1,200	2,000
Expand Intensive Supervised Release	750	750	1,500
Performance Accountability and TA	700	700	1,400
Sex Offender Treatment and Reimb.	1,000	1,000	2,000
County Probation Reimbursement	1,628	2,142	3,770
Increase CCA Subsidy	1,000	2,000	3,000
Extend MCF-Red Wing Fee Reduction	(3,717)	0	(3,717)
CrimNet	750	750	1,500

GOVERNOR'S RECOMMENDATION: \$358,518 \$371,290 \$729,808

BRIEF EXPLANATION OF BUDGET DECISIONS:

- The department will spend approximately \$71 million annually or 19% of the department's General Fund base level budget for grants, primarily to counties and also to non-profit organizations for correctional services. The state has a strong state/local shared partnership in providing correctional services throughout the state of Minnesota.
- The remaining 81% of the department's General Fund base level budget funds operations of the state prisons and juvenile facilities (85%), community services (11%) and management services (4%).

BASE ADJUSTMENT:

- The budget base is increased by \$17.6 million for the biennium based on projected inmate population growth. This adjustment is calculated using the increase of nearly 700 inmates at a marginal cost per inmate per day of just under \$70. The Department must house all prisoners committed to the Commissioner of Corrections.
- The budget base is reduced by \$4.21 million for the biennium for various one-time appropriations or pilot projects. This is comprised of Productive Day Initiative Grants for \$2.36 million, Dakota County Justice Zone Pilot Program for \$500,000, Juvenile Mentoring Project Grants for \$50,000, Dodge/Filmore/Olmsted Sex Offender Caseload Reduction Pilot Project for \$300,000, and Pre-design for a joint Public Safety and Corrections headquarters building for \$1 million.
- The budget base is increased by \$134,000 for small increases in documented space or rental rates for field offices and central office.
- The budget base is increased by \$18 million for compensation inflation as allowed at 3% each year for salaries department-wide.
- Base funding of \$420,000 is transferred from the Department of Public Safety for statewide probation system components.

GOVERNOR'S RECOMMENDATION:

The Governor recommends a net reduction in biennial funding of \$3.983 million below the agency base level, which includes the following initiatives:

- A reduction of \$18.436 million to implement a Per Diem Reduction Plan for adult facilities.
- An increase of \$3 million for facility cost efficiency improvements.
- A reallocation of \$175,000 within the base level of the Health Services activity to prioritize health care services for inmates.
- An increase of \$13.67 million to maintain correctional services in the community, including:
 - \$2 million to provide additional funding for statewide probation caseload/workload reduction.
 - \$1.5 million for additional state agents and grants to counties for intensive supervision of dangerous offenders.
 - \$1.4 million to expand performance accountability and technical assistance for community services programs around the state.
 - \$2 million for sex offender treatment and transitional funding.
 - \$3.77 to maintain county probation officer reimbursement at the statutory 50% level.

CORRECTIONS DEPT - BUDGET BRIEF

Fund: GENERAL

- \$3 million to increase the Community Corrections Act subsidy for local correctional services.
- A one-time decrease of \$3.717 million in Juvenile Residential Treatment Grants to offset a recommended reduction in fees counties will be charged for sending juvenile male offenders to MCF-Red Wing in FY 2002.
- An increase of \$1.5 million to develop statewide systems for tracking offenders in jail or prison, or under community supervision. This is part of the Governor's \$27 million recommendation for a multi-agency CrimNet initiative.

CORRECTIONS DEPT - BUDGET BRIEF

Fund: SPECIAL REVENUE

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)			
Appropriations	\$1,122	\$1,122	\$2,244
<u>BASE ADJUSTMENT</u>			
Receipt Adjustments	267	120	387
<u>BASE LEVEL (for 2002 and 2003)</u>	\$1,389	\$1,242	\$2,631
<u>CHANGE ITEMS</u>			
None	-0-	-0-	-0-
GOVERNOR'S RECOMMENDATION	\$1,389	\$1,242	\$2,631

BRIEF EXPLANATION OF BUDGET DECISIONS:

- The Laws of 1998 require that dedicated funds collected from other states and jurisdictions for housing inmates in Minnesota's facilities must be appropriated before they can be spent, starting 7-1-99. The base level of expenditure in FY 2001, as specified in the law, is \$1,122,000.
- While revenues are estimated to remain constant over the next biennium, the department anticipates spending \$1,389,000 in FY 2002 and \$1,242,000 in FY 2003, reflecting utilization of carryover funds.
- Funds will be used for adult facility needs, placement of inmates in the community and information technology projects.

GOVERNOR'S RECOMMENDATION:

The Governor concurs with the agency's budget decisions, with the requirement that these funds should first be used to pay the costs of housing inmates from other jurisdictions. Any remaining funds may be used for other correctional purposes.

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CORRECTIONS DEPT - REVENUE SUMMARY

REVENUE SOURCES:

The department generates non-dedicated revenue, dedicated revenue, and federal funds. The non-dedicated revenue is generated through per diem charges to various counties for confinement of juveniles committed to the commissioner and confined in the department facilities. Also, counties which contract with the state for the provision of juvenile probation and parole services must reimburse the state for these services. Funds collected are deposited in the state's General Fund and are estimated to be \$8 million for FY 2001.

Dedicated revenue is generated through interagency agreements with state agencies, other governmental units, school districts, out-of-state residential/detention facilities, businesses, and individuals. Revenues generated from these sources are deposited in the Special Revenue Fund and the Correctional Industries Fund and are estimated to be \$14 million and \$24 million respectively in FY 2001.

The department actively seeks grants from the federal government and as a result was awarded grants in FY 2001 totaling \$12 million.

FEE STRUCTURE:

Earnings are generated from the sale of goods manufactured by and services provided by department inmates participating in MINNCOR programs. MINNCOR reduces inmate idleness and teaches marketable job skills by employing the maximum number of inmates possible as cost effectively as possible. Prices are established to sell the product. MINNCOR has 30 cost centers.

Receipts are also generated from a wide variety of facility activities. Various vocational programs keep inmates productively occupied by providing work opportunities. Prices are established to ensure that work opportunities exist. Meal charges allow full recovery of costs for food, meal preparation, and kitchen supplies/equipment for staff/visitor meals. Shared services and agreements are anticipated for full cost recovery of the services provided. Adult inmates are required to pay a minimal fee toward the cost of health care services provided. Thistledeew Camp provides, on a per diem basis, education and confidence building programs for male juveniles who experience difficulties in their homes.

RECENT CHANGES:

Effective 7-1-2000 the Correctional Facility at Red Wing started charging counties 65% of the per diem cost of confinement for juvenile offenders committed to the commissioner. Previously, the charge was 100% of the actual per diem cost. This provision will sunset effective 6/30/01, reverting back to counties paying 100% of the actual cost of confinement.

CHANGE ITEMS:

Thistledeew Camp programs are funded by purchase of service agreements with counties and a contract with the local school district for education. Inflationary pressures necessitate raising the per diem in these agreements. The requested fee increases will result in increased revenue of \$192,000 in FY 2002 and \$353,000 in FY 2003 to the special revenue fund.

The budget recommendations propose an initiative that would continue the 65% county and 35% state split for incarceration costs at the correctional facility at Red Wing through FY 2002. This would result in an estimated revenue loss to the state of \$3.717 million in FY 2002. The revenue loss would be offset by a reduction in the juvenile residential treatment grants that pass through to counties.

The budget recommendations propose that probation fees collected by state agents funded by counties for misdemeanants be retained by those counties, resulting in a biennial revenue loss of \$316,000.

Agency: CORRECTIONS DEPT

Summary of Agency Revenues (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
Non-Dedicated Revenue:									
Departmental Earnings:									
GENERAL	0	0	0	13,510	9,635	13,937	13,779	23,414	
CAMBRIDGE DEPOSIT FUND	8,651	9,397	8,226	0	0	0	0	(17,623)	(100.0%)
Grants:									
GENERAL	43	48	41	41	41	41	41	(7)	(7.9%)
Other Revenues:									
GENERAL	56	104	30	29	29	29	29	(76)	(56.7%)
Taxes:									
GENERAL	158	199	196	196	196	196	196	(3)	(0.8%)
Total Non-Dedicated Receipts	8,908	9,748	8,493	13,776	9,901	14,203	14,045	5,705	31.3%
Dedicated Receipts:									
Departmental Earnings (Inter-Agency):									
CORRECTIONAL INDUSTRIES	18,616	19,035	23,000	24,500	24,500	26,000	26,000	8,465	20.1%
Departmental Earnings:									
SPECIAL REVENUE	6,576	7,512	10,444	10,401	10,593	10,506	10,859	3,496	19.5%
CORRECTIONAL INDUSTRIES	547	774	660	910	910	1,000	1,000	476	33.2%
Grants:									
GENERAL	115	146	933	111	111	111	111	(857)	(79.4%)
SPECIAL REVENUE	51	142	60	60	60	60	60	(82)	(40.6%)
FEDERAL	9,065	9,257	12,252	13,528	13,528	6,790	6,790	(1,191)	(5.5%)
Other Revenues:									
SPECIAL REVENUE	3,107	3,605	3,690	3,818	3,818	3,911	3,911	434	5.9%
MISCELLANEOUS AGENCY	12,335	13,074	14,750	15,013	15,013	15,237	15,237	2,426	8.7%
GIFT	15	18	31	28	28	27	27	6	12.2%
CORRECTIONAL INDUSTRIES	276	362	339	530	530	535	535	364	51.9%
Other Sources:									
SPECIAL REVENUE	0	9	25	17	17	17	17	0	0.0%
MISCELLANEOUS AGENCY	7,778	8,197	8,011	8,090	8,090	8,169	8,169	51	0.3%
Total Dedicated Receipts	58,481	62,131	74,195	77,006	77,198	72,363	72,716	13,588	10.0%
Agency Total Revenues	67,389	71,879	82,688	90,782	87,099	86,566	86,761	19,293	12.5%

CORRECTIONS DEPT – FEDERAL FUNDS SUMMARY

The explanations below pertain to the Federal Funds Summary table on the following page.

16.572 State Criminal Alien Assistance Program is to assist states in funding incarceration costs of inmates determined to be illegal aliens by the U.S. Immigration and Naturalization Service. Revenues are projected at the state FY 1999 level; the actual amount to be received is not known until late each fiscal year.

16.586 Violent Offender Incarceration - Truth in Sentencing program is intended to help state and local governments expand their capacity to house violent offenders. Up to 15% of the funds can be sub-granted to local units of government and up to 10% of later awards can be used for drug testing. \$7.6 million has been allocated to Minnesota Correctional Facility-Lino Lakes for an administrative segregation unit, \$1.5 million has been sub-granted to Anoka County for an expansion of their medium-security adult correctional center, \$13.1 million will be used towards a high security administrative control unit at Minnesota Correctional Facility-Oak Park Heights, \$.6 million has been allocated for drug testing purposes, and \$4.8 million is proposed for an administrative segregation unit at Minnesota Correctional Facility-Stillwater.

84.002 The Adult Basic Education program provides offenders the opportunity to learn how to read and master the curriculum taught in kindergarten to twelfth grade. The main focus of the program is to help offenders who did not graduate from high school to earn a GED.

85.225 The Literacy for Incarcerated Adults program was a three-year grant from the Office of Vocational and Adult Education in the Department of Education which ended 11-30-2000. The grant provided funding for a demonstration project at MCF-Faribault in which offenders earned industry certification and/or licenses during their incarceration. Upon release, ex-offenders were provided support in the community to secure and retain jobs directly related to training.

CORRECTIONS DEPT – FEDERAL FUNDS SUMMARY (Continued)

Federal Program (\$ in Thousands)	Related SFY 2000 Spending	Primary Purpose	SFY 2000 Revenues	SFY 2001 Revenues	Estimated SFY 2002 Revenues	Estimated SFY 2003 Revenues
10.553/5 National School Breakfast/Lunch	576	SO	303	310	312	314
16.523 Juvenile Accountability & Incentive Block	23	SO	273	193	0	0
16.540 Juvenile Justice & Delinquency Prevention	0	GPS	39	60	60	60
16.572 State Criminal Alien Assistance	2,219	SO	2,219	2,297	2,297	2,297
16.579 State/Local Narcotic Control	7	SO	211	497	286	286
16.580 Natl. Criminal History Improvement Program	120	SO	396	224	80	0
16.586 Violent Offender Incarceration/T.I.S.	500	GPS	4,497	7,258	9,185	2,598
16.591 Sex Offender Management	0	SO	0	98	91	0
16.593 Residential Substance Abuse	211	SO	367	514	469	484
16.710 Community Oriented Policing	0	SO	0	56	0	0
84.002 Adult Basic Education	1,224	SO	216	258	258	258
84.009 Children with Disabilities	150	SO	15	15	15	15
84.013 Title 1 Neglected & Delinquent	0	SO	225	217	220	223
84.048 Vocational Education (Perkins)	0	SO	17	17	17	17
84.255 Literacy For Incarcerated Adults	0	GPS	358	165	165	165
84.331 Post-Secondary Education	200	GPS	121	73	73	73
Agency Total	5,230		9,257	12,252	13,528	6,790

KEY: SO - State Operations GPS - Grants to Political Subdivisions GI - Grants to Individuals

INFORMATION TECHNOLOGY CHANGE ITEM (46054)

Agency: CORRECTIONS DEPT
IT Change Item: CRIMNET

ITEM DESCRIPTION AND PURPOSE:

The Department of Corrections (DOC) is a part of the Criminal Justice Information Policy Group, which is responsible for coordinating all public safety information systems. The collaboration is among local, state and national organizations. State criminal justice agencies include the Minnesota Supreme Court, Department of Public Safety, Sentencing Guidelines Commission, Department of Administration, Department of Finance and the Department of Corrections.

This budget change item is a part of the collaborative CrimNet request for the continuation of the state's role in developing and implementing the criminal justice information enterprise view. This effort is to ensure state information requirements and standards are created, maintained and followed by local jurisdictions. To ensure these state standards are met, the enterprise view also focuses on connectivity between criminal justice disciplines (law enforcement, courts, corrections) at the local level.

The DOC's component of the CrimNet request is to ensure the Department of Corrections Operations Management System (COMS) and the Statewide Supervision System (SSS) conform to the CrimNet architectural models. As the DOC is currently in the process of developing COMS and the SSS, the first two years of this funding will focus on developing enhancements to these systems and ensuring local connectivity conforms to statewide standards. As the COMS and SSS systems are completed next year, the continued funding request will be used for ongoing maintenance of the COMS system, which includes maintenance of the SSS.

FUNDING: (Dollars in Thousands)

Funding Distribution	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Personnel	0	0	0	0	0	0
Supplies	0	0	0	0	0	0
Hardware	50	200	80	230	225	225
Software	50	110	50	80	100	100
Facilities	0	0	0	0	0	0
Services	130	420	100	420	420	420
Training	20	20	20	20	25	25
Grants	500	0	500	0	0	0
Total	750	750	750	750	770	770

Funding for the FY 2002-03 biennium will be used to develop components of four projects as part of DOC's CrimNet efforts. In subsequent biennia this funding will be used to support and maintain the COMS and SSS, and to meet enterprise

model standards as they evolve. The SSS costs will cover SSS's connections to other CrimNet projects and maintenance of the new components being added to the SSS, such as the sentencing guidelines worksheet, out-of-home placement and electronic probation file transfer.

RATIONALE:

Minnesota's interest in centralizing supervision and corrections information is for the greater public safety. Any criminal justice professional will be able to access the SSS to find out if the offender they are dealing with is or has been under supervision anywhere in Minnesota. These projects are part of the agency's Electronic Government (EG) services efforts.

Funding this budget request will allow the department to provide law enforcement and other criminal justice professionals with accurate, timely and complete information on offenders under supervision and incarcerated. It will also ensure coordination and compatibility with all other justice databases being developed and with Department of Administration standards and guidelines.

This initiative will also meet the department goals of:

Operational Effectiveness - will reduce redundancy of local and state systems collecting information on offenders under supervision.

Community Safety - will increase the safety of police officers on the streets by providing them with timely, accurate and complete information on suspects who are under supervision in Minnesota.

These projects are identified in the DOC Strategic Information Resource Management Plant (SIRMP). Results of the SSS will be measured against the target and vision target of the agency's "Improve/standardize data systems and practices" outcome in the agency's Strategic Plan.

The SSS is an interactive web-based site for anyone under supervision in Minnesota (pre-trial supervision, probation, supervised release, jails, workhouses, juvenile detention centers, and prisons). Through collaboration with the Minnesota Sentencing Guidelines Commission, the system also includes a sentencing guidelines worksheet data entry component for probation officers. The state repository of this information has been prototyped for probation, detention and the sentencing guidelines worksheet project. The next phases will be to populate this system nightly from over 90 different probation systems and 240 jail facilities, and then to make the data entry components, guidelines worksheet and detention information accessible statewide.

During the FY 2000-01 biennium, the legislature funded \$800,000 in grants to local probation and detention facilities, with a 50% matching requirement, to complete extracts from their existing systems to the SSS. The requests for both probation and detention grants were nearly twice the amount available. The local grants will be used to allow local agencies/facilities to provide data to the SSS and to support agencies/facilities moving to standard operational systems.

INFORMATION TECHNOLOGY CHANGE ITEM (46054) (Continued)

Agency: CORRECTIONS DEPT
IT Change Item: CRIMNET

To further enhance this system, another component will be developed to electronically transfer probation records between counties. Today, offenders can avoid meeting with a probation officer if they constantly transfer between counties. With an electronic probation file transfer process in place, transfer of supervision from one county to another can occur much more efficiently and quickly. This process also will reduce data entry redundancy.

Another SSS component is the development of an out-of-home placement (OHP) data warehouse. Currently there are numerous entities collecting OHP data in different formats, such as the Supreme Court, Department of Human Services, and the DOC. This funding will create a conceptual design for an OHP data warehouse that meets the CrimNet enterprise model and all the state and federal requirements.

LIFE CYCLE ANALYSIS:

Life Cycle Status	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Development	X	X				X
Operations	X	X	X	X	X	X
Modification		X	X	X	X	X
Retirement				X	X	X

The DOC's SIRMP identified as top priorities the COMS Phase III and the Probation Information Collections System (PICS), now renamed as SSS.

In FY 2002-03, the following items are continuation components of the COMS Phase III and the SSS, both of which are a part of the state CrimNet effort.

- SSS electronic probation file transfer component
- SSS out-of-home placement warehouse component
- SSS detention grants to local facilities component
- COMS Phase III CrimNet connections component

In subsequent biennia this funding will be used to support and maintain the COMS and Statewide Supervision Systems (SSS) and to meet the enterprise model standards as they evolve. The SSS costs will cover SSS's connections to other CrimNet projects and maintenance of the new components being added to the SSS, such as the Sentencing Guidelines Worksheet, out-of-home placement, and electronic probation file transfer.

OFFICE OF TECHNOLOGY ANALYSIS:

This initiative proposes a connection to the Crimnet network that will allow Criminal and Juvenile Justice information to be shared with criminal justice organizations across the state. Deliverables/Objectives: Specifically, this funding

will allow Crimnet collaborations among the following agencies: Public Safety, Supreme Court, Sentencing Guidelines, Administration, Finance and Corrections. This initiative supports collaboration, EGS, and Big Plan (SNS--Electronic Government Services Initiative) components. It is listed as a priority in the agency SIRMP. Conclusion: This initiative meets information technology criteria for funding. Caution: The Crimnet Initiative is a large and complex undertaking, including state, county, city and local government. Standards must be developed and STRONGLY adhered to.

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$27 million to improve criminal justice information systems through the multi-agency CrimNet initiative. This funding will continue current statewide projects that meet criminal justice integration enterprise architecture standards and further planning efforts to determine the best approach and cost estimates for integrating information systems that now are primarily implemented at the local level. This initiative includes the following components:

- * \$15 million to continue implementation of the court information system MNCIS, which will fully integrate the adjudication function in the state.
- * \$4 million to complete the development of the integration backbone, a search engine that will tie all the CrimNet components together.
- * \$3 million to work with counties to develop cost estimates and recommendations on how best to integrate local criminal justice agency systems and data with state information; this initiative would explore options ranging along a spectrum from a centralized provision of statewide systems that all local agencies would use to decentralized, locally-designed systems that would link with the state CrimNet backbone.
- * \$2 million to alleviate the "suspense file" problem which occurs when criminal justice information is not collected, processed, or transmitted properly, resulting in incomplete criminal history files. Funds will be used to work on eliminating records currently in suspense, and to assist local agencies in changing their business practices to prevent inaccurate and incomplete data from being submitted.
- * \$1.5 million to develop statewide systems for tracking offenders in jail or prison, or under community supervision.
- * \$1.5 million to analyze, fill out, and maintain the CrimNet enterprise model for use in all criminal justice information systems implementation efforts, and to staff other CrimNet activities.

For this specific request, the Governor recommends \$1.5 million for the Corrections Operations Management System (COMS) and the Statewide Supervision System (SSS), both of which will be used to track offenders in jail or prison, or under community supervision, on a statewide basis.

BUDGET CHANGE ITEM (58548) (58548)**Agency: CORRECTIONS DEPT****Item Title: EXTEND MCF-RED WING CHARGE REDUCTION**

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund:				
-State Operations	\$-0-	\$-0-	\$-0-	\$-0-
-Grants	\$(3,717)	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
General Fund	\$(3,717)	\$-0-	\$-0-	\$-0-
Statutory Change? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If yes, statute(s) affected: M.S. 242.192				
<input type="checkbox"/> New Activity <input type="checkbox"/> Supplemental Funding <input checked="" type="checkbox"/> Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends a one year extension of the 35% reduction in fees charged to counties for sending juvenile male offenders to MCF-Red Wing. To offset an estimated general fund revenue loss of \$3.717 million in FY 2002, the Governor also recommends that the Juvenile Residential Treatment Grants be reduced by the same amount in FY 2002.

RATIONALE:

After extensive discussions last year with the DOC, counties, and other interested parties, the legislature enacted a one-year reduction in charges that counties would pay in FY 2001 for sending juvenile males to MCF-Red Wing. Before this reduction, counties had been required since 1999 to pay 100% of the actual per diem cost of confinement at that institution. The one-year reduction in fees to 65% was intended to stimulate more counties to send their juvenile offenders to MCF-Red Wing and for the DOC and facility management to make adjustments in the programs and costs at the facility to move it towards self-sufficiency in the future. These actions are still occurring and there continue to be discussions about the proper state and local roles in paying for juvenile offenders who are committed to the commissioner of corrections. The agency has suggested a that a one year extension of this reduction will enable it to make further changes at MCF-Red Wing to make it fully cost competitive in the future with other comparable facilities.

When the legislature originally enacted the 100% actual per diem cost recovery requirement, it also enacted a Juvenile Residential Treatment Grants program for counties, administered within the Community Services division of the agency. These funds were reduced on a one-time basis in FY 2001 to partially offset the revenue lost through the reduction in payment responsibilities to the counties. This proposal would reduce the Juvenile Residential Treatment Grants program again for one year, this time by the expected amount of the revenue reduction.

FINANCING:

This recommendation would make one-time offsetting revenue and expenditure reductions of \$3.717 million in FY 2002. Without the extension of the revenue reduction, DOC would be required to charge counties approximately \$10.7 million for per diem cost of confinement at MCF-Wing. Base funding for the Juvenile Residential Treatment Grants in FY 2002 is \$8 million, which would be reduced to \$4.283 million on a one-time basis under this recommendation.

OUTCOMES:

This proposal will enable the agency to continue providing services to juvenile male offenders at MCF-Red Wing while program improvements are made at that facility and discussions continue with interested parties about state and local roles for juvenile offenders committed to the commissioner of corrections. This is consistent with the Big Plan goal of "Healthy, Vital Communities" and the DOC goals of "Community Safety," "Shared Responsibility with the Community" and "Sound Public Policy."

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PROGRAM SUMMARY

Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

PROGRAM PROFILE:

The Adult Facilities Division includes the operation of eight adult facilities plus the department-wide coordination and supervision of institution chemical dependency, education, and industry programming, inmate health care, and other support services. The facilities serve a dual purpose by protecting the community through incarceration of the offender and by providing industrial, vocational, academic, and therapeutic opportunities for inmates that maximize the probability that they will return to the community as law-abiding citizens. The mission of the facilities is to provide a safe, secure, and humane environment for staff and inmates while offering various program opportunities.

The primary program driver of this division is the number of offenders who are committed to the commissioner of corrections to serve their state prison sentences. The inmate population has grown significantly since 1989 and projections indicate that this trend continues into the foreseeable future with additional beds needed beyond capacity beginning in FY 2006.

Following is the prison bed need based on the preliminary 2000 inmate population projections prepared by the Department of Corrections and the Minnesota Sentencing Guidelines Commission.

	<u>January 2000</u>	<u>July 2003</u>	<u>July 2005</u>	<u>Increase</u> <u>(2000-2005)</u>	
Adult male beds	5,754	6,565	6,969	1,215	21%
Adult female beds	369	400	514	145	39%
Total	6,123	7,026	7,483	1,360	22%

Minnesota Laws 2000, Chapter 488, Article 7, Section 1, directs the commissioner of corrections to develop a uniform method to calculate the average department-wide per diem cost of incarcerating offenders at state adult correctional facilities. The total agency per diem for FY 2000 based on the new legislation is \$95.98. The per diem figures in the following adult correctional institution budget activity narratives are for the facility operating per diems only (not including capital costs).

STRATEGIES AND PERFORMANCE:

- Developed an inmate per diem reduction plan that will move the department out of the "top five" in the nation, as determined by the Corrections Yearbook Report, by July 2001.

- Opened the first Level Four custody prison in the state at Rush City.
- Continued to refine managed health care for offenders.
- MINNCOR (prison industry) remains on track to be self-sufficient by the end of 2002.
- Firmly established transitional centers (offender pre-release programs) at Faribault, Lino Lakes, and Moose Lake.
- Started to implement the use of a Risk Assessment Tool (LSI-R) in identifying offender risk factors.
- Opened the expanded DOC infirmary and mental health units at Oak Park Heights for inmates system-wide.
- Implemented a 10% surcharge on incoming money to offenders.

FINANCING INFORMATION:

	<u>FY 2000-01</u>		<u>FY 2002-03</u>	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$324,809	60%	\$359,899	60%
Non-Salary	212,9904	40%	239,104	40%
Total	\$537,713	100%	\$599,003	100%

BUDGET ISSUES:

The budget plan deals with the division program drivers that include prison population growth and inmate programming, which keeps inmates occupied and creates opportunities for those offenders who are inclined to make positive changes in their lives.

The challenge in this division is to continue cost-containment measures while planning and programming for a continuous increase in the adult inmate population. Base adjustments are included for salaries and benefits of employees and for costs of projected prison bed expansions.

GOVERNOR'S RECOMMENDATIONS:

The Governor recommends base funding levels as requested in the agency budget, except for the following adjustments: a biennial reduction of \$18.436 million to implement a Per Diem Reduction Plan for adult facilities, a biennial increase of \$3 million for facility cost efficiency investments, and a reallocation of \$175,000 under the Health Services activity to prioritize health care services for inmates.

Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>Expenditures by Activity:</u>									
MCF-FARIBAULT	28,550	29,471	30,787	30,590	30,590	31,178	31,178	1,510	2.5%
MCF-LINO LAKES	37,589	37,307	36,580	35,616	35,616	36,331	36,331	(1,940)	(2.6%)
MCF-SHAKOPEE	12,371	12,748	14,073	14,142	14,142	14,439	14,439	1,760	6.6%
MCF-WILLOW RIVER	3,050	2,752	2,998	2,980	2,980	3,045	3,045	275	4.8%
MCF-MOOSE LAKE	23,630	23,613	26,024	25,407	25,407	25,888	25,888	1,658	3.3%
MCF-STILLWATER	35,161	34,262	37,293	39,676	39,676	40,408	40,408	8,529	11.9%
MCF-ST CLOUD	27,771	27,055	28,323	28,438	28,438	29,104	29,104	2,164	3.9%
MCF-OAK PARK HEIGHTS	19,146	18,288	26,308	26,191	26,191	20,147	20,147	1,742	3.9%
MCF-RUSH CITY	302	9,301	20,743	20,777	20,777	21,455	21,455	12,188	40.6%
CAMP RIPLEY	1,353	112	0	0	0	0	0	(112)	(100.0%)
HEALTH SERVICES	20,569	21,912	29,983	28,044	28,044	28,365	28,365	4,514	8.7%
EDUCATION	602	272	545	402	402	406	406	(9)	(1.1%)
INSTITUTION SUPPORT SERV	30,093	29,039	38,036	43,814	38,377	52,160	42,161	13,463	20.1%
Total Expenditures	240,187	246,132	291,693	296,077	290,640	302,926	292,927	45,742	8.5%

Change Items:	Fund						
(P) ADULT FACILITY COST REDUCTIONS	GEN				(6,937)		(11,499)
(P) ADULT FACILITY COST EFFICIENCY INVESTMNT	GEN				1,500		1,500
(B) PRIORITIZATION OF HEALTH CARE SERVICES	GEN				(175)		
(B) PRIORITIZATION OF HEALTH CARE SERVICES	GEN				175		
Total Change Items					(5,437)		(9,999)

Financing by Fund:							
Direct Appropriations:							
GENERAL	190,281	197,179	229,948	231,533	226,096	242,138	232,139
SPECIAL REVENUE	0	784	785	932	932	785	785
Statutory Appropriations:							
GENERAL	68	77	80	76	76	76	76
SPECIAL REVENUE	4,174	3,124	5,905	5,574	5,574	5,596	5,596
FEDERAL	7,446	4,811	12,737	12,299	12,299	5,824	5,824
MISCELLANEOUS AGENCY	18,948	21,023	21,998	22,217	22,217	22,523	22,523
GIFT	12	7	37	23	23	23	23
CORRECTIONAL INDUSTRIES	19,258	19,127	20,203	23,423	23,423	25,961	25,961
Total Financing	240,187	246,132	291,693	296,077	290,640	302,926	292,927

Program: CORRECTIONAL INSTITUTIONS
 Agency: CORRECTIONS DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003	
				Base	Governor Recomm.	Base	Governor Recomm.
FTE by Employment Type:							
FULL TIME	2,679.1	2,755.6	3,093.3	3,103.7	3,103.7	3,121.5	3,121.5
PART-TIME, SEASONAL, LABOR SER	71.0	64.4	9.7	9.6	9.6	9.6	9.6
OVERTIME PAY	61.8	53.3	26.5	26.5	26.5	26.5	26.5
Total Full-Time Equivalent	2,811.9	2,873.3	3,129.5	3,139.8	3,139.8	3,157.6	3,157.6

BUDGET CHANGE ITEM (48207) (48207)

Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Item Title: ADULT FACILITY COST REDUCTIONS

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$(6,937)	\$(11,499)	\$(11,499)	\$(11,499)
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u>X</u>				
If yes, statute(s) affected:				
_____ New Activity <u>X</u> Supplemental Funding _____ Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends a budget reduction of \$18.436 million for adult facilities operated by the Department of Corrections (DOC). This recommendation is based in part on the department's Per Diem Reduction Plan, which itemizes cost-reduction initiatives that can be reasonably undertaken while maintaining the safety and security of the institutions. The Governor has used a portion of these cost savings to fund initiatives for improving programs for offenders in the community under the Community Services program in this budget.

RATIONALE:

The legislature decreased the DOC's base funding for adult facilities in FY 2000-01 by nearly \$6 million. The current administration and the legislature have encouraged further cost reduction efforts while maintaining offender staff and public safety.

As a result, the DOC completed a thorough review of the Adult Facilities Division in FY 2001 and set a goal in the agency's strategic plan to ensure Minnesota moves out of the five states in the nation that spend the most on prisons per inmate and, long term, out of the top 10 (Corrections Yearbook rankings). To accomplish these goals, the DOC contracted with consultants to review Adult Facilities Division efforts. The consultants recommended 38 action

items to reduce per diems. The main findings of the consultants were: a) populations at existing facilities could be safely increased at marginal costs; and b) current facility staffing levels could accommodate more inmates.

A departmental Per Diem Reduction Committee reviewed 38 recommendations made by the consultants and accepted 35 of them. The Committee's Per Diem Reduction Plan was finalized in October 2000. The plan includes the following initiatives for implementation:

Growth: Over the next biennium the DOC will add nearly 500 beds within existing facilities at reduced marginal costs. This effort will exhaust the possibility of any future bed expansions at existing facilities without additional capital funding and full ongoing operational costs.

Agency-wide and facility initiatives: An extensive review of agency health care, food service, education and MINNCOR Industries was completed. In addition, each facility thoroughly examined their operations. As a result, several program reduction efforts were identified and over 180 staff positions will be left unfilled over the next biennium. As the DOC's inmate population continues to grow, these unfilled positions will be shifted to cover the marginal costs identified in the growth areas. In essence, the DOC inmate population will grow into the current budget. Other facility initiatives include reductions in management staff and eliminating programs that are not cost-effective.

The main focus of the Per Diem Reduction Plan is to ensure safety and security at each institution. This plan pays special attention to core corrections activities. Programs that were identified as not cost-effective will be restructured or eliminated, ensuring the agency is fiscally conservative and prudent. The plan also identifies continued cost saving reviews and initiatives, such as the use of savings for fences, electronics and locks that decrease future operational costs.

FINANCING:

This recommendation reduces base funding for Correctional Institutions by \$18.436 million for the biennium.

As part of the state revenue and expenditure forecast and in the biennial budget base adjustment process, the Department of Finance recognizes cost increases for projected prison population increases based on current projections and costs. Based on population projections and cost information provided by the DOC and the Minnesota Sentencing Guidelines Commission, the base adjustment included in the biennial budget is \$17.63 million. Through the cost reduction efforts recommended under this initiative, DOC will be able to forgo the amount of the base adjustment plus a little more for the FY 2002-03 biennium. It is anticipated that current DOC staffing levels will accommodate projected inmate population increases through the end of FY 2003. As the inmate population continues to

BUDGET CHANGE ITEM (Continued)**Program: CORRECTIONAL INSTITUTIONS****Agency: CORRECTIONS DEPT****Item Title: ADULT FACILITY COST REDUCTIONS**

grow in future biennia, or as changes are made to increase prison populations above those currently forecast for the FY 2002-03 biennium, this initiative assumes that increased caseload funding will be required.

OUTCOMES:

To meet the Governor's plan to efficiently deliver services, the Per Diem Reduction Plan focuses on cost reduction efforts that decrease the adult institution per diems while maintaining public and staff safety and institutional security.

This reduction will drop the DOC's current adult inmate per diem of \$87.00 by nearly \$10 in the first year; ultimately, the plan is to reduce the per diem to under \$69.00 in FY 2001 dollars. As a result, the department will achieve the agency strategic plan goal to remove Minnesota from the top five states in the nation for prison spending per inmate and, ultimately, out from the top 10 (Corrections Yearbook rankings).

Additionally, this funding reduction frees up additional resources for initiatives meeting the Governor's goal of "Healthy and Vital Communities." Funding recommendations under the Community Services program deal with offenders in the community, transitioning offenders back into the community, and expanding offender treatment options.

The main goal of the DOC's Per Diem Reduction Plan is to focus on safety/security of institutions while balancing cost reductions. Changes made from the Per Diem Reduction Plan that increase staffing levels or reduce the number of inmates at facilities will raise per diems and not allow the DOC to achieve its goal.

The per diem reduction plan should yield cost savings throughout the correctional system. The target per diem for FY 2003 resulting from these measures, including all health care costs, are listed, by facility.

<i>Facility</i>	<i>Target Per Diem</i>
Faribault	\$67.75
Lino Lakes	\$73.84
Shakopee	\$85.49
Willow River	\$85.46
Moose Lake	\$59.24
Stillwater	\$72.51
St. Cloud	\$88.20
Oak Park Heights	\$116.61
Rush City	\$69.57

BUDGET CHANGE ITEM (46046)**Program: CORRECTIONAL INSTITUTIONS****Agency: CORRECTIONS DEPT****Item Title: FACILITY COST EFFICIENCY INVESTMENTS**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$1,500	\$1,500	\$1,500	\$1,500
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If yes, statute(s) affected: M.S.				
<input type="checkbox"/> New Activity <input checked="" type="checkbox"/> Supplemental Funding <input type="checkbox"/> Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$3 million for cost efficiency projects to ensure that the facility per diem reduction goals of the Department of Corrections are accomplished. Any further cost savings incurred in the budgets for Correctional Institutions in the FY 2002-03 biennium could be used to supplement this amount.

RATIONALE:

These cost efficiency efforts are a critical component of the DOC Per Diem Reduction Plan for FY 2002-03 and into the future. This plan has identified six projects in three areas to achieve facility cost reductions.

- Electronic locks: By retrofitting an electronic locking system at level three (medium custody) facilities, the department can reduce the number of staff on the first watch by approximately 12 posts, equating to 21 positions. Other correctional facilities, such as the Hennepin Home School, now use this type of electronic lock system to help control inmates and costs. The estimated costs of this effort are \$6 million.
- Perimeter fencing and electronics: By installing electronics on the wall at Stillwater and erecting a perimeter fence, with electronics, inside the St.

Cloud facility wall, the department can eliminate less efficient tower posts/positions. The estimated costs of these efforts are \$5 million.

- Technology enhancements: The department is continuing to review additional technology enhancements to improve efficiency and reduce costs. Those efforts and their costs are being identified.

These projects are estimated to cost at least \$11 million over the next few years. If all are completed, the payback in operational savings will occur in less than eight years.

FINANCING:

\$3 million would be appropriated for the FY 2002-03 biennium to fund the first phase of the cost efficiency projects. It is expected that the department's Per Diem Reduction Plan will generate additional savings that, with legislative approval, may also be used to fund these initiatives. This funding would continue in the base for the next biennium since the projects will not all be completed in the FY 2002-03 biennium. The department will continue to identify cost efficiencies in the future.

OUTCOMES:

These cost efficiency projects will help to make the DOC more accountable, responsible and limited. Through the funding of this budget request, the department will be able to identify and implement technical and physical plant initiatives which will continue to reduce facility per diems. The Per Diem Reduction Plan, which contains the cost effectiveness projects, will be used to measure the department's progress towards reaching its goal.

This initiative will also meet the department goals of:

- "Operational Effectiveness" - this budget initiative is a key part of the department's Per Diem Reduction Plan, which meets the department's outcome of "reduce costs of correctional services" and achieves the vision goal of getting Minnesota out of the top ten states in per diem costs.
- "Community Safety" - the cost efficiency projects will not only save costs but also will increase the effectiveness of staff, resulting in increased safety and security for staff and inmates within the facilities.

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-FARIBAULT
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

miscellaneous receipts. Social Welfare accounts generate interest, which is used to maintain quality of life for offenders. Phone commissions are also used to provide recreational and quality of life items to offenders.

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Faribault (MCF-FRB) is a Level 3 (medium custody) facility for adult male offenders. The facility also has a unit that houses Level 1 and 2 (minimum custody) inmates. The facility encompasses approximately 140 acres with 44 buildings consisting of 1,026,092 square feet. The current operating bed capacity is 1,065 offenders, which includes 136 beds in a minimum-security unit. One-and-a-half miles of double fence with razor ribbon and electronic alarm systems encloses 70 acres for Level 3 offenders and an additional half-mile of fencing encloses the minimum-custody unit. During FY 2002, operating capacity for medium custody will increase by 60 beds and total operating capacity will be 1,125.

STRATEGIES AND PERFORMANCE:

The mission of the MCF-FRB is to protect the public while maintaining a safe, secure, humane environment for adult male offenders and employees. Offenders productively participate in a seven-hour, five day per week assignment. Programs include industry, education, alcohol and other drug treatment, and essential institution support services. An Institutional Community Work Crew from the Level 1 and 2 units provides services to local communities and non-profit agencies. On average, 97% of offenders are involved in full-time assignments. Offenders leaving the MCF-FRB transition to other minimum custody units and community work crews, statewide work release programs and/or are released to the community.

	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Average daily population	975	1,062	1,165	1,125	1,125
Average daily cost	\$67.59	\$63.84	\$64.31	\$59.46	\$57.67

FINANCING INFORMATION:

	<u>FY 2000-01</u>		<u>FY 2002-03</u>	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$38,492	64%	\$41,624	67%
Non-Salary	21,766	36%	20,144	33%
Total	\$60,258	100%	\$61,768	100%

Revenues: Dedicated revenues are received from provision of utilities to the Minnesota State Academies, space rental for the Rice County Sheriff's Department, meal sales to employees and visitors, 10% cost-of-confinement fees on all incoming offender personal funds, offender medical co-pay, and other

Activity: MCF-FARIBAULT
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	18,227	18,502	19,990	20,516	20,516	21,108	21,108	3,132	8.1%
OTHER OPERATING EXPENSES	7,241	7,430	7,738	7,120	7,120	7,116	7,116	(932)	(6.1%)
Subtotal State Operations	25,468	25,932	27,728	27,636	27,636	28,224	28,224	2,200	4.1%
CAPITAL OUTLAY & REAL PROPERTY	132	115	60	0	0	0	0	(175)	(100.0%)
PAYMENTS TO INDIVIDUALS	2,869	3,330	2,999	2,954	2,954	2,954	2,954	(421)	(6.7%)
LOCAL ASSISTANCE	81	94	0	0	0	0	0	(94)	(100.0%)
Total Expenditures	28,550	29,471	30,787	30,590	30,590	31,178	31,178	1,510	2.5%

Financing by Fund:							
Direct Appropriations:							
GENERAL	23,544	24,651	25,703	25,848	25,848	26,429	26,429
Statutory Appropriations:							
SPECIAL REVENUE	336	237	251	253	253	253	253
FEDERAL	1,062	387	879	749	749	749	749
MISCELLANEOUS AGENCY	3,608	4,196	3,954	3,740	3,740	3,747	3,747
Total Financing	28,550	29,471	30,787	30,590	30,590	31,178	31,178

Revenue Collected:							
Dedicated							
SPECIAL REVENUE	289	274	309	309	309	309	309
FEDERAL	927	924	749	749	749	749	749
MISCELLANEOUS AGENCY	3,711	4,293	3,783	3,783	3,783	3,790	3,790
Nondedicated							
GENERAL	31	30	30	30	30	30	30
Total Revenues Collected	4,958	5,521	4,871	4,871	4,871	4,878	4,878

FTE by Employment Type:							
FULL TIME	350.2	345.0	359.6	358.6	358.6	358.6	358.6
PART-TIME, SEASONAL, LABOR SER	3.0	2.4	0.6	0.5	0.5	0.5	0.5
OVERTIME PAY	9.4	8.4	8.3	8.3	8.3	8.3	8.3
Total Full-Time Equivalent	362.6	355.8	368.5	367.4	367.4	367.4	367.4

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-LINO LAKES
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Lino Lakes (MCF-LL) is the second largest state-operated correctional facility in Minnesota. It is a Level 1 minimum and Level 3 medium-security facility for adult male felons transferred from other state correctional facilities. Additionally, the MCF-LL serves as the Department of Corrections intake facility for release violators. The MCF-LL provides a safe, secure, and controlled environment for staff and offenders.

The facility was constructed in 1963 and operated as a juvenile facility until 1978, when it was converted to a medium-security adult facility.

To meet the growing demand for more therapeutic programming for offenders, the department constructed a 240-bed chemical dependency living unit which made the MCF-LL the primary therapeutic center for offenders requiring chemical dependency and transitional sex offender treatment. A significant portion of the industry program was transferred to other correctional facilities. A 42-bed segregation unit was constructed in the former industry building, which has minimized the transporting of inmates to segregation units at other facilities. A portion of this same building was demolished and reconstructed to serve as a 160-bed secure housing unit for release violators during intake processing, inmates who need disciplinary confinement, and those who are unable to function within the general population.

These changes, along with modifications resulting in additional double bunking of inmates as per diem reduction initiatives, increased the capacity of the MCF-LL from 480 inmates at the beginning of the 1994-95 biennium to 1,177 inmates during the 2002-03 biennium.

STRATEGIES AND PERFORMANCE:

The MCF-LL has expanded to meet the need for more prison beds and plans to reduce its per diem accordingly. As the inmate population has grown, the MCF-LL has also developed program options for inmates to reduce idleness. Planning continues related to reducing per diems, while maintaining staff and inmate safety and the security of the facility.

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Average daily population	1,001	1,017	1,167	1,177	1,177
Average daily cost	\$75.62	\$73.84	\$74.21	\$68.86	\$70.51

FINANCING INFORMATION:

(\$000s)	FY 2000-01 Expenditures/Budget		FY 2002-03 Base Budget	
Salary	\$47,411	64%	\$50,668	70%
Non-Salary	26,476	36%	21,259	30%
Total	\$73,887	100%	\$71,947	100%

Revenue: This activity generates dedicated special revenue from Anoka County reimbursements for services provided to that entity, employee meal receipts, aid to victims of crime, Institution Community Work Crew projects, agency indirect costs, inmate health care co-payments and inmate cost-of-confinement receipts. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

BUDGET ISSUES:

The budget plan reflects a concerted effort to operate this facility as safely and efficiently as possible and provides funding for maintenance of operations. The base level budget is critical to the operation of this facility.

Activity: MCF-LINO LAKES
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	23,211	23,104	24,307	24,980	24,980	25,708	25,708	3,277	6.9%
OTHER OPERATING EXPENSES	7,987	7,430	8,307	7,247	7,247	7,234	7,234	(1,256)	(8.0%)
Subtotal State Operations	31,198	30,534	32,614	32,227	32,227	32,942	32,942	2,021	3.2%
CAPITAL OUTLAY & REAL PROPERTY	3,685	3,529	577	0	0	0	0	(4,106)	(100.0%)
PAYMENTS TO INDIVIDUALS	2,706	3,225	3,389	3,389	3,389	3,389	3,389	164	2.5%
LOCAL ASSISTANCE	0	19	0	0	0	0	0	(19)	(100.0%)
Total Expenditures	37,589	37,307	36,580	35,616	35,616	36,331	36,331	(1,940)	(2.6%)

Financing by Fund:									
Direct Appropriations:									
GENERAL	28,336	27,726	30,005	29,798	29,798	30,505	30,505		
Statutory Appropriations:									
SPECIAL REVENUE	1,437	1,722	1,404	1,230	1,230	1,236	1,236		
FEDERAL	4,424	3,594	1,149	566	566	568	568		
MISCELLANEOUS AGENCY	3,388	4,261	4,020	4,020	4,020	4,020	4,020		
GIFT	4	4	2	2	2	2	2		
Total Financing	37,589	37,307	36,580	35,616	35,616	36,331	36,331		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	1,274	1,763	1,553	1,472	1,472	1,478	1,478		
FEDERAL	4,397	3,952	1,017	440	440	440	440		
MISCELLANEOUS AGENCY	3,532	4,013	4,062	4,062	4,062	4,062	4,062		
GIFT	1	2	3	2	2	2	2		
Nondedicated									
GENERAL	24	16	26	25	25	25	25		
Total Revenues Collected	9,228	9,746	6,661	6,001	6,001	6,007	6,007		

FTE by Employment Type:									
FULL TIME	453.6	440.7	463.4	463.3	463.3	463.3	463.3		
PART-TIME, SEASONAL, LABOR SER	3.8	3.8	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	10.6	8.1	4.3	4.3	4.3	4.3	4.3		
Total Full-Time Equivalent	468.0	452.6	467.7	467.6	467.6	467.6	467.6		

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-SHAKOPEE
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Shakopee (MCF-SHK) exists to provide a safe, secure, and humane environment for adult female offenders. The mission of the institution is to protect the public while providing a variety of programs for the offenders. The facility houses adult women felons convicted by the courts and sentenced to more than one year. As of 6-30-00, the population had grown to 346 offenders. Of those, 32.7% were under the age of 30 and 74% had dependents.

Institution activities provide academic and vocational education, specialized programming, and industry and work support programs. Academic education includes adult basic education and literacy instruction. Vocational programs include electronic office skills and horticulture. Extensive specialized programming is offered in chemical dependency, sex offender treatment, parent/family issues, personal development skills, critical thinking skills, anger management, victim empathy, and pre-release training.

STRATEGIES AND PERFORMANCE:

Emphasis is placed on parenting, education, and relapse prevention through the institution's parenting/family program, the education program, the chemical health program, and the institution's commitment to restorative justice. The primary focus of the parenting program is to help mothers restructure and preserve the family unit during their incarceration while providing them with parenting skills.

The education program offers a variety of services including individualized programs and community resources. Approximately one-third of the offenders have less than a high school diploma or GED. During the quarter ending 6-30-00, offenders earned 10 GED certificates and in the last year, two offenders completed Associate of Arts degrees.

The chemical health program is also important to MCF-SHK. An average of 32 offenders participate in Addiction Service classes each quarter. With the assistance of a Residential Substance Abuse Treatment (RSAT) grant, a long-term program began in August 2000 that includes 16 offenders. In addition, about 10 offenders per quarter participate in the Sex Offender program.

Two examples of the facility's Restorative Justice program are the Canine Companions for Independence (CCI) program in which six to eight offenders train dogs for use in this national program and the Each One Teach One

program in which offenders with various skills share those skills on a one-to-one basis with other offenders.

The MCF-SHK is currently built to house a total capacity of 353 offenders. To meet the needs of the growing population long term, a double-bunking project was completed in FY 1999, which added 48 beds. The 1997 legislature authorized \$4.6 million in capital funds for a 62-bed expansion which is now in use. The facility's short-term plan includes converting seven flex beds to permanent beds and adding an additional 40 permanent beds in FY 2001. The Independent Living Center closed this year for remodeling; bed capacity will increase from 24 to 48 beds when it reopens in FY 2003. A future request for capital funds will be considered to build the other half of the new unit recently completed, adding 62 beds.

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Average daily population	279	1,315	344	391	415
Average daily cost	\$106.29	\$98.83	\$97.12	\$86.77	\$83.07

The per diem goal for the end of the FY 2002-03 biennium is \$76.59.

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	Expenditures/Budget		Base Budget	
Salary	\$19,279	72%	\$21,081	74%
Non-Salary	7,542	28%	7,500	26%
Total	\$26,821	100%	\$28,581	100%

Grants: Local assistance consists of educational grants which provide educational services to inmates.

Revenue: This activity generates dedicated special revenue from employee meal receipts, 10% cost-of-confinement fee on all incoming offender personal funds, offender medical co-pay and other minor miscellaneous receipts as well as federal funding. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

Expenditures: The agency budget plan provides for the maintenance of operations through the preservation of corrections services. As security is always the number one priority, it also takes the biggest share of the budget.

BUDGET ISSUES:

The major budget issue is providing for the population growth while maintaining a high level of security at still decreasing per diems. Base budget funding is critical to the operation of this facility.

Activity: MCF-SHAKOPEE
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	8,735	9,218	10,061	10,390	10,390	10,691	10,691	1,802	9.3%
OTHER OPERATING EXPENSES	2,697	2,608	3,086	2,786	2,786	2,782	2,782	(126)	(2.2%)
Subtotal State Operations	11,432	11,826	13,147	13,176	13,176	13,473	13,473	1,676	6.7%
PAYMENTS TO INDIVIDUALS	906	866	877	917	917	917	917	91	5.2%
LOCAL ASSISTANCE	33	56	49	49	49	49	49	(7)	(6.7%)
Total Expenditures	12,371	12,748	14,073	14,142	14,142	14,439	14,439	1,760	6.6%

Financing by Fund:									
Direct Appropriations:									
GENERAL	10,971	11,369	12,499	12,412	12,412	12,704	12,704		
SPECIAL REVENUE	0	48	49	49	49	49	49		
Statutory Appropriations:									
SPECIAL REVENUE	166	20	20	20	20	20	20		
FEDERAL	90	47	207	257	257	262	262		
MISCELLANEOUS AGENCY	1,144	1,263	1,290	1,396	1,396	1,396	1,396		
GIFT	0	1	8	8	8	8	8		
Total Financing	12,371	12,748	14,073	14,142	14,142	14,439	14,439		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	62	110	161	153	153	153	153		
FEDERAL	80	51	127	129	129	131	131		
MISCELLANEOUS AGENCY	1,126	1,210	1,309	1,354	1,354	1,354	1,354		
GIFT	4	4	8	8	8	8	8		
Nondedicated									
GENERAL	12	13	14	14	14	14	14		
Total Revenues Collected	1,284	1,388	1,619	1,658	1,658	1,660	1,660		

FTE by Employment Type:									
FULL TIME	167.3	172.3	190.9	191.9	191.9	191.9	191.9		
PART-TIME, SEASONAL, LABOR SER	3.3	4.5	2.2	2.2	2.2	2.2	2.2		
OVERTIME PAY	4.0	3.0	1.6	1.6	1.6	1.6	1.6		
Total Full-Time Equivalent	174.6	179.8	194.7	195.7	195.7	195.7	195.7		

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-WILLOW RIVER
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

BUDGET ISSUES:

CIP has a maximum capacity of 90. The base level funding will meet the needs of the current estimated population of 90.

ACTIVITY PROFILE:

The Minnesota Correctional Facility – Willow River operates Phase 1 of the Challenge Incarcerated Program (CIP), an intensive, highly structured, and disciplined program for non-violent, chemically dependent or chemically abusive offenders. There is an elevated level of offender accountability and control, specifically designed to prepare the offender for successful reintegration into society. Through culturally -sensitive chemical dependency programs, along with academic and cognitive skills training, this program is structured to promote the offender's self-worth and self-discipline and to develop positive work habits. The program also has a rigorous physical training schedule.

The capacity of this program is 90 (80 men and 10 women). The offenders participate in the incarceration phase at Willow River for a minimum of six months. If successful, they graduate to Phases II and III in the community.

STRATEGIES AND PERFORMANCE:

This program offers excellent values for offenders to use when released into society. CIP continues to aid the department by reducing bed needs in other facilities.

	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Women	6	6	10	10	10
Men	69	68	80	80	80
Average daily population	75	74	90	90	90
Average daily cost	\$103.27	\$101.48	\$98.29	\$82.29	\$91.27

FINANCING INFORMATION:

	<u>FY 2000-01</u>		<u>FY 2002-03</u>	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$4,191	73%	\$4,493	75%
Non-Salary	1,559	27%	1,532	25%
Total	\$5,750	100%	\$6,025	100%

Revenue: This activity generates dedicated special revenue from employee meal receipts, vocational work projects, and offender health care co-payments. Dedicated agency funds reflect offender banking and canteen activities, which have been centralized at the Minnesota Correctional Facility – Moose Lake.

Activity: MCF-WILLOW RIVER
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,991	2,048	2,143	2,207	2,207	2,286	2,286	302	7.2%
OTHER OPERATING EXPENSES	960	637	785	703	703	689	689	(30)	(2.1%)
Subtotal State Operations	2,951	2,685	2,928	2,910	2,910	2,975	2,975	272	4.8%
PAYMENTS TO INDIVIDUALS	99	67	70	70	70	70	70	3	2.2%
Total Expenditures	3,050	2,752	2,998	2,980	2,980	3,045	3,045	275	4.8%

Financing by Fund:									
Direct Appropriations:									
GENERAL	3,012	2,747	2,981	2,958	2,958	3,023	3,023		
Statutory Appropriations:									
SPECIAL REVENUE	6	4	17	22	22	22	22		
FEDERAL	0	1	0	0	0	0	0		
MISCELLANEOUS AGENCY	32	0	0	0	0	0	0		
Total Financing	3,050	2,752	2,998	2,980	2,980	3,045	3,045		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	21	10	29	29	29	29	29		
Nondedicated									
GENERAL	1	1	1	1	1	1	1		
Total Revenues Collected	22	11	30	30	30	30	30		

FTE by Employment Type:									
FULL TIME	37.0	35.7	36.5	36.5	36.5	36.5	36.5		
PART-TIME, SEASONAL, LABOR SER	0.0	0.2	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	1.7	1.8	1.2	1.2	1.2	1.2	1.2		
Total Full-Time Equivalent	38.7	37.7	37.7	37.7	37.7	37.7	37.7		

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-MOOSE LAKE
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The primary purpose of the Minnesota Correctional Facility-Moose Lake (MCF-ML) is to maintain a safe, secure, and humane environment for adult male medium-security offenders. The secondary purpose is to provide a variety of programs including vocational education, academic, literacy, living skills (such as parenting, critical thinking, anger management, and vocational and academic education), and industry.

Offenders participate in vocational programming (building maintenance and care, horticulture, and barbering); industry (MINNCOR) production (print shop, garment-making, lures, pallets, and woodshop); or are placed in support services such as food services, maintenance, and yard/work crew.

This correctional facility is focused on creating an environment where offenders are able to pursue positive change. When offenders return to the community with increased academic, vocational, interpersonal, and social skills, they are in a better position to achieve a self-sufficient, productive law-abiding lifestyle, thereby helping to make communities safer.

STRATEGIES AND PERFORMANCE:

The MCF-ML has recently transferred the sex offender treatment program to the MCF-LL in an effort to gain cost efficiencies. The MCF-ML has created additional offender programming to reduce idleness. An additional living unit for approximately 80 offenders opened in February 2000, which was the last step in conversion from the Regional Treatment Center. Many of the facility's single rooms have been converted to doubles, as well as doubles to triples and day rooms to dorm rooms. Staff schedules have changed and continue to be reviewed to create efficiencies in the number of staff needed and to minimize overtime.

These actions have all been accomplished to lower the facility's per diem while maintaining a safe and secure environment.

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Average daily population	737	800	857	1,024	1,024
Average daily cost	\$73.25	\$67.77	\$65.15	\$55.77	\$57.05

FINANCING INFORMATION:

(\$000s)	FY 2000-01 Expenditures/Budget		FY 2002-03 Base Budget	
Salary	\$31,536	64%	\$34,418	67%
Non-Salary	18,101	36%	16,877	33%
Total	\$49,637	100%	\$51,295	100%

Grants: Local assistance consists of educational grants to local education agencies, providing education services to inmates.

Revenue: This activity generates dedicated special revenue from employee meal receipts, aid to victims of crime assessments, vocational work projects, agency indirect costs, 10% cost-of-confinement fee on all incoming offender personal funds, and offender health care co-payments. Federal revenue is generated from the Criminal Alien Assistance grant. Dedicated agency funds reflect offender banking and canteen activities at the Minnesota Correctional Facility – Moose Lake.

BUDGET ISSUES:

The base level is essential to the operation of this facility.

Activity: MCF-MOOSE LAKE
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	14,012	15,283	16,253	16,962	16,962	17,456	17,456	2,882	9.1%
OTHER OPERATING EXPENSES	6,012	5,676	6,963	5,669	5,669	5,656	5,656	(1,314)	(10.4%)
Subtotal State Operations	20,024	20,959	23,216	22,631	22,631	23,112	23,112	1,568	3.5%
CAPITAL OUTLAY & REAL PROPERTY	1,046	218	32	0	0	0	0	(250)	(100.0%)
PAYMENTS TO INDIVIDUALS	2,560	2,390	2,734	2,734	2,734	2,734	2,734	344	6.7%
LOCAL ASSISTANCE	0	46	42	42	42	42	42	(4)	(4.5%)
Total Expenditures	23,630	23,613	26,024	25,407	25,407	25,888	25,888	1,658	3.3%

Financing by Fund:									
Direct Appropriations:									
GENERAL	20,070	20,178	21,862	21,247	21,247	21,728	21,728		
Statutory Appropriations:									
SPECIAL REVENUE	65	17	37	37	37	37	37		
FEDERAL	315	58	361	359	359	359	359		
MISCELLANEOUS AGENCY	3,180	3,359	3,763	3,763	3,763	3,763	3,763		
GIFT	0	1	1	1	1	1	1		
Total Financing	23,630	23,613	26,024	25,407	25,407	25,888	25,888		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	97	92	120	120	120	120	120		
FEDERAL	276	266	276	276	276	276	276		
MISCELLANEOUS AGENCY	3,296	3,143	3,918	3,918	3,918	3,918	3,918		
GIFT	0	1	1	1	1	1	1		
Nondedicated									
GENERAL	20	16	13	13	13	13	13		
Total Revenues Collected	3,689	3,518	4,328	4,328	4,328	4,328	4,328		

FTE by Employment Type:									
FULL TIME	265.9	285.1	309.0	309.0	309.0	309.0	309.0		
PART-TIME, SEASONAL, LABOR SER	5.5	5.0	0.7	0.7	0.7	0.7	0.7		
OVERTIME PAY	9.6	9.4	3.5	3.5	3.5	3.5	3.5		
Total Full-Time Equivalent	281.0	299.5	313.2	313.2	313.2	313.2	313.2		

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-STILLWATER
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Average daily population	1,263	1,281	1,293	1,293	1,293
Average daily cost	\$66.36	\$65.04	\$67.17	\$67.60	\$83.07

Note: Per diem costs may decrease for FY 2002-03 when initiative programs are incorporated. The goal for the per diem at the end of the biennium is \$63.80.

Revenue: This activity generates employee meal receipts, canteen proceeds, telephone commissions, 10% cost-of-confinement fees on incoming offender personal funds, and offender medical co-pay.

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	Expenditures/Budget		Base Budget	
Salary	\$47,768	67%	\$51,289	64%
Non-Salary	23,787	33%	28,75	36%
Total	\$71,555	100%	\$80,084	100%

BUDGET ISSUES:

Base level funding is essential to continuing operations of this facility.

ACTIVITY PROFILE:

The primary goal of the Minnesota Correctional Facility-Stillwater (MCF-STW) is to protect the public by confining adult male offenders in a safe, secure, and humane environment. Secondary goals include providing academic and vocational education, therapeutic programs, and employment for offenders to better prepare them to return to the community as contributing, law-abiding citizens; sound fiscal management that works towards cost reductions; efficient plant operations; and reduction of inmate per diems.

The MCF-STW is the department's largest correctional facility and houses convicted male felons. It is classified as Level 5, providing close custody controlled movement of offenders. There are 22 acres within the secured perimeter and over 61 buildings totaling 1.2 million square feet. There are 467 staff positions of which 323 are uniform security staff who cover 24-hour, seven-days-a-week security assignments.

STRATEGIES AND PERFORMANCE:

- **Safety and Security:** 1) Initiated several years ago, controlled movement of small groups of offenders provides manageable control of offenders and increased safety for staff; 2) assigned seating in the dining area has greatly increased security and control and provided a deterrence to offender predatory behavior; 3) continual improvements in closed circuit camera surveillance and phone monitoring; and 4) continuous monitoring of incompatibilities between offenders. These programs provide deterrents against inappropriate offender behavior.
- **Academic, vocational, therapeutic and work programming:** Programs include education classes from basic education through post-secondary; vocational classes under contract with Century College; Computers for Schools; chemical dependency programming; critical thinking, anger management, changing lifestyles, grief-loss groups, religious programming and parenting classes; and MINNCOR industrial work providing work skills and enrichment opportunities in metal fabrication, upholstery, furniture and other related products. Maintenance programs are also available to offenders in plumbing, electrical, and related areas.
- **Fiscal Management:** As a continual effort to reduce per diem costs, the MCF-STW and MCF-OPH have combined finance and staff development departments resulting in standardization of forms, services, and delivery systems.

Activity: MCF-STILLWATER
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	23,607	23,201	24,567	25,277	25,277	26,012	26,012	3,521	7.4%
OTHER OPERATING EXPENSES	8,002	7,582	9,423	8,677	8,677	8,674	8,674	346	2.0%
Subtotal State Operations	31,609	30,783	33,990	33,954	33,954	34,686	34,686	3,867	6.0%
CAPITAL OUTLAY & REAL PROPERTY	247	0	0	2,419	2,419	2,419	2,419	4,838	
PAYMENTS TO INDIVIDUALS	3,287	3,419	3,276	3,276	3,276	3,276	3,276	(143)	(2.1%)
LOCAL ASSISTANCE	18	60	27	27	27	27	27	(33)	(37.9%)
Total Expenditures	35,161	34,262	37,293	39,676	39,676	40,408	40,408	8,529	11.9%

Financing by Fund:									
Direct Appropriations:									
GENERAL	30,264	29,796	32,110	32,116	32,116	32,848	32,848		
SPECIAL REVENUE	0	0	6	0	0	0	0		
Statutory Appropriations:									
SPECIAL REVENUE	217	100	83	50	50	50	50		
FEDERAL	484	125	531	2,950	2,950	2,950	2,950		
MISCELLANEOUS AGENCY	4,196	4,241	4,550	4,558	4,558	4,558	4,558		
GIFT	0	0	13	2	2	2	2		
Total Financing	35,161	34,262	37,293	39,676	39,676	40,408	40,408		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	226	501	198	198	198	198	198		
FEDERAL	420	405	420	2,839	2,839	2,839	2,839		
MISCELLANEOUS AGENCY	3,978	4,176	4,525	4,525	4,525	4,525	4,525		
GIFT	0	3	3	3	3	3	3		
Nondedicated									
GENERAL	35	41	47	47	47	47	47		
Total Revenues Collected	4,659	5,126	5,193	7,612	7,612	7,612	7,612		

FTE by Employment Type:									
FULL TIME	453.1	428.8	461.8	461.8	461.8	461.8	461.8		
PART-TIME, SEASONAL, LABOR SER	7.6	3.6	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	8.2	5.9	2.7	2.7	2.7	2.7	2.7		
Total Full-Time Equivalent	468.9	438.3	464.5	464.5	464.5	464.5	464.5		

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-ST CLOUD
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Average daily population	753	770	771	821	821
Average daily cost	\$86.69	\$86.49	\$88.81	\$85.53	\$87.01

ACTIVITY PROFILE:

The Minnesota Correctional Facility-St. Cloud (MCF-SCL) is a Level 5 institution and the Department of Corrections intake center for all adult male offenders, excluding release violators without new sentences. Offenders are processed through an intake area and placed in a separate living unit where assessments are done including health, education, alcohol and other drugs, predatory sex offender, and psychological.

The facility's primary mission is to protect the public through incarceration of offenders in a safe and secure manner. This mission is accomplished by assisting the offender in reducing risk factors that lead to recidivism. The assessment process utilized at the facility provides a method for appropriate program and institutional placements, maximizing the use of state correctional resources. The facility also provides programming for offenders not immediately transferred to other state correctional facilities including education, vocational, and treatment programming. In addition, MCF-SCL facility houses the close-custody male population under the age of 21. This includes juveniles certified as adults. Special programming has been developed to meet the unique needs of this group of offenders.

STRATEGIES AND PERFORMANCE:

Through the direct provision of assessment services to offenders, the facility is able to identify offender needs and direct appropriate institutional program placements. Assessment services create the following results:

- A program plan for each offender that addresses the offender's program needs.
- An identification of the risk level of each offender during incarceration and upon release.
- A "package" of data on each offender for research planning and future program planning.
- A program plan that makes the best use of scarce correctional resources.

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	Expenditures/Budget		Base Budget	
Salary	\$42,980	78%	\$45,590	79%
Non-Salary	12,398	22%	11,952	21%
Total	\$55,378	100%	\$57,542	100%

Grants: Local assistance consists of post secondary education grants.

Revenue: This activity generates dedicated special revenue from employee meal receipts, aid to victims of crime assessments, vocational work projects, agency indirect costs, 10% cost-of-confinement fees on incoming offender personal funds, and inmate health care co-payments. Federal revenue is generated from the Child Nutrition and Criminal Alien Assistance Grants. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

BUDGET ISSUES:

Base level funding is essential to the continuing operation of this facility.

Activity: MCF-ST CLOUD
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	20,238	21,165	21,815	22,456	22,456	23,134	23,134	2,610	6.1%
OTHER OPERATING EXPENSES	5,468	4,144	5,005	4,479	4,479	4,467	4,467	(203)	(2.2%)
Subtotal State Operations	25,706	25,309	26,820	26,935	26,935	27,601	27,601	2,407	4.6%
CAPITAL OUTLAY & REAL PROPERTY	357	67	80	80	80	80	80	13	8.8%
PAYMENTS TO INDIVIDUALS	1,708	1,661	1,411	1,411	1,411	1,411	1,411	(250)	(8.1%)
LOCAL ASSISTANCE	0	18	12	12	12	12	12	(6)	(20.0%)
Total Expenditures	27,771	27,055	28,323	28,438	28,438	29,104	29,104	2,164	3.9%

Financing by Fund:									
Direct Appropriations:									
GENERAL	24,482	24,109	25,545	25,666	25,666	26,325	26,325		
Statutory Appropriations:									
SPECIAL REVENUE	252	165	56	56	56	56	56		
FEDERAL	689	318	669	663	663	670	670		
MISCELLANEOUS AGENCY	2,348	2,462	2,051	2,051	2,051	2,051	2,051		
GIFT	0	1	2	2	2	2	2		
Total Financing	27,771	27,055	28,323	28,438	28,438	29,104	29,104		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	95	201	170	170	170	170	170		
FEDERAL	511	481	501	501	501	501	501		
MISCELLANEOUS AGENCY	2,387	2,366	2,066	2,066	2,066	2,066	2,066		
GIFT	1	2	2	2	2	2	2		
Nondedicated									
GENERAL	40	49	33	33	33	33	33		
Total Revenues Collected	3,034	3,099	2,772	2,772	2,772	2,772	2,772		

FTE by Employment Type:									
FULL TIME	373.4	379.0	386.3	386.3	386.3	386.3	386.3		
PART-TIME, SEASONAL, LABOR SER	2.5	1.0	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	5.1	4.0	0.9	0.9	0.9	0.9	0.9		
Total Full-Time Equivalent	381.0	384.0	387.2	387.2	387.2	387.2	387.2		

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-OAK PARK HEIGHTS
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The MCF-Oak Park Heights (MCF-OPH) is the state's only maximum high- security (Level 6) adult male correctional facility. The facility is designed to receive inmates from adult male correctional facilities who are classified as maximum custody or who present risks to the public, including those convicted of serious person offenses, high escape risks and dangerous or serious management cases. Program services are provided for offenders in education, mental health, and work experiences under close supervision within a highly structured environment. The overall facility program is designed to encourage offender participation through incentive-based programming and maximize the number of difficult-to-manage offenders involved in constructive program assignments, thereby reducing the frequency, scope and seriousness of potential incidents. This facility houses over 95% person offenders, of whom nearly 30% are serving life sentences. Although the facility does include a 52-bed segregation unit and two 52-bed special housing units, it is unique for maximum security in that over half of the offenders are programmed out of their cells 15 hours a day, seven days a week. The legislature has also approved funding for planning and pre-design of a 60-bed administrative/control unit.

STRATEGIES AND PERFORMANCE:

- The facility's education program is provided through a combination of employees and contracted services. The program offers full-time and part-time educational programs with instruction in literacy, basic education, GED, and some college-level courses. The offender education and programming emphasizes change in behavior and attitudes by incorporating anger management, commitment to change, critical thinking skills and parenting into the curriculum.
- The primary focus of the two 52-bed special housing units (SHUs) is to house inmates who are awaiting positive programming placement, offenders who refuse to accept work or education assignments, and transition and segregation status inmates.
- The mental health unit provides inpatient psychiatric care for offenders from throughout the department. This 46-bed unit services offenders who volunteer for treatment, are on emergency hold status, and those who have been committed by the court. Psychiatrists, psychologists, and therapists provide services.
- Physicians, registered nurses, dentists, and other medical professionals provide inpatient and outpatient health care services. The Transitional Care Unit has an inpatient capacity of 39 beds and provides 24-hour-a-day nursing care.

- The goal of the industry unit is to become self-supporting, to provide a cost-effective work experience, and to reduce idleness by maintaining constructive offender assignments.

	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Average daily population	373	334	383	392	452
Average daily cost	\$124.78	\$139.69	\$127.71	\$127.11	\$112.34

FINANCING INFORMATION:

	<u>FY 2000-01</u>		<u>FY 2002-03</u>	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$28,931	65%	\$31,157	67%
Non-Salary	15,665	35%	15,181	33%
Total	\$44,596	100%	\$46,338	100%

The per diem goal by the end of the FY 2002-03 biennium is \$108.07.

Revenue: This activity generates employee meal receipts, canteen proceeds, telephone commissions, 10% cost-of-confinement fees on incoming offender personal funds, and offender medical co-pay.

BUDGET ISSUES:

MCF-OPH will continue to manage safe and efficient operations. The base level funding is critical to the operation of this facility.

Activity: MCF-OAK PARK HEIGHTS
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	14,054	14,001	14,930	15,355	15,355	15,802	15,802	2,226	7.7%
OTHER OPERATING EXPENSES	4,005	3,149	3,973	3,431	3,431	3,429	3,429	(262)	(3.7%)
Subtotal State Operations	18,059	17,150	18,903	18,786	18,786	19,231	19,231	1,964	5.4%
CAPITAL OUTLAY & REAL PROPERTY	122	285	6,489	6,489	6,489	0	0	(285)	(4.2%)
PAYMENTS TO INDIVIDUALS	939	853	916	916	916	916	916	63	3.6%
LOCAL ASSISTANCE	26	0	0	0	0	0	0	0	
Total Expenditures	19,146	18,288	26,308	26,191	26,191	20,147	20,147	1,742	3.9%

Financing by Fund:									
Direct Appropriations:									
GENERAL	17,597	16,893	18,326	18,212	18,212	18,657	18,657		
SPECIAL REVENUE	0	50	50	50	50	50	50		
Statutory Appropriations:									
SPECIAL REVENUE	309	126	139	139	139	139	139		
FEDERAL	180	203	6,634	6,634	6,634	145	145		
MISCELLANEOUS AGENCY	1,052	1,016	1,151	1,151	1,151	1,151	1,151		
GIFT	8	0	8	5	5	5	5		
Total Financing	19,146	18,288	26,308	26,191	26,191	20,147	20,147		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	1,338	1,171	1,216	1,216	1,216	1,216	1,216		
FEDERAL	138	302	6,627	6,627	6,627	138	138		
MISCELLANEOUS AGENCY	1,108	990	1,111	1,111	1,111	1,111	1,111		
GIFT	0	1	5	5	5	5	5		
Nondedicated									
GENERAL	8	7	5	5	5	5	5		
Total Revenues Collected	2,592	2,471	8,964	8,964	8,964	2,475	2,475		

FTE by Employment Type:									
FULL TIME	260.9	257.3	284.1	284.1	284.1	284.1	284.1		
PART-TIME, SEASONAL, LABOR SER	1.8	2.2	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	3.9	3.8	2.5	2.5	2.5	2.5	2.5		
Total Full-Time Equivalent	266.6	263.3	286.6	286.6	286.6	286.6	286.6		

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-RUSH CITY
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Average daily population	380	415	486
Average daily cost	\$125.80	\$117.60	\$102.55

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Rush-City (MCF-RC) began receiving adult male offenders in February 2000. The population currently consists of Minnesota offenders and federal Immigration and Naturalization Services (INS) detainees. This facility provides a safe, secure, controlled environment for staff, offenders, and detainees operating as a Level 4 close-custody facility with double-bunking in all but the handicap and segregation cells. This facility is the state's only Level 4 facility and the only one to house INS detainees.

The offender/detainee population as of 7-1-2000, was 319. Plans are to house up to 380 offenders and detainees until February 2002, when this number is expected to increase to 466. By the end of FY 2003 the population is projected to be 555. This facility is not expected to reach full capacity by the end of the 2002-2003 biennium.

Programming for offenders and detainees includes Adult Basic Education, English as a Second Language and life skills training. Apprenticeship programs in building maintenance and horticulture provide offenders with the opportunity to work with staff in maintaining the interior of the facility and landscaping the grounds while obtaining job skills. As of 8-1-2000, the private partnership/industry program employed 52 offenders, five days per week on two shifts, in a light manufacturing and assembly program. When the facility is at full capacity, this program is anticipated to employ 300 offenders, seven days per week on three shifts.

STRATEGIES AND PERFORMANCE:

Housing INS detainees generates income that helps to offset the higher per diem costs of this new facility. One strategy under consideration is renting beds to house offenders from other states that are experiencing overcrowding. In an effort to lower per diems, this facility is sharing financial services with Stillwater and Lino Lakes in the areas of purchasing, payroll and accounts payable. In addition, the education director and information center supervisor positions are shared between the facilities. Initial per diems are high due to a high staff-to-offender ratio during the phase-in process of opening the facility. Continued per diem reductions will evolve as the population count increases, with an estimated per diem of \$69.54 upon reaching facility capacity of 989 offenders.

FINANCING INFORMATION:

	<u>FY 2000-01</u>		<u>FY 2002-03</u>	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$17,948	60%	\$25,500	60%
Non-Salary	<u>12,096</u>	<u>40%</u>	<u>16,732</u>	<u>40%</u>
Total	\$30,044	100%	\$42,232	100%

Revenue: This activity generates employee meal receipts, canteen proceeds, telephone commissions, 10% cost-of-confinement fees on incoming offender personal funds, and offender medical co-payments.

BUDGET ISSUES:

This budget request for base level funding will be sufficient to cover the expansion at the MCF-RC over the next biennium. FY 2001 will be the first full fiscal year of operations. The base funding level is critical to the operation of this facility.

Activity: MCF-RUSH CITY
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	224	5,753	12,195	12,561	12,561	12,939	12,939	7,552	42.1%
OTHER OPERATING EXPENSES	78	3,360	7,551	6,999	6,999	7,095	7,095	3,183	29.2%
Subtotal State Operations	302	9,113	19,746	19,560	19,560	20,034	20,034	10,735	37.2%
PAYMENTS TO INDIVIDUALS	0	188	997	1,217	1,217	1,421	1,421	1,453	122.6%
Total Expenditures	302	9,301	20,743	20,777	20,777	21,455	21,455	12,188	40.6%

Financing by Fund:									
Direct Appropriations:									
GENERAL	302	9,075	19,457	19,234	19,234	19,612	19,612		
Statutory Appropriations:									
SPECIAL REVENUE	0	1	26	19	19	20	20		
FEDERAL	0	0	56	0	0	0	0		
MISCELLANEOUS AGENCY	0	225	1,201	1,521	1,521	1,820	1,820		
GIFT	0	0	3	3	3	3	3		
Total Financing	302	9,301	20,743	20,777	20,777	21,455	21,455		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	0	324	2,809	2,820	2,820	2,831	2,831		
FEDERAL	0	0	56	0	0	0	0		
MISCELLANEOUS AGENCY	0	326	1,293	1,588	1,588	1,882	1,882		
GIFT	0	0	3	3	3	3	3		
Nondedicated									
GENERAL	0	2	2	2	2	2	2		
Total Revenues Collected	0	652	4,163	4,413	4,413	4,718	4,718		

FTE by Employment Type:									
FULL TIME	2.1	110.7	207.4	218.2	218.2	235.7	235.7		
PART-TIME, SEASONAL, LABOR SER	1.0	0.6	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	0.0	1.6	1.5	1.5	1.5	1.5	1.5		
Total Full-Time Equivalent	3.1	112.9	208.9	219.7	219.7	237.2	237.2		

BUDGET ACTIVITY SUMMARY

Budget Activity: CAMP RIPLEY
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

At legislative direction, the housing of adult inmates at Camp Ripley was discontinued in 1999. Financial information for its last years of operation follows on the next page.

Activity: CAMP RIPLEY
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,029	112	0	0	0	0	0	(112)	(100.0%)
OTHER OPERATING EXPENSES	324	0	0	0	0	0	0	0	
Total Expenditures	1,353	112	0	0	0	0	0	(112)	(100.0%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,353	112	0	0	0	0	0		
Total Financing	1,353	112	0	0	0	0	0		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	64	2	0	0	0	0	0		
Total Revenues Collected	64	2	0	0	0	0	0		
FTE by Employment Type:									
FULL TIME	21.0	0.0	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	0.7	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	21.7	0.0	0.0	0.0	0.0	0.0	0.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: HEALTH SERVICES
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Health Services Unit exists to provide medical, dental, and mental health care to the adult and juvenile inmate population. This program incorporates several components, which include:

- Operation of health services clinics at nine facilities including physician and nursing care, dental care, and mental health services.
- Operation of transitional care unit for adult male offenders.
- Operation of two inpatient mental health units with a new unit being built at the MCF-Red Wing (MCF-RW).
- Management of a comprehensive contract to provide physician and psychiatric services, inpatient and outpatient hospital care, specialty services, pharmacy services and ancillary services such as physical therapy, laboratory, and dietician services.

STRATEGIES AND PERFORMANCE:

The correctional health care delivery system continues to make progress towards a comprehensive managed care system. Offenders are receiving quality health care services in a cost-efficient manner. Offenders are receiving more care on-site resulting in less frequent off-site trips and related costs. The department's health care per diem has been reduced since the inception of a more centralized system of health care.

Nursing services in the infirmary, now known as the Transitional Care Unit (TCU), are being upgraded to provide for a higher level of acuity. This will reduce lengths of stay of offenders in community hospital settings. A new inpatient mental health unit is being built at the MCF-RW to ensure an appropriate level of mental health services for juvenile male offenders within a correctional setting.

The Mental Health Unit at the MCF-Oak Park Heights was successfully expanded resulting in comprehensive mental health services for the department's most acutely mentally ill offenders. Further, it ensures a smoother transition for the mentally ill into the general population.

However, more effort needs to be directed toward establishing policies and practices that make this program consistent with other public health care programs (MA, GAMC, MNCare). Over the next biennium, the department will evaluate initiatives to move the correctional health care delivery system in this direction.

FINANCING INFORMATION:

	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Facility Per Diem	\$4.32	\$4.05	\$4.88	\$5.10	\$4.77
Central Office Per Diem	5.06	5.19	5.89	5.33	5.55
Mental Health Per Diem	.54	.64	.77	.73	.73
Health Services Per Diem	\$9.92	\$9.85	\$11.54	\$11.16	\$11.05

	<u>FY 2000-01</u>		<u>FY 2002-03</u>	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$22,952	44%	\$26,954	48%
Non-Salary	28,943	56%	29,455	52%
Total	\$51,895	100%	\$55,308	100%

BUDGET ISSUES:

The base level funding is essential to the operations of this activity.

Activity: HEALTH SERVICES
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	8,923	9,983	12,969	13,304	13,304	13,650	13,650	4,002	17.4%
OTHER OPERATING EXPENSES	11,646	11,929	17,014	14,740	14,740	14,715	14,715	512	1.8%
Total Expenditures	20,569	21,912	29,983	28,044	28,044	28,365	28,365	4,514	8.7%
Change Items:	Fund								
(B) PRIORITIZATION OF HEALTH CARE SERVICES	GEN				(175)				
(B) PRIORITIZATION OF HEALTH CARE SERVICES	GEN				175				
Total Change Items					0				
Financing by Fund:									
Direct Appropriations:									
GENERAL	20,569	21,889	29,940	27,421	27,421	27,767	27,767		
SPECIAL REVENUE	0	16	0	158	158	150	150		
Statutory Appropriations:									
SPECIAL REVENUE	0	7	43	465	465	448	448		
Total Financing	20,569	21,912	29,983	28,044	28,044	28,365	28,365		
Revenue Collected:									
Nondedicated									
GENERAL	15	0	0	0	0	0	0		
Total Revenues Collected	15	0	0	0	0	0	0		
FTE by Employment Type:									
FULL TIME	112.8	131.2	208.3	208.8	208.8	208.8	208.8		
PART-TIME, SEASONAL, LABOR SER	33.0	31.6	1.2	1.2	1.2	1.2	1.2		
OVERTIME PAY	5.4	4.6	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	151.2	167.4	209.5	210.0	210.0	210.0	210.0		

BUDGET CHANGE ITEM (59651) (59651)

Budget Activity: HEALTH SERVICES
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Item Title: PRIORITIZATION OF HEALTH CARE SERVICES

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$175	\$-0-	\$-0-	\$-0-
-State Operations	\$(175)	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If yes, statute(s) affected: New statute				
<input checked="" type="checkbox"/> New Activity <input type="checkbox"/> Supplemental Funding <input checked="" type="checkbox"/> Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the Department reallocate \$175,000 within the Health Services budget to create a prioritized list of health care conditions and treatments through a partnership with policymakers, medical providers and members of the community.

RATIONALE:

The commissioner of corrections is required to provide health care to the offender population within a limited appropriation. This population is the only population that has a constitutional right to health care. Because of the limited appropriation and the increasing needs of this population, the department has found it necessary to evaluate how it allocates these resources while still attending to the population's health care needs.

To implement this initiative, the department will establish a Prison Health Care Commission (PHCC) to develop an inmate health care plan to be provided to offenders under the custody of the department. The purpose of the PHCC is to specify the level of health care services to be provided to offenders and to define and develop a detailed list of diagnoses and treatments that will be provided within the resources appropriated to the DOC for offender health care. The DOC will use this list to manage health care priorities to ensure the

availability of life-saving treatments and maintain an acceptable level of health care services for all offenders within appropriated resources. This initiative will also provide a mechanism for the department and the legislature to manage the health care budget. The Prison Health Care Commission will recommend to the Governor a list of health services ranked on the comparative benefits to the entire prison population. The recommendations must be reported no later than 1/15/02, and will go into effect on 7/1/02.

Summary:

- It is imperative that the department utilize its resources to cover primarily critically ill offenders and secondarily, the other essential health care services. This becomes increasingly difficult as health care costs continue to rise dramatically.
- This initiative will ensure that the department is spending its resources on medically effective treatment and services in accordance with appropriate standards of correctional health care.
- This initiative will encourage a partnership in health care decision-making between the legislature and state agencies and help to create a more informed public.
- This initiative will help to create a more efficient health care delivery system through better management of workload.
- The initiative will help to better manage the expectations of the offender population, potentially resulting in fewer legal challenges.

FINANCING:

Funding of \$175,000 would be reallocated from within the DOC Health Services budget for the FY 2002-03 biennium to provide for two temporary staff to research a similar process in the State of Oregon, to facilitate the development of the PHCC and funding for actuarial consulting services. The reallocation comes from the medical services account used, in part, to purchase equipment. The FY 2002-03 base budget for health care is \$56,409,000.

OUTCOMES:

The DOC faces some very challenging decisions with respect to the delivery of offender health care. One or two instances of catastrophic illness could deplete a significant portion of the department's health care resources. This initiative will help to provide successful outcomes both in terms of provision of health care as well as resource allocation.

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BUDGET ACTIVITY SUMMARY

Budget Activity: EDUCATION
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Education Unit provides centralized planning, implementation, and coordination of educational services in all correctional facilities. Services include:

- Allocation and development of federal resources and legislative appropriations;
- Program design and methodology;
- Program evaluation;
- School district contracting;
- Industry education support;
- Liaison to vocational schools, schools districts, state Department of Children, Families, & Learning, and other allied agencies;
- Technical assistance to wardens, superintendents, and education administrators within the correctional facilities; and
- Coordination of the department's literacy program.

STRATEGIES AND PERFORMANCES:

The goal of education in the DOC is to increase the level of inmate education. Research shows that the more education inmates complete, the less likely they are to return to prison. Over 400 GEDs were completed last year, and approximately 500 vocational certificates were awarded. In addition, the average growth in the literacy target group was slightly over two grade levels in reading and math.

FINANCING INFORMATION:

(\$000s)	FY 2000-01 Expenditures/Budget		FY 2002-03 Base Budget	
Salary	\$328	40%	\$400	50%
Non-Salary	489	60%	408	50%
Total	\$817	100%	\$808	100%

Grants: Local assistance is given via distribution of Carl Perkins sub-grants to local education organizations. Also, post-secondary education programming is provided to inmates via grants to Inver Hills Community College.

Revenue: This activity generates federal revenue for educational purposes and includes Chapter 1, adult basic, vocational, and post-secondary funds.

BUDGET ISSUES:

The agency plan provides for the maintenance of operations through the base level budget, which provides overall coordination and leadership in education activities. Education continues to be an important part of the programming offered at all correctional facilities and serves 70% of the inmate population.

Activity: EDUCATION
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	163	134	194	198	198	202	202	72	22.0%
OTHER OPERATING EXPENSES	255	136	351	204	204	204	204	(79)	(16.2%)
Subtotal State Operations	418	270	545	402	402	406	406	(7)	(0.9%)
LOCAL ASSISTANCE	184	2	0	0	0	0	0	(2)	(100.0%)
Total Expenditures	602	272	545	402	402	406	406	(9)	(1.1%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	400	223	524	381	381	385	385		
Statutory Appropriations:									
FEDERAL	202	49	21	21	21	21	21		
Total Financing	602	272	545	402	402	406	406		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	2	0	0	0	0	0	0		
FEDERAL	605	579	565	568	568	571	571		
MISCELLANEOUS AGENCY	0	7	5	5	5	5	5		
Total Revenues Collected	607	586	570	573	573	576	576		
FTE by Employment Type:									
FULL TIME	2.0	1.5	3.0	3.0	3.0	3.0	3.0		
PART-TIME, SEASONAL, LABOR SER	0.5	0.5	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	2.5	2.0	3.0	3.0	3.0	3.0	3.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: INSTITUTION SUPPORT SERV
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

This activity includes the centralized coordination of support services for the adult correctional facilities including support service administration, transfer and transportation services, industry program coordination, and investigation coordination.

- Facility Support Services Administration includes:
 - Facility planning and development (new construction, renovations), policy development, compliance reviews, and inmate classification.
 - Property Risk Insurance.
 - Contract caseload management when adult inmate population exceeds state correctional facility bed capacity.
 - Religious Service Coordination.
- Transfer and Transportation Services include:
 - Coordination and transportation of inmates between correctional facilities, and new commitment transportation services from two metro counties to the department's intake facility.
 - Coordination and transportation of Minnesota inmates to and from state locations and release violators who are returned to correctional facilities.
 - Sheriffs' expense reimbursement for transporting inmates to correctional facilities.
- Industry Program (MINNCOR) coordinates the work program at the adult correctional facilities.
- Office of Special Investigations coordinates all investigative work for the department such as criminal investigations, employee misconduct, intelligence information, and staff training. Office of Special Investigations also has a law enforcement agency component responsible for the apprehension of DOC warranted fugitives.

STRATEGIES AND PERFORMANCE:

Centralized coordination of support services:

- Ensures uniformity of policy and practices.
- Ensures adequate services are provided at all facilities.
- Reduces duplication of similar services within the facilities.

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$22,993	34%	\$26,705	28%
Non-Salary	<u>44,082</u>	<u>66%</u>	<u>69,269</u>	<u>72%</u>
Total	\$67,075	100%	\$95,974	100%

Grants: Local assistance consists of a grant to Washington County for the provision of legal services.

Revenue: This activity generates special dedicated revenue from agency indirect costs and aid to victims of crime assessments. Dedicated agency funds reflect collection of state and federal withholding from inmates participating in interstate MINNCOR programs. MINNCOR or correctional industries generates revenue from the sale of products and services produced by inmates at the facilities.

BUDGET ISSUES:

The overall base budget is essential to support the correctional facilities and overall department operations.

Activity: INSTITUTION SUPPORT SERV
Program: CORRECTIONAL INSTITUTIONS
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	11,063	11,293	11,700	12,953	12,816	13,752	13,752	3,575	15.5%
OTHER OPERATING EXPENSES	16,978	15,454	23,938	28,374	23,074	35,841	25,842	9,524	24.2%
Subtotal State Operations	28,041	26,747	35,638	41,327	35,890	49,593	39,594	13,099	21.0%
PAYMENTS TO INDIVIDUALS	1,961	2,240	2,323	2,412	2,412	2,492	2,492	341	7.5%
LOCAL ASSISTANCE	91	52	75	75	75	75	75	23	18.1%
Total Expenditures	30,093	29,039	38,036	43,814	38,377	52,160	42,161	13,463	20.1%

Change Items:	Fund				
(P) ADULT FACILITY COST REDUCTIONS	GEN			(6,937)	(11,499)
(P) ADULT FACILITY COST EFFICIENCY INVESTMNT	GEN			1,500	1,500
Total Change Items				(5,437)	(9,999)

Financing by Fund:							
Direct Appropriations:							
GENERAL	9,381	8,411	10,996	16,240	10,803	22,155	12,156
SPECIAL REVENUE	0	670	680	675	675	536	536
Statutory Appropriations:							
GENERAL	68	77	80	76	76	76	76
SPECIAL REVENUE	1,386	725	3,829	3,283	3,283	3,315	3,315
FEDERAL	0	29	2,230	100	100	100	100
MISCELLANEOUS AGENCY	0	0	18	17	17	17	17
CORRECTIONAL INDUSTRIES	19,258	19,127	20,203	23,423	23,423	25,961	25,961
Total Financing	30,093	29,039	38,036	43,814	38,377	52,160	42,161

Revenue Collected:							
Dedicated							
GENERAL	72	76	76	76	76	76	76
SPECIAL REVENUE	1,069	641	1,058	1,288	1,288	1,372	1,372
FEDERAL	0	29	11	100	100	100	100
MISCELLANEOUS AGENCY	0	1	17	17	17	17	17
CORRECTIONAL INDUSTRIES	19,439	20,171	23,999	25,940	25,940	27,535	27,535
Nondedicated							
GENERAL	51	82	80	80	80	80	80
Total Revenues Collected	20,631	21,000	25,241	27,501	27,501	29,180	29,180

Activity: INSTITUTION SUPPORT SERV
 Program: CORRECTIONAL INSTITUTIONS
 Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003	
				Base	Governor Recomm.	Base	Governor Recomm.
<u>FTE by Employment Type:</u>							
FULL TIME	179.8	168.3	183.0	182.2	182.2	182.5	182.5
PART-TIME, SEASONAL, LABOR SER	9.0	9.0	5.0	5.0	5.0	5.0	5.0
OVERTIME PAY	3.2	2.7	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	192.0	180.0	188.0	187.2	187.2	187.5	187.5

PROGRAM SUMMARY

Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Juvenile Services Division provides overall planning and direction for the department's juvenile legislative and policy initiatives, two residential facilities, transition and aftercare services, children's mental health services, interagency collaboration, training and technical assistance to counties, and other juvenile services. Division services are highlighted below.

- **Statewide Juvenile Leadership** provides juvenile policy and legislative initiatives, special studies and reports, interagency partnerships and planning, revenue generation, technical assistance and training to counties and other juvenile justice stakeholders.
- **MCF-Red Wing** provides residential care for delinquent juvenile males from 87 counties. MCF-RW serves youth including juvenile delinquent males who are committed to the Commissioner of Corrections and juveniles who are court-ordered to complete the program as a condition of probation. The facility offers programming for serious, chronic juvenile male offenders and extended jurisdiction juveniles including specialized programming in chemical dependency, sex offender treatment, mental health treatment, and detention.
- **Thistledew Camp** provides two, short-term experiential, motivational, education and confidence building programs (21 day and 90 day programs) for juvenile males, ages 13-18 who have experienced difficulties in their home communities. The camp is available for use by all juvenile county courts in Minnesota and provides them with alternative residential programming. Juveniles placed at Thistledew Camp are not committed to the Commissioner of Corrections. Programming is provided on a per diem basis through placement agreements with the counties.
- **Transition/Aftercare Unit** provides transitional and aftercare services to youth discharged from MCF-Red Wing, MCF-Thistledew and the contracted facility for girls committed to the Commissioner. The unit provides transitional planning, restorative conferencing, vocational placement and support, educational transition, community reintegration, support-system enhancements and aftercare as well as individual and family counseling.

STRATEGIES AND PERFORMANCE:

Goal #1 Community Safety: Citizens are safe from incarcerated, supervised, and former offenders.

Outcomes

- Reduce the risk of recidivism
- Reduce incidents of absconding from correctional programs

Goal #2 Offender Accountability: Offenders are compliant with sanctioning process and engage in activities to restore the victim and the community.

Outcomes

- Increase offender ability to repair harm
- Increase offender compliance with conditions of release and furlough
- Increase offender payment of restitution and victim aid

Goal #3 Shared Responsibility with the Community: Members of the community actively contribute to and participate in the sanction/reintegration process.

Outcomes

- Increase community and victim roles in division decision making
- Increase community involvement in direct offender service activities
- Increase community volunteering through increased community and victim roles in division decision-activities

Goal #4 Humane Environment for Staff and Offenders: Correctional environments will be safe, secure and respectful for all offenders and staff.

Outcomes

- Provide a respectful work environment for staff
- Decrease work-related injuries to staff
- Ensure a fair/just correctional environment for offenders
- Decrease incidents of injury to offenders
- Maintain required safety standards

Goal #5 Operational Effectiveness: Juvenile Services offered to offenders and the community will be fiscally efficient and of high quality.

Outcomes

- Reduce the costs of correctional services
- Improve the quality of correctional services
- Maintain a diverse, well-trained staff
- Improve/standardize data systems and practices
- Increase community satisfaction with correctional services

PROGRAM SUMMARY (Continued)

Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

Goal #6 Sound public policy: The Juvenile Services Division will lead efforts to inform stakeholders about criminal justice issues and to develop sound public policies.

Outcomes

- Facilitate correctional policy discussion/decisions
- Increase dissemination of accurate and timely research on correctional issues

FINANCING INFORMATION:

The Juvenile Services Division's total base funding for the biennium is as follows:

(\$000s)	FY 2002-03 Base Budget	
Juvenile Support Services	\$1,885	\$ 1,899
MCF-Red Wing	13,131	13,426
*MCF-Thistledew	4,000	4,015
Total	\$19,016	\$19,340

*Thistledew Camp is a fee-for-service facility that generates operating funds through county contracts and per diems.

MCF-RW receives a total of \$600,800 in federal and state grants to support programming in restorative justice, transition and aftercare, intensive community supervision, and residential substance abuse treatment.

All juvenile facilities qualify for federal child nutrition funds.

BUDGET ISSUES:

Base funding provides for the administration, planning, specific programming, and aftercare for juvenile services within the department.

Specific stressors for the division include:

- Increasing interest in interagency children's mental health collaboration services required under statute, but without additional funding.
- Statewide training, resources and technical assistance needs outpace the juvenile training budget.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget, except for the following adjustments: a one-time reduction of \$3.171 million in non-dedicated fee revenue collected for reimbursement of costs at MCF-Red Wing in FY 2002, and approval of a dedicated fee increase for per diem cost increases of \$545,000 for the biennium at Thistledew Camp.

Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Activity:									
MCF-RED WING	12,198	11,829	13,778	13,131	13,131	13,426	13,426	950	3.7%
MCF-SAUK CENTRE	6,152	1,188	414	0	0	0	0	(1,602)	(100.0%)
THISTLEDEW CAMP	4,502	3,865	4,030	4,000	4,192	4,015	4,368	665	8.4%
JUVENILE SUPPORT SERVICES	1,531	609	2,434	1,885	1,885	1,899	1,899	741	24.4%
Total Expenditures	24,383	17,491	20,656	19,016	19,208	19,340	19,693	754	2.0%

Change Items:	Fund				
(B) THISTLEDEW CAMP FEE INCREASE	SR			192	353
Total Change Items				192	353

Financing by Fund:							
Direct Appropriations:							
GENERAL	18,435	12,406	15,569	13,984	13,984	14,283	14,283
Statutory Appropriations:							
GENERAL	33	70	42	35	35	35	35
SPECIAL REVENUE	4,727	3,820	3,835	3,848	4,040	3,857	4,210
FEDERAL	702	978	987	924	924	939	939
MISCELLANEOUS AGENCY	477	216	222	224	224	225	225
GIFT	9	1	1	1	1	1	1
Total Financing	24,383	17,491	20,656	19,016	19,208	19,340	19,693

FTE by Employment Type:							
FULL TIME	297.3	215.2	247.1	248.1	248.1	248.1	248.1
PART-TIME, SEASONAL, LABOR SER	12.6	12.5	4.9	4.9	4.9	4.9	4.9
OVERTIME PAY	8.7	6.1	6.9	6.9	6.9	6.9	6.9
Total Full-Time Equivalent	318.6	233.8	258.9	259.9	259.9	259.9	259.9

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-RED WING
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Minnesota Correctional Facility–Red Wing (MCF-RW) provides counseling and educational services to serious and chronic male juvenile and extended juvenile jurisdiction offenders after having been determined by the juvenile court to be inappropriate candidates for community-based or local corrections. The facility has a fenced perimeter in the interest of security and public safety. The target population, serious and chronic offenders, represents those juveniles in need of intensive intervention and rehabilitation services. Typically these residents have the following profile:

- Lack the skills necessary to function successfully in the community.
- Are two or three years behind in education grade levels.
- Have special education needs.
- Lack skills to maintain employment.
- Have adopted delinquent lifestyles and engage in anti-social behavior.
- Lack leisure time, recreational and other pro-social interests and skills.
- Have mental health and/or chemical dependency issues.

STRATEGIES AND PERFORMANCE:

The primary goals of the program are to provide effective and efficient counseling and education services in order to increase the likelihood that residents will successfully adjust to community-based living. Counseling objectives are accomplished by integration of the principles and practices associated with cognitive/behavioral intervention treatment, therapeutic community and psycho-educational activities. Education objectives are accomplished by academic and vocational activities and training. Security and safety goals are accomplished by close supervision of residents, staff training, policy and procedure and a fenced perimeter at the facility.

Indicators of accomplishment of these goals and objectives include successful completion of the individual counseling and education goals as defined in individual treatment plans, successful completion of the facility's progression level program, and successful completion of the facility's furlough or transition program. Data regarding recidivism is also used as an indicator of the impact of programming. Safety and security indicators include the number of assaults by residents on staff, the number of assaults by residents on other residents, the

number of escapes, and the number of major disturbances created by groups of residents.

Average daily population

	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
Adult*	29	11			
Juvenile	151	135	147	189	196
Total	180	146	196	196	196

*Adults were removed from MCF-RW in March 2000

FINANCING INFORMATION:

	<u>FY 2000-01</u>		<u>FY 2002-03</u>	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$19,728	77%	\$21,672	82%
Non-Salary	5,879	23%	4,885	18%
Total	\$25,607	100%	\$26,557	100%

Revenue: This activity generates dedicated special revenues from vocational work projects. Federal revenue includes special education and child nutrition funds. Dedicated agency funds reflect resident banking and canteen activities at the facility.

Counties pay a per diem rate for juveniles admitted to the MCF-RW with the revenue deposited to the Cambridge Bank Deposit Fund as a non-dedicated receipt. Non-dedicated revenues will revert to the General Fund starting in FY 2002.

BUDGET ISSUES:

The base budget funds programming for juvenile males who are admitted to the Minnesota Correctional Facility - Red Wing.

Activity: MCF-RED WING
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	8,941	9,318	10,410	10,689	10,689	10,983	10,983	1,944	9.9%
OTHER OPERATING EXPENSES	2,645	2,218	3,206	2,280	2,280	2,281	2,281	(863)	(15.9%)
Subtotal State Operations	11,586	11,536	13,616	12,969	12,969	13,264	13,264	1,081	4.3%
CAPITAL OUTLAY & REAL PROPERTY	352	142	0	0	0	0	0	(142)	(100.0%)
PAYMENTS TO INDIVIDUALS	260	151	162	162	162	162	162	11	3.5%
Total Expenditures	12,198	11,829	13,778	13,131	13,131	13,426	13,426	950	3.7%

Financing by Fund:									
Direct Appropriations:									
GENERAL	11,068	10,769	12,695	12,111	12,111	12,396	12,396		
Statutory Appropriations:									
GENERAL	0	35	7	0	0	0	0		
SPECIAL REVENUE	325	75	62	62	62	62	62		
FEDERAL	470	796	854	798	798	808	808		
MISCELLANEOUS AGENCY	335	153	159	159	159	159	159		
GIFT	0	1	1	1	1	1	1		
Total Financing	12,198	11,829	13,778	13,131	13,131	13,426	13,426		

Revenue Collected:									
Dedicated									
GENERAL	0	35	7	0	0	0	0		
SPECIAL REVENUE	154	63	53	53	53	53	53		
FEDERAL	399	499	567	507	507	507	507		
MISCELLANEOUS AGENCY	273	152	159	159	159	159	159		
GIFT	0	1	2	2	2	2	2		
Nondedicated									
GENERAL	7	5	5	10,159	6,633	10,532	10,532		
CAMBRIDGE DEPOSIT FUND	5,907	6,729	5,174	0	0	0	0		
Total Revenues Collected	6,740	7,484	5,967	10,880	7,354	11,253	11,253		

FTE by Employment Type:									
FULL TIME	163.7	164.4	185.8	186.8	186.8	186.8	186.8		
PART-TIME, SEASONAL, LABOR SER	3.7	4.4	0.2	0.2	0.2	0.2	0.2		
OVERTIME PAY	4.8	5.2	6.0	6.0	6.0	6.0	6.0		
Total Full-Time Equivalent	172.2	174.0	192.0	193.0	193.0	193.0	193.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: MCF-SAUK CENTRE
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Sauk Centre (MCF-SCR) was closed in 1999 in compliance with legislation. The costs in FY 2000-01 were related to closing the facility and placing the juvenile females at various contract facilities throughout the state.

Activity: MCF-SAUK CENTRE
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	5,333	783	400	0	0	0	0	(1,183)	(100.0%)
OTHER OPERATING EXPENSES	756	385	14	0	0	0	0	(399)	(100.0%)
Subtotal State Operations	6,089	1,168	414	0	0	0	0	(1,582)	(100.0%)
PAYMENTS TO INDIVIDUALS	63	0	0	0	0	0	0	0	
LOCAL ASSISTANCE	0	20	0	0	0	0	0	(20)	(100.0%)
Total Expenditures	6,152	1,188	414	0	0	0	0	(1,602)	(100.0%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	5,611	1,135	414	0	0	0	0		
Statutory Appropriations:									
SPECIAL REVENUE	281	53	0	0	0	0	0		
FEDERAL	176	0	0	0	0	0	0		
MISCELLANEOUS AGENCY	75	0	0	0	0	0	0		
GIFT	9	0	0	0	0	0	0		
Total Financing	6,152	1,188	414	0	0	0	0		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	318	80	0	0	0	0	0		
FEDERAL	100	0	0	0	0	0	0		
MISCELLANEOUS AGENCY	67	0	0	0	0	0	0		
GIFT	8	0	0	0	0	0	0		
Nondedicated									
GENERAL	1	0	0	0	0	0	0		
CAMBRIDGE DEPOSIT FUND	448	136	0	0	0	0	0		
Total Revenues Collected	942	216	0	0	0	0	0		
FTE by Employment Type:									
FULL TIME	82.3	2.1	0.0	0.0	0.0	0.0	0.0		
PART-TIME, SEASONAL, LABOR SER	1.0	0.0	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	3.1	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	86.4	2.1	0.0	0.0	0.0	0.0	0.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: THISTLEDEW CAMP
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

Thistledew Camp provides two educational and confidence-building programs for young men 13 to 18 years of age who experience difficulties in their home communities.

The programs are designed to provide a unique treatment alternative and act as early intervention in juvenile crime. Thistledew uses its north woods setting to provide a natural background to teach skills and educate students, and has recently incorporated additional programming to further meet the needs of counties, students, and families.

The primary funding sources for operations of the camp are joint powers/income contract agreements with counties and a joint powers/income contract agreement with the local school district for education.

STRATEGIES AND PERFORMANCE:

The goals of Thistledew Camp include:

- Statewide availability of aftercare program.
- Achieve and increase current statistical growth in education.
- Increase life skills training to all GED students on a daily basis by the year 2002.
- Increase tools for change instruction by the year 2002.
- Reduce recidivism and assist family reunification following placement.
- Provide early intervention using wilderness methodologies so that students strive to go beyond preconceived limitations.
- Provide restorative justice through community work and restitution projects.
- Utilize the restorative justice model for conflict resolution, staff/student interaction.
- Utilize the YLSI (Youth Level Service Inventory) to determine students' needs and appropriate application of treatment options.
- Provide improved collection and evaluation of data regarding specific outcomes.

FINANCING INFORMATION:

(\$000s)	FY 2000-01		FY 2002-03	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$5,613	71%	\$5,890	73%
Non-Salary	2,282	29%	2,125	27%
Total	\$7,895	100%	\$8,015	100%

Grants: Payments to individuals consist of resident wages and resident banking activity.

Revenue: This activity generates dedicated special revenue for its operation from county and school district contracts. Dedicated federal revenue arises from child nutrition funds. Dedicated agency funds reflect resident banking and canteen activities at this facility.

BUDGET ISSUES:

Thistledew Camp has been extremely fortunate in that the buildings at the facility have had no major structural damage or renovation needs. However, the majority of the buildings at this facility were built in the 1960s and maintenance for the 23 structures is a costly issue.

Inflationary pressures necessitate fee increases in the next biennium, raising additional dedicated revenues of \$192,000 in FY 2002 and \$353,000 in FY 2003.

Thistledew Camp does not currently qualify for Title IV E funding. This diminishes competitiveness with other juvenile treatment facilities.

The above issues are a challenge to the camp to operate efficiently and effectively within its revenue resources.

Activity: THISTLEDEW CAMP
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	2,727	2,697	2,916	2,938	3,105	2,952	3,253	745	13.3%
OTHER OPERATING EXPENSES	992	969	1,028	974	999	974	1,025	27	1.4%
Subtotal State Operations	3,719	3,666	3,944	3,912	4,104	3,926	4,278	772	10.1%
CAPITAL OUTLAY & REAL PROPERTY	708	120	0	0	0	0	0	(120)	(100.0%)
PAYMENTS TO INDIVIDUALS	75	79	86	88	88	89	90	13	7.9%
Total Expenditures	4,502	3,865	4,030	4,000	4,192	4,015	4,368	665	8.4%

Change Items:	Fund				
(B) THISTLEDEW CAMP FEE INCREASE	SR			192	353
Total Change Items				192	353

Financing by Fund:					
Direct Appropriations:					
GENERAL	294	32	73	23	23
Statutory Appropriations:					
SPECIAL REVENUE	4,100	3,687	3,771	3,786	3,978
FEDERAL	41	83	123	126	126
MISCELLANEOUS AGENCY	67	63	63	65	65
Total Financing	4,502	3,865	4,030	4,000	4,192

Revenue Collected:					
Dedicated					
SPECIAL REVENUE	3,536	3,694	3,784	3,798	3,990
FEDERAL	51	50	50	52	52
MISCELLANEOUS AGENCY	58	62	63	65	65
Total Revenues Collected	3,645	3,806	3,897	3,915	4,107

FTE by Employment Type:					
FULL TIME	43.6	43.2	48.0	48.0	48.0
PART-TIME, SEASONAL, LABOR SER	7.7	8.1	4.7	4.7	4.7
OVERTIME PAY	0.8	0.9	0.9	0.9	0.9
Total Full-Time Equivalent	52.1	52.2	53.6	53.6	53.6

BUDGET CHANGE ITEM (54664)

Budget Activity: THISTLEDEW CAMP
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

Item Title: THISTLEDEW CAMP FEE INCREASE

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
Dedicated Receipts	\$192	\$353	\$495	\$657
Revenues: (\$000s)				
Dedicated Receipts	\$192	\$353	\$495	\$657
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
_____ New Activity <u> X </u> Supplemental Funding _____ Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends that dedicated fee increases in the per diem rates be approved for Thistledeew Camp in the amount of \$545,000 for the biennium. This funding increase will allow Thistledeew Camp to operate at current levels taking into consideration cost increases for wages, insurance and non-personnel expenditures.

RATIONALE:

Without increases in the per diem rate, Thistledeew Camp would be forced to cut programming or personnel. This would affect the recidivism rate for juvenile male offenders, as they would not get the same attention as they currently do.

This fee can be set by the agency. Per M.S. 16A.1283, a fee increase or new fee must be approved in law, unless it meets one of three conditions stated in law. This requested fee increase meets the conditional exemption of charges for goods and services for direct and primary use of a private individual business, or other entity.

FINANCING:

Thistledeew Camp operations are primarily funded through a joint powers/income contract agreements with counties and the local school district for education. The per diem fee increases are required to cover mostly

inflationary costs of personnel. Thistledeew Camp will utilize carry forward balances to fund annual startup funds and emergency purchases. Fees currently generate about \$3.5 million per year.

OUTCOMES:

With the per diem increase, Thistledeew Camp will be capable of continuing the programming currently offered and updating programming to current trends and levels as needed by the communities Thistledeew serves.

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BUDGET ACTIVITY SUMMARY

Budget Activity: JUVENILE SUPPORT SERVICES
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Juvenile Support Services activity provides the overall planning, direction, and coordination of the department's two juvenile residential facilities, new juvenile initiatives, children's mental health integrated fund activities, the juvenile female continuum of care projects, transition/aftercare programming, and other juvenile services.

FINANCING INFORMATION:

(\$000s)	FY 2000-01		FY 2002-03	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$1,280	42%	\$1,852	49%
Non-Salary	<u>1,763</u>	<u>58%</u>	<u>1,932</u>	<u>51%</u>
Total	\$3,043	100%	\$3,784	100%

Subsidies and Grants: Local assistance consists of subsidies and grants to counties for intensive community supervision programming and adolescent female grants as well as subsidizing training and technical assistance activities to juvenile justice system stakeholders.

Revenue: Federal revenue generated from this activity consists of a grant for a conference on adolescent female programming.

BUDGET ISSUES:

The overall base budget is essential to the continued planning and coordination of services for juveniles and for legislative matters.

Activity: JUVENILE SUPPORT SERVICES
Program: JUVENILE SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	565	378	902	918	918	934	934	572	44.7%
OTHER OPERATING EXPENSES	263	133	1,522	967	967	965	965	277	16.7%
Subtotal State Operations	828	511	2,424	1,885	1,885	1,899	1,899	849	28.9%
LOCAL ASSISTANCE	703	98	10	0	0	0	0	(108)	(100.0%)
Total Expenditures	1,531	609	2,434	1,885	1,885	1,899	1,899	741	24.4%

Financing by Fund:									
Direct Appropriations:									
GENERAL	1,462	470	2,387	1,850	1,850	1,864	1,864		
Statutory Appropriations:									
GENERAL	33	35	35	35	35	35	35		
SPECIAL REVENUE	21	5	2	0	0	0	0		
FEDERAL	15	99	10	0	0	0	0		
Total Financing	1,531	609	2,434	1,885	1,885	1,899	1,899		

Revenue Collected:									
Dedicated									
GENERAL	35	35	35	35	35	35	35		
SPECIAL REVENUE	0	5	2	0	0	0	0		
FEDERAL	15	99	10	0	0	0	0		
Nondedicated									
GENERAL	0	0	0	546	355	600	600		
CAMBRIDGE DEPOSIT FUND	0	0	402	0	0	0	0		
Total Revenues Collected	50	139	449	581	390	635	635		

FTE by Employment Type:									
FULL TIME	7.7	5.5	13.3	13.3	13.3	13.3	13.3		
PART-TIME, SEASONAL, LABOR SER	0.2	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	7.9	5.5	13.3	13.3	13.3	13.3	13.3		

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PROGRAM SUMMARY

Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

PROGRAM PROFILE:

The Community Services Division provides a broad range of correctional services in the community. Some of these services are provided directly by employees of the department and some through the program's oversight of state funding through grants and subsidies. Objectives of these services are to protect the public, control the criminal behavior of offenders, assist offenders in the development of skills necessary to function in the community, and ensure compliance with standards governing operation of local correctional facilities. In order to achieve these objectives, the division manages activities in the community that are offender accountability driven. Higher levels of accountability require greater intensity of the management services provided for offenders. At the same time, the number of offenders is rising sharply, from 80,000 in 1992 to more than 122,000 at the end of 1999. The division also manages the research and evaluation unit for the department.

A combination of increased legislative mandates, higher accountability expectations, and the increasing population being supervised stretches current resources and requires improved creativity and efficiency.

- New programs such as Sentencing to Service's affordable housing for low-income families has brought the program into new areas that are addressing community needs with offender labor. Up-front funding by the legislature created a self-renewing fund that will continue to meet needs into the long-term future.
- The legislatively mandated Community Notification for Level 2 and 3 Sex Offenders has allowed the program to begin addressing long-standing community concerns about dangerous offenders in its midst. The most acute need in this area is for housing for these high visibility offenders.
- The public has an expectation that all offenders are managed with a high level of accountability. With ever-increasing numbers under supervision and high levels of accountability expected by the public, resources are strained to meet increasing caseloads and workloads.
- The state role of performance accountability is a new focus area. With more research-validated best practice information now available, the department is gearing up to provide more direction in setting of standards, performance accountability and enhancement, and technical assistance.

STRATEGIES AND PERFORMANCE:

The Community Services Division is dedicated to its current effective programs, building on the success of other researched programs, and being smarter about how existing resources are being used. The following objectives are primary focus areas:

- To provide efficient and effective management of offenders under supervision in the community that enhance public safety and reduce recidivism;
- To develop and monitor performance standards statewide and provide technical assistance to improve the quality of services;
- To provide low-cost alternatives to prison;
- To enable local facilities to free up limited jail space while continuing to ensure public safety;
- To provide innovative programs such as Intensive Community Supervision, Intensive Supervised Release, Challenge Incarceration Program - Phase 2, restorative justice, Sentencing to Service and work release;
- To develop and initiate intermediate sanctions which safely manage offenders in the community on probation and reduce reliance on more secure and expensive sanctions.

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	Expenditures/Budget		Base Budget	
Salary	\$40,222	19%	\$44,801	21%
Non-Salary	23,951	12%	24,439	11%
Local Assistance	141,791	69%	144,406	68%
Total	\$205,964	100%	\$213,546	100%

BUDGET ISSUES:

The base level of funding for this program is essential to the maintenance of current effective community programs, including grants and subsidies to local units of government.

PROGRAM SUMMARY (Continued)

Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the General Fund biennial appropriation for this program be increased by \$13.67 million to maintain correctional services in the community. Specific initiatives funded under this recommendation are:

- \$2 million to provide additional funding for statewide probation caseload/workload reduction.
- \$1.5 million for additional state agents and grants to counties for intensive supervision of dangerous offenders.
- \$1.4 million to expand performance accountability and technical assistance for community services programs around the state.
- \$2 million for sex offender treatment and transitional funding.
- \$3.77 million to maintain county probation officer reimbursement at the statutory 50% level.
- \$3 million to increase the Community Corrections Act subsidy for local correctional services.

The Governor also recommends a one-time reduction of \$3.717 million in Juvenile Residential Treatment Grants in FY 2002 to offset a reduction in fees counties will be charged for sending juvenile male offenders to MCF-Red Wing (change item at agency level); a reduction of \$316,000 in probation fees now collected by the state that will go to the counties who pay for the services provided; and a reallocation of funds, estimated at \$41,000 for the biennium, for the DOC to contract with other agencies for background studies on applicants to work in various juvenile facilities.

Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Activity:									
PROBATION & SUPERVISED RELEASE	11,709	12,478	15,447	15,457	15,457	15,706	15,706	3,238	11.6%
SPECIAL SUPERVISION	5,646	5,513	6,184	5,996	6,746	6,050	6,800	1,849	15.8%
COMMUNITY PROGRAMS	3,930	3,943	4,371	4,215	4,915	4,139	4,839	1,440	17.3%
SENTENCING TO SERVICE	6,245	5,951	7,213	6,841	6,841	6,924	6,924	601	4.6%
FACILITIES PLANNING & INSPECTI	1,968	2,042	2,114	2,073	2,073	2,025	2,025	(58)	(1.4%)
PASS THRU GRANTS & SUBSIDIES	66,018	65,433	73,632	70,827	71,538	70,836	77,178	9,651	6.9%
ADMINISTRATION & RESEARCH	540	568	1,173	1,258	1,258	1,290	1,290	807	46.4%
Total Expenditures	96,056	95,928	110,134	106,667	108,828	106,970	114,762	17,528	8.5%

Change Items:	Fund				
(A) EXTEND MCF-RED WING CHARGE REDUCTION	GEN			(3,717)	
(P) CLWL/PERFORMANCE ENHANCEMENT	GEN			800	1,200
(B) EXPAND INTENSIVE SUPERVISED RELEASE	GEN			750	750
(B) PERFORMANCE ACCOUNTABILITY AND TA	GEN			700	700
(B) COUNTY PROBATION REIMBURSEMENT	GEN			1,628	2,142
(B) INCREASE CCA SUBSIDY	GEN			1,000	2,000
(B) SEX OFFENDER TREATMENT & REIMBURSEMENT	GEN			1,000	1,000
Total Change Items				2,161	7,792

Financing by Fund:							
Direct Appropriations:							
GENERAL	92,077	92,021	106,019	102,697	104,858	103,241	111,033
SPECIAL REVENUE	0	88	90	150	150	150	150
Statutory Appropriations:							
GENERAL	2	0	15	0	0	0	0
SPECIAL REVENUE	2,562	2,342	2,941	3,104	3,104	3,052	3,052
FEDERAL	899	930	609	256	256	67	67
MISCELLANEOUS AGENCY	514	539	450	450	450	450	450
GIFT	2	8	10	10	10	10	10
Total Financing	96,056	95,928	110,134	106,667	108,828	106,970	114,762

<u>FTE by Employment Type:</u>							
FULL TIME	337.2	346.9	397.5	395.8	400.8	395.8	400.8
PART-TIME, SEASONAL, LABOR SER	20.0	17.9	10.1	10.1	10.1	10.1	10.1
OVERTIME PAY	0.6	0.6	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	357.8	365.4	407.6	405.9	410.9	405.9	410.9

BUDGET CHANGE ITEM (46460)**Program: COMMUNITY SERVICES****Agency: CORRECTIONS DEPT****Item Title: CLWL/PERFORMANCE ENHANCEMENT**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$-0-	\$-0-	\$-0-	\$-0-
-Grants	\$800	\$1,200	\$1,200	\$1,200
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u>X</u>				
If yes, statute(s) affected:				
_____ New Activity <u>X</u> Supplemental Funding _____ Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$2 million be added to the Probation Caseload/Workload Reduction initiative that was begun in FY 1996 to reduce caseloads of probation officers.

RATIONALE:

Probation officers are the "eyes and ears" of the district courts. Under the authority of either the courts or the Department of Corrections, probation officers primarily conduct investigations and supervise offenders. In addition to these two core duties they also perform other tasks such as electronic monitoring, collecting restitution and victim impact investigation. In fact, the duties of a probation officer have increased from approximately 10 separate and distinct activities in the early 1980s to now close to 40 in the late 1990s. Some of the reasons for these increased duties are: greater use of probation for all ages and all offenses; sentencing guidelines; demand for greater accountability; legislative mandates; increased expectations of the judiciary; and increased involvement in the development of and participation in programming, to name just a few.

The original initiative for funding caseload/workload reduction was based on the need for an additional 579 officers statewide and for all delivery systems to supervise approximately 90,000 offenders on probation and supervised release.

After the funding provided during the past three bienniums, approximately 325 probation officers have been added statewide along with additional support staff, technology, diversion and prevention programming. However, at the same time the total number of offenders under supervision has increased to 126,000 as of 12-31-99. The funding has basically allowed correctional departments to avoid slipping any further below caseload standards and reduction of outcomes.

Recent efforts have been focused on how to make sure that the activities conducted by probation staff line up with research-validated practices. The Department of Corrections in conjunction with Community Corrections Act (CCA) jurisdictions and County Probation Officer (CPO) counties has developed an eight-point plan designed to establish minimum standards of supervision statewide. It is the intent of this department to directly tie this funding to those core standards outlined in the eight point plan. The standards are known to directly correlate with outcomes around recidivism reduction, victim restoration, and community involvement and prevention. With this initiative comes even greater responsibility placed upon the probation officer. In order to accomplish the goals of the eight-point plan it is imperative that caseload/workload (CLWL) levels be reduced. As correctional agencies are re-aligning staff activities with best practices, it is becoming more clear what the staffing needs are and how to best use existing and new staffing.

This initiative is important both because of its link to research outcomes as identified in the eight point plan and because of its link to the other budget initiatives of performance accountability and technical assistance. The recent field services survey has identified the critical need of ensuring that all correctional agencies are performing the kind of activities that work in producing articulated outcomes, and that a monitoring and technical assistance service be provided to ensure that resources are producing the intended results. It is the DOC's intent to tie any new CLWL funding to the eight-point plan. The survey pointed out that the correctional jurisdictions are motivated to meet the eight point plan standards, but can only do so if they have adequate staffing.

FINANCING:

The probation CLWL reduction subsidy is \$16,782,000 in FY 2001. Probation caseloads and all of the activity associated with them continue to rise statewide along with the demands of the courts and the legislature. The CLWL reduction effort will help keep pace with these increases. It is estimated that to continue the commitment made by the Legislature in 1996, an additional \$800,000 in FY 2002 and \$1,200,000 in FY 2003 will need to be added to the base. The new base funding for the caseload/workload reduction subsidy with these increases will be \$17,582,000 in FY 2002 and \$17,982,000 in FY 2003.

This CLWL initiative is distinct from the other funding streams (such as CPO reimbursement, CCA subsidy, and ISR agents) in that it specifically targets the

BUDGET CHANGE ITEM (46460) (Continued)

Program: COMMUNITY SERVICES

Agency: CORRECTIONS DEPT

Item Title: CLWL/PERFORMANCE ENHANCEMENT

goal of reducing the average probation officer caseload, which exceeds 100 per adult agent in many areas. It is not reasonable to expect that public safety and restorative outcomes can be reached under such pressure. This is different than CCA funding which provides funds for a wide assortment of correctional programming and not just probation officers; CPO which only accomplishes the reimbursement of probation officer salaries by 50%; and ISR agents which are designed to target the relatively small number of the highest risk offenders for highly intense supervision services.

OUTCOMES:

The DOC is in the process of collecting outcome data from counties. This will eventually serve as benchmark data which can be compared to changes in future years. Based on preliminary data so far, it appears that research validated practices are being performed in various parts of the state based on their local levels of knowledge and resources, which vary significantly. Linking the CLWL to a performance enhancement goal as identified in the eight point plan and the other budget initiative for performance accountability and technical assistance is expected to significantly improve outcomes over time.

It is anticipated that for the first year only, in combination with the performance accountability initiative, this funding can meet the following outcomes below. Additional improvements should be expected in future years.

DOC Goal: Community Safety

- Reduce recidivism by 5% each the rate of re-arrest, reconviction, and re-incarceration of released offenders for new felony offenses within three years of release.
- Reduce recidivism by 5% each the rate of re-arrest and reconviction of offenders of a new felony while under supervision.

DOC Goal: Offender Accountability

- Increase payment of restitution and victim aid by 10%.
- Increase compliance with conditions of release and court-ordered sanctions by 5%.
- Increase repair of harm caused by offenders.

DOC Goal: Shared Responsibility with the Community

- Increase community and victim roles in decision-making.
- Increase community involvement in direct offender service activities.
- Increase community volunteering with correctional activities.

DOC Goal: Operational Effectiveness

- Improve quality of correctional services.
- Maintain a diverse well-trained staff.
- Improve/standardize data systems and practices
- Increase community satisfaction with correctional services.

BUDGET ACTIVITY SUMMARY

Budget Activity: PROBATION & SUPERVISED RELEASE
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The probation, parole and supervised release activity exists to provide direct correctional field services in the 56 counties that are not organized under the Community Corrections Act (CCA). The unit provides adult felon services in all 56 counties and in 26 of these counties the unit also provides adult misdemeanor and juvenile services. These services include the supervision of offenders and investigation services for the courts and the department's Hearings and Release Unit. In these 56 counties, corrections agents supervise monthly caseloads of approximately 15,000 adult and juvenile offenders as of 7-1-98. Over 90% of these offenders are on court-ordered probation, with the remainder on parole or supervised release.

STRATEGIES AND PERFORMANCE:

The main goal of this activity is to assure the safety of the public through the supervision of offenders in the community and through the provision of reports to the courts. Offenders appropriately placed on probation are able to be employed and provide for themselves and their families as well as to repay victims through restitution and community work service. Following are measures of the workload and outcomes of supervision for FY 1998.

Felony Workload Statistics:

- State corrections agents supervised over 7,000 adult felon offenders in the 56 counties not in the Community Corrections Act.
- Average caseload per agent was 98 offenders.
- Average workload per agent was 164 points versus a standard of 156 points.
- Agents completed nearly 2,000 presentence investigations and nearly 700 presentence investigations were completed by contract.

Juvenile and Misdemeanor Workload Statistics:

- State corrections agents supervised nearly 2,300 juveniles and over 2,500 adult misdemeanants in 26 counties that contract with the state for these services.
- Average monthly workload for these agents was 123 versus a standard of 121 points.

Outcome Measures:

- Nearly \$1.2 million in restitution was collected from these offenders, plus another \$720,000 in fines and court costs.
- These offenders completed over 26,000 hours of community work service.
- The average cost of supervision per offender per day was \$2.05.

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	Expenditures/Budget		Base Budget	
Salary	\$23,198	83%	\$25,894	83%
Non-Salary	4,629	17%	5,178	17%
Total	\$27,827	100%	\$31,072	100%

Revenue: This activity generates non-dedicated revenue from county reimbursement for juvenile probation and parole services provided by the state to contracting counties. The dedicated special revenue consists of domestic abuse assessments collected from offenders.

Prior Major Funding Initiatives: Over the last three bienniums, the caseload/workload reduction initiative has provided funding for an additional 60 corrections agents along with improving the overall technology of the unit.

BUDGET ISSUES:

Probation caseloads continue to rise along with ever increasing demands from the courts and legislature. The overall base level budget needs to be supported and structural problems addressed to avoid a reduction in the services provided to courts and the amount of supervision available for offenders.

Activity: PROBATION & SUPERVISED RELEASE
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	9,829	10,694	12,504	12,760	12,760	13,134	13,134	2,696	11.6%
OTHER OPERATING EXPENSES	1,880	1,784	2,943	2,697	2,697	2,572	2,572	542	11.5%
Total Expenditures	11,709	12,478	15,447	15,457	15,457	15,706	15,706	3,238	11.6%

Financing by Fund:									
Direct Appropriations:									
GENERAL	11,702	12,478	15,177	15,306	15,306	15,644	15,644		
Statutory Appropriations:									
GENERAL	2	0	11	0	0	0	0		
SPECIAL REVENUE	5	0	64	60	60	62	62		
FEDERAL	0	0	195	91	91	0	0		
Total Financing	11,709	12,478	15,447	15,457	15,457	15,706	15,706		

Revenue Collected:									
Dedicated									
GENERAL	2	0	11	0	0	0	0		
SPECIAL REVENUE	12	57	53	53	53	53	53		
FEDERAL	0	0	195	91	91	0	0		
Nondedicated									
GENERAL	0	0	0	2,810	2,652	2,810	2,652		
CAMBRIDGE DEPOSIT FUND	2,296	2,532	2,650	0	0	0	0		
Total Revenues Collected	2,310	2,589	2,909	2,954	2,796	2,863	2,705		

FTE by Employment Type:									
FULL TIME	194.4	202.7	230.2	229.2	229.2	229.2	229.2		
PART-TIME, SEASONAL, LABOR SER	12.6	10.4	10.1	10.1	10.1	10.1	10.1		
Total Full-Time Equivalent	207.0	213.1	240.3	239.3	239.3	239.3	239.3		

BUDGET CHANGE ITEM (46070)

Budget Activity: PROBATION & SUPERVISED RELEASE
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Item Title: PROBATION FEES

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$-0-	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
General Fund	\$(158)	\$(158)	\$(158)	\$(158)

Statutory Change? Yes ☒ No ☐

If yes, statute(s) affected: M.S. 241.272, Subd. 6 (Use of Fees)

☒ New Activity ☐ Supplemental Funding ☐ Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that M.S. 241.272 be amended to allow fees collected by Department of Corrections (DOC) agents under the authority of M.S. 244.19 (a), (3) to be retained by the county and used for correctional purposes.

RATIONALE:

During the 1999 legislative session, permissive language was passed to allow the commissioner of corrections to collect correctional fees from offenders on probation and supervised release. The language states that any fees collected under this statute would go to the General Fund. Fees collected by adult felon agents are used to support these positions. However, state agents supervising misdemeanants under the authority of M.S. 244.19 (a), (3) are totally funded by the counties through a bill back process. This initiative would require that correctional fees collected by any agent funded by county funds would go to offset the expenses incurred by the county. The restriction on the use of these funds would match that of local correctional agencies under M.S. 244.18. This initiative is being proposed to assure that the governmental agency responsible for the fiscal support of correctional services receives the benefit of any correctional fees collected.

FINANCING:

During the 1999 legislative session it was estimated that the department could collect \$350,000 in FY 2000 and \$720,000 in FY 2001 and in each year thereafter. These figures were based on the total number of adult offenders supervised by DOC agents multiplied by \$120. This number was then cut in half with the assumption that we would have around 50% success in collecting the fees from offenders. Agents under the authority of M.S. 244.19 supervise 22% of the adult offenders.

OUTCOMES:

This change item will allow funds collected by corrections agents to remain in the community and to be used for additional correctional programming.

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BUDGET ACTIVITY SUMMARY

Budget Activity: SPECIAL SUPERVISION
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

Special Supervision provides Intensive Community Supervision (ICS), Intensive Supervised Release (ISR), Challenge Incarceration Program (CIP) community supervision, and work release programming. ISR supervises those offenders who have completed their prison terms and are identified as the most dangerous. The other programs supervise offenders who meet criteria and are released prior to the completion of their prison terms under very stringent conditions. Offenders are visited frequently, drug and alcohol tested weekly, and subject to electronic monitoring and curfews.

The program has the following goals:

- To punish and hold offenders accountable
- To protect the public
- To transition and reintegrate offenders
- To affect positive behavioral change and collect restitution

STRATEGIES AND PERFORMANCE:

Small caseloads and rigorous supervision are used to hold offenders accountable and to protect the public by:

- Initially a minimum of four face-to-face contacts weekly
- Electronic monitoring
- Random alcohol and drug testing
- House arrest and curfews
- Restitution collection
- Supervision 24 hours daily, 365 days per year
- 98% of offenders supervised in all of the programs are not charged with a new felony or gross misdemeanor while under supervision.
- In FY 2000, the successful completion rates were: 65% in work release, 68% in ICS and 75% in CIP
- The cost per day of service in FY 2000 for ICS, ISR and CIP was \$21.39 and was \$43 in work release

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$3,825	33%	\$4,480	37%
Non-Salary	<u>7,872</u>	<u>67%</u>	<u>7,566</u>	<u>63%</u>
Total	\$11,697	100%	\$12,046	100%

BUDGET ISSUES:

The Special Supervision Unit has been very successful at controlling the behavior of the offenders it supervises. The supervision provided by the unit also addresses the high supervision expectation of the public for some offenders, especially sex offenders. Supervision is costly as a consequence of the numerous contacts and supervision elements, and it is difficult to maintain current levels of supervision within base funding.

Activity: SPECIAL SUPERVISION
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,722	1,787	2,038	2,213	2,331	2,267	2,385	891	23.3%
OTHER OPERATING EXPENSES	3,408	3,187	3,696	3,333	3,395	3,333	3,379	(109)	(1.6%)
Subtotal State Operations	5,130	4,974	5,734	5,546	5,726	5,600	5,764	782	7.3%
PAYMENTS TO INDIVIDUALS	516	539	450	450	450	450	450	(89)	(9.0%)
LOCAL ASSISTANCE	0	0	0	0	570	0	586	1,156	
Total Expenditures	5,646	5,513	6,184	5,996	6,746	6,050	6,800	1,849	15.8%

Change Items:	Fund				
(B) EXPAND INTENSIVE SUPERVISED RELEASE	GEN			750	750
Total Change Items				750	750

Financing by Fund:							
Direct Appropriations:							
GENERAL	4,990	4,974	5,728	5,546	6,296	5,600	6,350
Statutory Appropriations:							
SPECIAL REVENUE	142	0	0	0	0	0	0
FEDERAL	0	0	6	0	0	0	0
MISCELLANEOUS AGENCY	514	539	450	450	450	450	450
Total Financing	5,646	5,513	6,184	5,996	6,746	6,050	6,800

Revenue Collected:							
Dedicated							
FEDERAL	0	0	6	0	0	0	0
MISCELLANEOUS AGENCY	577	532	450	450	450	450	450
Total Revenues Collected	577	532	456	450	450	450	450

<u>FTE by Employment Type:</u>							
FULL TIME	29.3	30.1	37.9	38.4	40.4	38.4	40.4
PART-TIME, SEASONAL, LABOR SER	3.1	3.3	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.6	0.5	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	33.0	33.9	37.9	38.4	40.4	38.4	40.4

BUDGET CHANGE ITEM (46475)

Budget Activity: SPECIAL SUPERVISION
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Item Title: EXPAND INTENSIVE SUPERVISED RELEASE

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$180	\$164	\$164	\$164
-Grants	\$570	\$586	\$586	\$586
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$1.5 million to expand intensive supervision of dangerous offenders.

RATIONALE:

Intensive supervision agents supervise the offenders identified as the most dangerous. These offenders have histories of assault or weapons use or have been identified as Level II or III sex offenders. The supervision is very intense, holds offenders accountable and has been effective in significantly controlling new criminal behavior and victimization. This form of supervision should be distinguished from regular supervision. Current law caps the caseloads for these intensive agents at 15, compared to 70 to 100+ for regular agents. This special funding mechanism was put in place by the legislature years ago to address public safety issues and concerns related to the highest risk offenders in the community. As such, it is targeted funding as opposed to block grants. Local property taxes have not been available to support this initiative.

The rate of those charged with a gross misdemeanor or felony while under intensive supervision has consistently been less than 2%. The public at community notification meetings has also valued the frequency of agent/offender contact and the numerous elements of the supervision for Level

III sex offenders. Currently the supervision is provided to 49 counties by state agents and to an additional seven counties by county agents. The initiative will expand the public protection and service to those counties not currently served and to those offenders not currently supervised because caseloads are at capacity. This change item will fund 8 new agents in FY 2002 (six county agents and two Department of Corrections (DOC) agents).

FINANCING:

\$1.5 million would be appropriated for the FY 2002-03 biennium to fund additional Intensive Supervision Agents. Each new agent will cost \$89,000 in the initial year and \$82,000 in the next year as a consequence of the one-time costs. This includes rent, support staff services, communications, travel, equipment, and drug testing services. The FY 2002 and FY2003 base budget are \$3,949,000 and \$3,979,000 respectively.

OUTCOMES:

Public protection will be enhanced by the addition of intensive supervision agents. Outcome measurement demonstrates that offenders on intensive supervision re-offend at a very low rate (only approximately 2% commit a new felony or gross misdemeanor while under intensive supervision). This specialized supervision will be provided in all areas of the state only to offenders identified as high risk. The prevention of new crimes reduces victimization and the costs associated with the prosecution and incarceration of new offenders. Additionally, many offenders on intensive supervision successfully complete the program, notwithstanding their frequently dysfunctional backgrounds and the rigorous program requirements. In FY 1999, 62% successfully completed the program, which means they paid court-ordered restitution, avoided serious criminal activity and were largely free of alcohol and drug use.

- Reduce recidivism by 15% each the rate of re-arrest, reconviction, and re-incarceration due to a new felony or gross misdemeanor offense while under ISR supervision
- Increase compliance with conditions of release by 10%

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BUDGET ACTIVITY SUMMARY

Budget Activity: COMMUNITY PROGRAMS
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The community programs activity is responsible for the following:

- **Sex Offender/Chemical Dependency Services.** M.S. 241.67, Subd. 1 establishes a sex offender treatment system under the administration of the commissioner of corrections. These services include transition into the community, an evaluation project, and the community notification process.
- **Community Preservation.** This activity came from the department's interest to involve the communities most impacted by crime, violence, and victimization. In Minnesota, those communities are generally communities of color. An effort is underway to build partnerships among communities of color, the department and other parts of the criminal justice system through development of outreach, education, public awareness, and mobilization models designed to ensure access to department resources and ongoing participation by communities.
- **Minnesota Criminal Justice & Jail Resource Center.** This activity exists to advance and influence criminal justice policies and practices through leadership, strategic direction, and provision of technical assistance, education, training, and information. (M.S. 241.01, 241.021)
- **Ancillary Services.** This activity provides pre- and post-release services for adult offenders released from correctional facilities. Services are a condition of supervised release and/or are intended to assist the offender to successfully re-enter the community. (M.S. 270.66)
- **Care of Persons.** This activity exists to pay county jails to hold work release violators until the offender is transferred back to prison.
- **Revocation/Special Placement.** This activity exists to pay county jails for housing DOC release violators from the date of the offender's revocation hearing until they are released from the county jail to prison or to the community under a restructured release agreement.

STRATEGIES AND PERFORMANCE:

The main goal of this activity is to provide funding and support for a broad range of correctional services in the community. Objectives of these services are to protect the public, control the criminal behavior of offenders, and assist the offender in development of skills necessary to function in the community. This activity is dedicated to the maintenance of existing effective programs and the development of new programs to accomplish the objective.

FINANCING INFORMATION:

(\$000s)	FY 2000-01		FY 2002-03	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$1,916	23%	\$2,110	25%
Non-Salary	6,398	77%	6,244	75%
Total	\$8,314	100%	\$8,354	100%

Prior Major Funding Initiatives: In the previous biennium funding was obtained to provide emergency housing for Level 3 sex offenders and high-risk supervised releasees until they are able to obtain permanent placement.

Current Major Funding Initiatives: The last legislative session appropriated funding in the "Poirier Bill" funding to support the sex offender notification effort as well as the establishment of a Level 3 web page.

BUDGET ISSUES:

The base level of funding is essential to maintain these community services.

Activity: COMMUNITY PROGRAMS
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	901	896	1,020	1,043	1,231	1,067	1,255	570	29.7%
OTHER OPERATING EXPENSES	2,995	3,044	3,251	3,072	3,584	3,072	3,584	873	13.9%
Subtotal State Operations	3,896	3,940	4,271	4,115	4,815	4,139	4,839	1,443	17.6%
LOCAL ASSISTANCE	34	3	100	100	100	0	0	(3)	(2.9%)
Total Expenditures	3,930	3,943	4,371	4,215	4,915	4,139	4,839	1,440	17.3%

Change Items:	Fund				
(B) PERFORMANCE ACCOUNTABILITY AND TA	GEN			700	700
Total Change Items				700	700

Financing by Fund:							
Direct Appropriations:							
GENERAL	3,682	3,797	4,118	3,960	4,660	3,982	4,682
SPECIAL REVENUE	0	70	90	90	90	90	90
Statutory Appropriations:							
SPECIAL REVENUE	200	0	0	0	0	0	0
FEDERAL	48	76	163	165	165	67	67
Total Financing	3,930	3,943	4,371	4,215	4,915	4,139	4,839

Revenue Collected:							
Dedicated							
SPECIAL REVENUE	2	3	0	0	0	0	0
FEDERAL	173	370	614	569	569	484	484
Total Revenues Collected	175	373	614	569	569	484	484

FTE by Employment Type:							
FULL TIME	17.7	16.1	18.0	18.0	21.0	18.0	21.0
PART-TIME, SEASONAL, LABOR SER	0.1	0.0	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.0	0.1	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	17.8	16.2	18.0	18.0	21.0	18.0	21.0

BUDGET CHANGE ITEM (46455)

Budget Activity: COMMUNITY PROGRAMS
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Item Title: PERFORMANCE ACCOUNTABILITY AND TECHNICAL ASSISTANCE

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$700	\$700	\$700	\$700
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends an additional \$1.4 million to expand the services of the Performance Accountability and Technical Assistance unit. Consistent with the Department of Corrections' (DOC) Strategic Plan 2000, services would include development of a set of performance standards for all field services statewide, an auditing and peer review service, and technical assistance to address performance deficiencies and quality improvement. Additional training services would be offered based on national and local research validated best practices.

RATIONALE:

The DOC along with county corrections stakeholders convened a series of meetings to develop core performance standards for probation and supervised release services statewide. The document, commonly referred to as the "eight point plan," lists eight key service standards that should be met in all correctional service areas regardless of delivery system type. These eight points are based on a body of research. Following the eight point plan development, a survey was conducted of all correctional jurisdictional areas statewide. The survey illustrated that no jurisdiction is doing all eight of the standards and most are missing the mark on most of them. Finally, other states with a combined county-state delivery system were contacted. Minnesota is one

of the only states that does not monitor statewide performance on key standards, and does not provide targeted technical assistance to assist jurisdictions in improving performance. Current statutory language gives very limited and insufficient authority to DOC for establishing and monitoring performance standards statewide.

Consistent with the DOC Strategic Plan 2000, MS 241.01, and proposed statutory language, the Minnesota Criminal Justice and Jail Resource Center unit will serve as the technical assistance reception center for the community services division of the department, local agencies and statewide stakeholders. The unit currently provides limited assistance to local units of government by providing resources, training, or information. In order to increase performance with research-validated practices by providing technical assistance and training, additional resources are needed. This initiative provides a consistent method of measuring outcomes and provides meaningful data to policy-makers and funders. As such, this service would be provided to all three of the delivery systems. An annual report on performance measures and an action plan to improve quality and overall outcomes is expected.

Expansion of the existing unit would assist in meeting statewide goals of community safety; offender and program accountability; healthy, vital communities; reduce training duplication at the county level; and ensure service rather than systems by providing accessible, user-friendly services. Technical assistance activities would include: certification programs for custody and field service officers; training academies; training in research-based best practices; enhanced criminal justice planning to reduce jail bed space and promote restorative justice; establishment of community meetings designed to inform the public of criminal justice practices and needs and solicit feedback; assisting agencies in meeting mandated standards (MS241.021); and advancing the use of technological resources.

FINANCING:

The FY 2002 and FY 2003 base budgets for performance accountability and technical assistance are \$202,000 and \$207,000, respectively.

The additional funding would be used to provide and contract for services in the areas of:

- Performance standards and monitoring
- Technical assistance and peer reviews
- Training and knowledge building

BUDGET CHANGE ITEM (46455) (Continued)

Budget Activity: COMMUNITY PROGRAMS
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Item Title: PERFORMANCE ACCOUNTABILITY AND TECHNICAL ASSISTANCE

OUTCOMES:

The primary purpose of the Performance Accountability and Technical Assistance unit is to advance and influence criminal justice policies and best practices through the development of performance standards, monitoring, knowledge building, and provision of technical assistance, education, training and information.

Expansion of the Performance Accountability and Technical Assistance Unit (currently known as the Minnesota Criminal Justice & Jail Resource Center) will assist the DOC in meeting Strategic Plan 2000 goals and strategies and serve to advance and influence criminal justice and best practices.

Additional objectives of this initiative are as follow:

Goal: Community Safety

- Providing information, technical assistance and training to state and local agencies will allow the state to influence and standardize correctional practices, improve programming and educate staff.

Goal: Sound Public Policy

- Standardizing training through certification and an academy will promote a well-trained, professional workforce statewide.
- Providing leadership will serve to promote and support best practices. This is accomplished by:
 - Establishing a central reception center for training and technical assistance requests to reduce duplication, ensure consistent response, conserve resources, build and enhance partnerships, and cultivate best practices.
 - Expand the focus and scope of the Jail Resource Center to include statewide training for all of community services and statewide stakeholders.
 - Develop web-sites for technical assistance beginning with Jail Resources.
 - Determine the feasibility of a statewide training academy and certification process for field services staff.

Relationship to Budget Principles:

- Establishment of a user friendly central reception center will reduce statewide duplication of services and allow quality training to be brought to all, reducing costs.
- User fees will be implemented to off-set operational costs and to ensure responsibility and accountability.

Collaboration:

- The initiative was presented to and supported by the Community Services Advisory Committee which is comprised of county and state correctional representatives. The training, technical assistance, and performance enhancement activities are supported. The development of standards is controversial.

BUDGET CHANGE ITEM (46072)**Budget Activity: COMMUNITY PROGRAMS****Program: COMMUNITY SERVICES****Agency: CORRECTIONS DEPT****Item Title: SEX OFFENDER TREATMENT**

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$-0-	\$-0-	\$-0-	\$-0-
-Grants	\$1,000	\$1,000	\$1,000	\$1,000
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u>X</u>				
If yes, statute(s) affected:				
_____ New Activity <u>X</u> Supplemental Funding _____ Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends an increase of \$2 million for sex offender treatment grants and transitional funding. This funding provides sex offender treatment programming for felony sex offenders placed on probation and for felony sex offenders released from prison. Grant funds are made available to counties which can demonstrate need.

RATIONALE:

- Department of Corrections (DOC) research proves that sex offenders who complete sex offender programming while on supervision in the community are less likely to be rearrested for new sex offenses (see table below).
- In 2000, the Legislature increased funding for correctional supervision of sex offenders, but did not increase treatment funding. The Sex Offender Supervision Report recommended increased resources both for supervision and treatment of this population.
- Existing funding has increased only slightly for offenders on supervised release and not at all for offenders on probation since the funding was first appropriated in 1990. Meanwhile, the sex offender population in need of treatment has more than doubled.

- Offenders treated under these grants/contracts will be required to undergo one polygraph examination per year and two exams if funds are available to enhance treatment and supervision effectiveness. Polygraphs are now widely accepted and used nationwide as an effective tool for sex offender treatment.
- The resulting appropriation would allow for 650 adult and 200 juvenile sex offenders on probation to receive treatment and polygraph services each year in community-based programs at approximate annual cost per offender of \$1,500 to \$2,000.
- M.S. 609.109, Subd. 7 requires the commissioner of corrections to pay for the cost of treatment for an offender placed on release. Typically, only about 25% of sex offenders released from prison have completed treatment programming while in prison. This budget change item will allow all 450 sex offenders released each year to be placed in out-patient sex offender treatment for at least one year, with at least one polygraph examination to monitor compliance with treatment and supervision expectations.
- For offenders on probation, the funding would provide for equivalent treatment and polygraph throughout the state. Successful community treatments reduce the number of prison commitments. Successful community placements reduce the number of state prison commitments.
- Offenders are currently required to contribute to the cost of their own treatment. This will continue.
- The additional funding would be targeted at sex offenders who reside in areas not currently served by funded programs and polygraph services or in areas in which programs are under funded and special populations that are currently underserved, (e.g., mentally ill offenders, offenders with mental retardation/lower functioning, etc.).

FINANCING:

The current biennial base level of funding for this activity is \$2,122,000.

OUTCOMES:

The new funding will increase treatment options for sex offenders in areas that are currently underserved. Research conducted as part of the legislatively mandated Community Based Sex Offender Program Evaluation Project (CBSOPEP) indicates that sex offenders who complete treatment while in the community are less than half as likely to be rearrested for a new sex offense over a six-year time period. These same results are expected for offenders released from prison. Offenders who do not complete treatment will be subject to revocation of their probation or supervised release and return to prison, thus providing an increase in public safety. The DOC collects evaluation data on the program and will continue to do so.

BUDGET CHANGE ITEM (46072) (Continued)**Budget Activity: COMMUNITY PROGRAMS****Program: COMMUNITY SERVICES****Agency: CORRECTIONS DEPT**

enforcement, child protection workers, and members of the community. All of these persons are brought into the system for managing the sex offender safely in the community.

Item Title: SEX OFFENDER TREATMENT**DOC Goal: Community Safety**

- Assist in the reduction in the risk of recidivism by up to 20% each year of supervised offenders from rearrest and reconviction for a new felony offense while under supervision. The CBSOPEP studied recidivism of 1400 sex offenders placed on probation in 1987, 1989 and 1992, with the following results (six-year follow-up):

	Sex offense rearrest	Other rearrest	No rearrest
Completed treatment	5%	8%	87%
Quit/terminated	11%	34%	55%
Never entered	11%	31%	58%

- The costs of each sexual re-offense to society have been estimated at well over \$200,000 (investigation and prosecution, incarceration, costs for treatment of victims, etc.) per offense. Based on the recidivism figures in the above table, successful treatment of 100 offenders would lead to a decrease in sexual recidivism from 11% to 5%. The prevention of these offenses would result in an overall saving to the state.

DOC Goal: Offender Accountability

- Even with this increase in funding, offenders will be required to contribute to the cost of their treatment and polygraph examinations. Co-pay for treatment now averages approximately \$1,000 per year per offender, up from less than \$100 in 1995. This revenue is netted out, so the revenue is not collected and administered by the state. Offenders assume personal responsibility for their behavior when they are required to assume some of the costs for their previous behavior.
- The polygraph assists the supervising agent in holding offenders accountable for their behavior while they are on probation. The agent gains additional information about the behavior of the offender that can be used to reinforce positive behavior and punish negative behavior.

DOC Goal: Shared Responsibility with the Community

- Management of sex offenders in the community requires involvement of a multitude of stakeholders. This sex offender transition funding increase will improve the collaboration that currently exists among probation officers, sex offender treatment providers, agents, victim service providers, law

BUDGET ACTIVITY SUMMARY

Budget Activity: SENTENCING TO SERVICE
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Sentencing to Service (STS) program created in 1986 provides a very specific sentencing option to the court for non-dangerous offenders to be used in lieu of or in conjunction with jail, as an alternative to paying a fine, or as a condition of the probation. It provides a sanction in the form of work crew activities which are productive in nature and beneficial to the citizens of the state through development and management of natural resources.

Counties demonstrate their commitment by paying 50% of the cost of the crew. The state's funding and leadership assures that a high standard is maintained in the training of crew leaders and in the statewide policy and procedures which protect the offender and the state.

The Institution Community Work Crew (ICWC) program, which began in January 1996, provides supervised community work crews for select minimum-security inmates at the end of their institutional stay. Inmates pay restitution and gate money from their earnings. Crew costs are financed 50% institution and 50% local governmental unit while being managed by the ICWC supervisor attached to the Community Services Unit. Policies and procedures are consistent with the STS program.

The Restorative Justice Initiative began in February 1994 with federal grant funds. During the current biennium, funding was provided by state general funds. The purpose of the program is to promote and support the use of criminal justice practices, policies and programs which focus on repairing the harm of crime and strengthening communities in all jurisdictions around the state.

STRATEGIES AND PERFORMANCE:

The activity levels of the STS program have expanded each year:

- This program provides a cost-effective sanction for non-dangerous offenders, which saves some jail construction costs.
- The community benefits from the work projects completed by the offenders.
- Fines, which might otherwise never be paid, are worked off.
- The program provides accountability for juveniles who remain in the community.

ICWC program:

- Provides jobs for offenders.
- Provides structured experience for offenders for their return to the community.
- Benefits the community from the work projects completed by the offenders.

The Affordable House Building Program was initially funded by the 1998 legislature. It is anticipated that:

- Up to 25 houses can be built each year by the existing funding to provide the opportunity for low-income families to own houses.
- Inmates will be trained in construction skills, improving their chances of employment upon release from prison.

The goal of the Restorative Justice Initiative is to change the process of responding to crime by involving communities and victims, using methods which build community connections for victims and offenders. While change in the criminal justice process is noticeable, the experience is insufficient to devise standardized measurement systems to assess the impact.

FINANCING INFORMATION:

(\$000s)	FY 2000-01		FY 2002-03	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$7,636	58%	\$8,002	58%
Non-Salary	4,145	31%	4,363	32%
Local Assistance	1,383	11%	1,400	10%
Total	\$13,164	100%	\$13,765	100%

Revenue: This activity generates dedicated special revenue from counties participating in the Sentencing to Service Program. The costs for support of STS crews (crew leader salaries, transportation, training, equipment, etc.) are shared 50/50 with the county.

BUDGET ISSUES:

The overall base level of funding is essential to maintain these community services.

Activity: SENTENCING TO SERVICE
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	3,376	3,664	3,972	3,935	3,935	4,067	4,067	366	4.8%
OTHER OPERATING EXPENSES	2,020	1,922	2,223	2,206	2,206	2,157	2,157	218	5.3%
Subtotal State Operations	5,396	5,586	6,195	6,141	6,141	6,224	6,224	584	5.0%
LOCAL ASSISTANCE	849	365	1,018	700	700	700	700	17	1.2%
Total Expenditures	6,245	5,951	7,213	6,841	6,841	6,924	6,924	601	4.6%

Financing by Fund:							
Direct Appropriations:							
GENERAL	4,286	3,603	4,147	3,922	3,922	3,992	3,992
Statutory Appropriations:							
GENERAL	0	0	4	0	0	0	0
SPECIAL REVENUE	1,837	2,255	2,807	2,909	2,909	2,922	2,922
FEDERAL	120	85	245	0	0	0	0
GIFT	2	8	10	10	10	10	10
Total Financing	6,245	5,951	7,213	6,841	6,841	6,924	6,924

Revenue Collected:							
Dedicated							
GENERAL	6	0	4	0	0	0	0
SPECIAL REVENUE	1,065	2,215	2,555	2,555	2,555	2,555	2,555
FEDERAL	127	85	237	0	0	0	0
GIFT	1	4	4	2	2	1	1
Total Revenues Collected	1,199	2,304	2,800	2,557	2,557	2,556	2,556

FTE by Employment Type:							
FULL TIME	70.1	72.1	76.4	75.2	75.2	75.2	75.2
PART-TIME, SEASONAL, LABOR SER	3.7	4.1	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	73.8	76.2	76.4	75.2	75.2	75.2	75.2

BUDGET ACTIVITY SUMMARY

Budget Activity: FACILITIES PLANNING & INSPECTION
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The responsibilities of the Facilities Planning and Inspection unit are designed to ensure that conditions of confinement and the security of persons detained or incarcerated in facilities inspected or certified by the unit meet basic safety, health and constitutional standards while ensuring protection of the public. This activity is responsible for ensuring that juvenile detention services subsidy programs funded through state and/or federal appropriations are carried out in a manner consistent with Minnesota statute and federal grant award requirements.

STRATEGIES AND PERFORMANCE:

- Inspect, audit, and license approximately 290 secure and non-secure correctional facilities on a statewide basis.
- Develop and enforce standards for correctional facilities in accordance with legislative directives and the administrative rule-making process.
- Maintain and analyze statistical data on admissions to adult local secure detention facilities and juveniles placed in out-of-state facilities.
- Act as a clearinghouse in accordance with Minnesota statutory requirements for the review and approval of remodeling, renovation or new construction plans and documents related to facilities inspected and licensed by the Department of Corrections.
- Ensure that attendants utilized in 24-hour and eight-day temporary holdover facilities have been trained in a manner consistent with Department of Corrections attendant training requirements.
- Monitor the detention of juveniles in local adult facilities and facilities receiving juvenile detention services subsidy program funding to ensure compliance with Juvenile Justice Delinquency Prevention Act requirements for jail removal and compliance with established criteria for subsidy reimbursement.
- Provide training and technical assistance to local officials.
- Coordinate the certification of all facilities outside the state of Minnesota providing residential services to pre-adjudicated delinquents, adjudicated delinquents, and extended jurisdiction juveniles.
- Coordinate the investigation of complaints and serious incidents in facilities.
- Establish and administer grant award policies and procedures in a manner consistent with Minnesota statutes and/or federal guidelines.

- Conduct security audits of state prison facilities and secure state juvenile facilities.

FINANCING INFORMATION:

(\$000s)	FY 2000-01 Expenditures/Budget		FY 2002-03 Base Budget	
Salary	\$1,469	35%	\$1,452	35%
Non-Salary	327	8%	286	7%
Local Assistance	2,360	57%	2,360	58%
Total	\$4,156	100%	\$4,098	100%

Grants: Local assistance is given via juvenile detention subsidies.

Revenue: Fees are generated from legislatively mandated out-of-state juvenile facility certification responsibilities.

BUDGET ISSUES:

Base level funding is essential for this activity to maintain its current level of service in the many areas for which it is responsible.

Activity: FACILITIES PLANNING & INSPECTI
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	704	789	680	730	730	722	722	(17)	(1.2%)
OTHER OPERATING EXPENSES	130	150	177	163	163	123	123	(41)	(12.5%)
Subtotal State Operations	834	939	857	893	893	845	845	(58)	(3.2%)
LOCAL ASSISTANCE	1,134	1,103	1,257	1,180	1,180	1,180	1,180	0	0.0%
Total Expenditures	1,968	2,042	2,114	2,073	2,073	2,025	2,025	(58)	(1.4%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,907	1,955	2,044	1,938	1,938	1,957	1,957		
Statutory Appropriations:									
SPECIAL REVENUE	61	87	70	135	135	68	68		
Total Financing	1,968	2,042	2,114	2,073	2,073	2,025	2,025		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	99	43	139	52	52	139	139		
Total Revenues Collected	99	43	139	52	52	139	139		
FTE by Employment Type:									
FULL TIME	12.6	13.4	11.0	11.0	11.0	11.0	11.0		
PART-TIME, SEASONAL, LABOR SER	0.0	0.1	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	12.6	13.5	11.0	11.0	11.0	11.0	11.0		

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BUDGET ACTIVITY SUMMARY

Budget Activity: PASS THRU GRANTS & SUBSIDIES
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Administrative Services/Pass Thru Grants and Subsidies activity is responsible for:

- **Administration of the County Probation Officer Reimbursement Funds (M.S. 260.311).** The 56 counties that are not in the Community Corrections Act (CCA - M.S. 401) are eligible for reimbursement of up to 50% of the costs of county probation officers salaries. These probation officers are responsible to the courts for the supervision of adult misdemeanor and juvenile offenders. The base budget for this activity is \$3,602,000 annually.
- **CCA Subsidy.** This activity exists to assist the 31 counties participating in the CCA to provide the following correctional services: Crime prevention programs, diversion programs, probation and parole / supervised release services, community corrections centers and facilities to detain, confine, and treat offenders of all age groups. The base budget for this activity is \$31,647,000 annually.
- **Bail Evaluation Reimbursement.** This activity administers the funds used to reimburse local corrections departments for the completion of bail evaluations on certain crimes to be used by judges in determining the amount of bail to be set. The base budget for this activity is \$322,000 annually.
- **Caseload/Workload Reduction.** This activity exists to provide funding to court services staff statewide to enable them to hire more probation professionals, increase the use of technology to enhance workload efficiency, contract with local resources, and expand prevention and diversion programs. This funding in FY 2000-01 has added approximately 45 new probation officers in Minnesota. (DOC - 10, CCA - 31, County Probation - 4) The base budget for this activity is \$13,309,000 annually.
- **Adult Felony Caseload Reduction.** This activity exists to administer funds distributed to CCA counties to help reduce the adult felony caseload in those counties by the addition of probation positions. The base budget for this activity is \$1,046,000 annually.
- **Sex Offender Services.** M.S. 241.67, Subd. 1 establishes a sex offender treatment system under the administration of the commissioner of corrections. These services include treatment grants and assessment reimbursements, and specialized sex offender caseloads. The base budget for this activity is \$3,757,000 annually.
- **Female Offender Grants.** This activity exists to ensure an appropriate range of services for adult female offenders in the community, administers

funds for model program grants and monitors the recidivism reduction grant which provides intensive services to women returning to the metro community after a second or subsequent incarceration at the MCF-SHK. The base budget for this activity is \$242,000 annually.

- **Intensive Community Supervision Grants.** This activity exists to provide intensive supervision to offenders, not deemed a risk to the public. The base budget for this activity is \$2,314,000 annually.
- **Community and Regional Corrections Centers.** This activity exists to assist in the operation of four facilities around the state. The base budget for this activity is \$326,000 annually.
- **Extended Juvenile Jurisdiction (EJJ) Grants.** This activity exists to reimburse counties for costs associated with the detention and treatment of this population. The base budget for this activity is \$3,398,000 annually.
- **Juvenile Continuum of Care.** This activity exists to provide a comprehensive continuum of care to juveniles at high risk to become or who are extended jurisdiction juveniles. (Chapter 226, Art. 3, Sec. 54) The base budget for this activity is \$1,000,000 annually.
- **Juvenile Residential Treatment.** This activity provides grants to counties to defray the costs of juvenile residential treatment. (Chapter 239, Art. 1, Sec. 12, Subd. 4) The base budget for this activity is \$8,000,000 annually.
- **Juvenile Restitution.** This activity was established to provide and finance work for juveniles who have monetary restitution obligations to victims. (M.S. 242.39) The base budget for this activity is \$250,000 annually.
- **Electronic Alcohol Monitoring.** This activity is to establish programs that use breath analyzer units to monitor DWI offenders who are ordered to abstain from alcohol use as a condition of pre-trial release, supervised release, or probation. (M.S. 169.1219) The base budget for this activity is \$765,000 annually.
- **Repeat DWI.** This activity is intended to protect public safety by establishing programs of intensive probation for repeat violators of DWI laws. (M.S. 169.1625) The base budget for this activity is \$250,000 annually.
- **Amicus Grant.** This activity exists to provide offenders with the opportunity for positive relationships with trained volunteers. (M.S. 241.31) The base budget for this activity is \$100,000 annually.
- **Grants and Subsidies Administration.** This activity exists to administer all of the funds that are passed through to local units of government and private vendors that provide correctional services. The base budget for this activity is \$327,000 in FY 2002 and \$336,000 in FY 2003.

BUDGET ACTIVITY SUMMARY (Continued)

Budget Activity: PASS THRU GRANTS & SUBSIDIES
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

STRATEGIES AND PERFORMANCE:

The main goal of this activity is to provide funding and support for a broad range of correctional services in the community. Objectives of these services are to protect the public, control criminal behavior of offenders, and assist offenders in the development of skills necessary to function in the community. This activity is dedicated to the maintenance of existing effective programs and the development of new programs to accomplish the objectives.

FINANCING INFORMATION:

(\$000s)	FY 2000-01		FY 2002-03	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$589	0.4%	\$601	0.4%
Non-Salary	1,419	1.0%	1,416	1.0%
Local Assistance	137,057	98.6%	139,646	98.6%
Total	\$139,065	100.0%	\$141,663	100.0%

Prior Major Funding Initiatives:

Over the past three bienniums, the primary funding initiative has been in the area of caseload/workload reduction. Through this initiative, approximately 325 probation officers have been added statewide along with additional support staff, technology, diversion and prevention programming.

Current Major Funding Initiatives:

During the current biennium the major emphasis has been placed on specialized sex offender caseloads as well as additional funding for intensive supervision caseloads.

- The base budgets in FY 2002-03 were adjusted to reflect the fact that the funding of four existing programs does not continue beyond this current biennium.

BUDGET ISSUES:

Probation caseloads continue to rise along with the demands from the courts and the legislature.

Activity: PASS THRU GRANTS & SUBSIDIES
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	298	302	287	296	296	305	305	12	2.0%
OTHER OPERATING EXPENSES	942	615	804	708	708	708	708	(3)	(0.2%)
Subtotal State Operations	1,240	917	1,091	1,004	1,004	1,013	1,013	9	0.4%
LOCAL ASSISTANCE	64,778	64,516	72,541	69,823	70,534	69,823	76,165	9,642	7.0%
Total Expenditures	66,018	65,433	73,632	70,827	71,538	70,836	77,178	9,651	6.9%

Change Items:	Fund				
(A) EXTEND MCF-RED WING CHARGE REDUCTION	GEN			(3,717)	
(P) CLWL/PERFORMANCE ENHANCEMENT	GEN			800	1,200
(B) COUNTY PROBATION REIMBURSEMENT	GEN			1,628	2,142
(B) INCREASE CCA SUBSIDY	GEN			1,000	2,000
(B) SEX OFFENDER TREATMENT & REIMBURSEMENT	GEN			1,000	1,000
Total Change Items				711	6,342

Financing by Fund:							
Direct Appropriations:							
GENERAL	64,980	64,664	73,632	70,827	71,538	70,836	77,178
Statutory Appropriations:							
SPECIAL REVENUE	307	0	0	0	0	0	0
FEDERAL	731	769	0	0	0	0	0
Total Financing	66,018	65,433	73,632	70,827	71,538	70,836	77,178

Revenue Collected:							
Dedicated							
FEDERAL	731	769	0	0	0	0	0
Total Revenues Collected	731	769	0	0	0	0	0

FTE by Employment Type:							
FULL TIME	4.9	4.9	5.0	5.0	5.0	5.0	5.0
PART-TIME, SEASONAL, LABOR SER	0.5	0.0	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	5.4	4.9	5.0	5.0	5.0	5.0	5.0

BUDGET CHANGE ITEM (46035)**Budget Activity: PASS THRU GRANTS & SUBSIDIES****Program: COMMUNITY SERVICES****Agency: CORRECTIONS DEPT****Item Title: COUNTY PROBATION REIMBURSEMENT**

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$-0-	\$-0-	\$-0-	\$-0-
-Grants	\$1,628	\$2,142	\$2,142	\$2,142
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation**GOVERNOR'S RECOMMENDATION:**

The Governor recommends that the County Probation Officer (CPO) Reimbursement budget be increased by \$3.77 million in order to achieve and maintain 50% level of funding in this salary reimbursement account.

RATIONALE:

M.S. 244 states that counties will be reimbursed up to 50% of the salaries for probation officers hired under the Court Probation Act. Minnesota has three correctional delivery systems: state operated, Community Corrections, and county probation (CPO). Under DOC service areas, the state pays for all of the costs. In CCA, counties get block grant funding from the state which can be used for any correctional related expenses. The CPO is the third funding stream that only reimburses counties for probation officer salaries and benefits at 50%. All other costs are borne by the county. This funding mechanism is designed to more equitably assist counties in paying for probation costs and limit property tax exposure.

For the first time in many years, this reimbursement dipped to 48% in FY 1998, to 45% in FY 1999 and 44.7% in FY 2000. This shortfall will continue and increase into the next biennium. The addition of \$1,628,000 in FY 2002 and the additional \$514,000 increase in FY 2003 may still fall short of the actual need.

This is an estimate based on the following assumptions: the current deficit for FY 2001 is projected to be approximately \$934,282; the CPO counties will hire an average of eight new agents per year under this program if no new funds are appropriated under Caseload/Workload (CL/WL) Reduction, and the counties' salary and medical insurance costs are projected to increase at 5%. Failure to address this issue will mean that the department will not be able to comply with the purpose and intent of M.S. 244.

FINANCING:

The base funding for county probation reimbursement in FY 2001 is \$3,602,000. With these increases the new base for FY 2002 will be \$5,230,000 and in FY 2003 will be \$5,744,000.

OUTCOMES:

- Without this funding the counties will need to pick up a higher percentage of these costs or reduce staffing which will impact public safety through fewer offender contacts.
- Studies suggest that recidivism will increase by 5% if the funding is not provided and counties reduce their staffing to offset the lack of revenue to handle inflation.
- Funding probation services will reduce costs of correctional services. If counties are required to lay off staff or reduce services in order to make up for the state's deficit, offenders are more likely to receive less probation services and increase likelihood of committing new crimes at increased incarceration costs to the counties and state.

BUDGET CHANGE ITEM (46469)**Budget Activity: PASS THRU GRANTS & SUBSIDIES****Program: COMMUNITY SERVICES****Agency: CORRECTIONS DEPT****Item Title: INCREASE CCA SUBSIDY**

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$-0-	\$-0-	\$-0-	\$-0-
-Grants	\$1,000	\$2,000	\$2,000	\$2,000
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation**GOVERNOR'S RECOMMENDATION:**

The Governor recommends \$3 million to increase the Community Corrections Act (CCA) subsidy to assist local CCA corrections departments in funding local correctional programming. Local correctional alternatives are necessary in order to control the demand for more costly institutional beds.

RATIONALE:

The Community Corrections Act (CCA) allows the commissioner of corrections to provide subsidy grants to counties so that they may provide a comprehensive array of correctional services to enhance public safety within their respective communities. Participation in this program is a county option. Thirty-one counties representing more than 70% of the state's population are currently organized under the CCA. These counties provide the following types of correctional services: crime prevention programs, diversion programs, probation and parole/supervised release services, and community corrections centers and facilities to detain, confine and treat offenders of all age groups. Participating counties must establish a corrections advisory board composed of law enforcement, judiciary, prosecution, education, corrections, racial minorities, social welfare services and the general public. Counties develop an annual comprehensive plan that identifies correctional needs and defines programs designed to meet those needs. Plans are approved by county boards and are

forwarded to the department for review, comment and approval by staff and the commissioner.

The CCA was established as a partnership between the state and counties, with the state encouraging counties to join the Act in order to increase the involvement and ownership of correctional programming at the local level. A subsidy was provided as part of this partnership and to help offset the high costs of correctional services which cannot be sustained by property tax dollars alone. In return, the state would benefit from fewer commitments to prison as local correctional services would provide for a full continuum of options available for the courts. The availability of these services would reduce the need for state incarceration and state costs.

The state contribution toward this block grant has not kept pace with the increased service costs. It is estimated that by the end of FY 2003 the client base for CCA counties will have increased by 30% since the last increase was appropriated for this subsidy.

FINANCING:

The current biennial base funding for the CCA subsidy program is nearly \$63.2 million. This funding stream is different from caseload/workload reduction or intensive supervised release (ISR) agent funding as it funds any correctional-related expenses; caseload reduction and ISR funds must be used for agents.

OUTCOMES:

The subsidy increase would allow existing successful programs to be expanded and new innovative ones started that will divert more offenders from commitment to the commissioner. Diverted offenders will reduce the reliance on prison beds, delaying the enormous costs of construction and operation of new prisons. As a part of the annual comprehensive plan format all CCA jurisdictions are required to report on the four uniform outcome measures as recommended by the 1998 work group. In addition to an increase in diverted offenders from prison, the following outcomes reported in CY 1998 are expected to improve by at least 5%:

- Over \$5.6 million in restitution was collected from offenders.
- Offenders completed 375,055 hours of community work service.
- Offenders completed 407,000 hours of Sentencing Service work.

Success of this initiative will be measured by the following outcomes:

- Reduce the risk of recidivism by: demonstrating a 50% reduction by the end of FY 2003 in the comparison of pre- and post-treatment risk scores on a standardized instrument. (Level of Service Inventory);

BUDGET CHANGE ITEM (46469) (Continued)

Budget Activity: PASS THRU GRANTS & SUBSIDIES

Program: COMMUNITY SERVICES

Agency: CORRECTIONS DEPT

Item Title: INCREASE CCA SUBSIDY

- Reduce by 5% each the rearrested, convicted, and reincarcerated rates of released offenders for a new felony conviction within three years of release by the end of FY 2003;
- Reduce by 5% each the rearrested and reconvicted rates of supervised offenders for a new felony while under supervision per year.
- Increase offender payment of restitution and victim aid by 10% by the end of FY 2003.
- Increase offender compliance with conditions of release by 5% per year and with court ordered sanctions by 5% prior to expiration by the end of FY 2003.
- Improve quality of correctional services by conducting outcome evaluations on individual programs.

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BUDGET ACTIVITY SUMMARY

Budget Activity: ADMINISTRATION & RESEARCH
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Administrative Services Unit is responsible for the overall supervision and operation of the Community and Juvenile Services Division as well as the administration of the Interstate Compact for the supervision of parolees and probationers. The Research Unit is the leader and coordinator of research and evaluation for the entire department and was established to enhance the agency's ability to interpret information and data to support informed operational and policy development decisions. Staff is intricately involved with agency-wide collection efforts, data analysis, research coordination, performance measures, and evaluation efforts.

STRATEGIES AND PERFORMANCE:

The Administrative Services Unit is expected to coordinate all activities of the Community Services Division with regard to policy, strategic planning, legislative initiatives, training, and all department-wide initiatives. This unit acts as the division's link to outside, local, state, and national correctional agencies, policy-makers (legislators, county boards, and sheriffs), and national corrections organizations.

The Research Unit is expected to be extensively involved with all units within the department, including coordination of other division staff and resources as dictated by research and performance measures activity. Tasks undertaken by this unit range from providing information and responding to technical requests to coordinating agency-wide projects and completing agency research and evaluation activities. In addition, this unit reviews all research projects undertaken by department staff and outside requests for conducting research on department activities or on offenders. This is intended to help management and stakeholders improve correctional practices that protect the public, promote successful offender reentry to the community, improve department efficiencies and promote professional standards. The staff of this unit also works with outside entities (professors, students, and research organizations) to establish research and data analysis projects that evaluate, enhance, and review department programs and activities.

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$1,589	91%	\$2,262	89%
Non-Salary	<u>152</u>	<u>9%</u>	<u>286</u>	<u>11%</u>
Total	\$1,741	100%	\$2,548	100%

BUDGET ISSUES:

The overall base level of funding is essential to maintain these administrative and research services.

Activity: ADMINISTRATION & RESEARCH
Program: COMMUNITY SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>Expenditures by Category:</u>									
State Operations									
COMPENSATION	496	506	1,083	1,115	1,115	1,147	1,147	673	42.4%
OTHER OPERATING EXPENSES	44	62	90	143	143	143	143	134	88.2%
Total Expenditures	540	568	1,173	1,258	1,258	1,290	1,290	807	46.4%
<u>Financing by Fund:</u>									
Direct Appropriations:									
GENERAL	530	550	1,173	1,198	1,198	1,230	1,230		
SPECIAL REVENUE	0	18	0	60	60	60	60		
Statutory Appropriations:									
SPECIAL REVENUE	10	0	0	0	0	0	0		
Total Financing	540	568	1,173	1,258	1,258	1,290	1,290		
<u>Revenue Collected:</u>									
Dedicated									
SPECIAL REVENUE	0	7	0	0	0	0	0		
Total Revenues Collected	0	7	0	0	0	0	0		
<u>FTE by Employment Type:</u>									
FULL TIME	8.2	7.6	19.0	19.0	19.0	19.0	19.0		
Total Full-Time Equivalent	8.2	7.6	19.0	19.0	19.0	19.0	19.0		

PROGRAM SUMMARY

Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

PROGRAM PROFILE:

The Management Services Program provides a broad range of management support services throughout the department. The primary objective of this program is to provide management direction that will contribute to consistency across agency functions and enable all programs to accomplish the department's mission. This program includes the following activities:

- Administrative Management establishes the mission and major policy for the department and provides executive leadership. It also includes the Office of Diversity.
- Policy and Legal Services is responsible for delivering key administrative services, developing policy, and providing direction and technical assistance on all activities that have legal implications.
- Interagency Management Unit manages projects crossing local, state and national criminal justice entities. Responsibilities include developing, piloting and implementing statewide supervision (probation and detention) information systems. Additionally, the unit will develop integrated criminal justice information in collaboration with other state criminal justice agencies. Specific agency planning efforts, such as adult prison population projections, are also the responsibility of this unit.
- Financial Services monitors and measures all fiscal activity within the department and reports the economic effect to managers and employees. It collects, classifies, records, and summarizes financial transactions and data. A primary responsibility is to provide managers with information necessary for planning and controlling operations on a day-to-day basis.
- Office Services provides support services to central office and field services. These services include telecommunications, coordination of motor pool vehicle usage, physical plant and staff security, courier services, specialized forms, mail processing, printing and duplicating services, receptionist services, space planning, and maintenance of and improvements to the building.
- Human Resources provides staffing, labor relations, management consultation and employee programs for the department. The primary goal is to partner with management in the recruitment, selection, management and retention of a high quality and diverse workforce. Services provided by the unit include recruitment, hiring assistance, job classification, benefit administration, labor contract negotiation and administration, supervisor training, affirmative action support, and human resource information systems.

- Employee Development provides pre-service and in-service training designed to develop and maintain employee skill levels.
- Information Technology is responsible for supporting the department's mission by providing computerized data processing services to department operational and management staff.

STRATEGIES AND PERFORMANCE:

This division promotes the notion of cost containment and efficient, cost-effective operations throughout the department. Activities of note include:

- System reengineering with a focus on cost containment through shared services and/or centralization
- Streamlining of processes to create workload efficiencies
- Implementation of an improved offender database management system

FINANCING INFORMATION:

(\$000s)	FY 2000-01 Expenditures/Budget		FY 2002-03 Base Budget	
Salary	\$14,573	53%	\$16,470	60%
Non-Salary	13,112	47%	10,848	40%
Total	\$27,685	100%	\$27,318	100%

BUDGET ISSUES:

The base level of funding for this program is essential to the maintenance of current effective programs and support services for the entire department.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget, except for the following adjustment: \$1.5 million to develop statewide systems for tracking offenders in jail or prison, or under community supervision. This is part of the Governor's \$27 million recommendation for a multi-agency CrimNet initiative. The change item page is found at the agency level in this budget.

Program: MANAGEMENT SERVICES

Agency: CORRECTIONS DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Activity:									
ADMINISTRATIVE MANAGEMENT	1,094	1,210	1,884	1,501	1,501	1,425	1,425	(168)	(5.4%)
POLICY AND LEGAL SERVICES	1,983	1,738	2,594	2,274	2,274	2,347	2,347	289	6.7%
INTER AGENCY UNIT	587	1,060	1,600	471	1,221	400	1,150	(289)	(10.9%)
FINANCIAL SERVICES	1,291	1,301	1,442	1,477	1,477	1,546	1,546	280	10.2%
OFFICE SERVICES	2,109	2,038	2,592	2,109	2,109	2,162	2,162	(359)	(7.8%)
HUMAN RESOURCE MANAGEMENT	1,202	1,332	1,572	1,499	1,499	1,564	1,564	159	5.5%
EMPLOYEE DEVELOPMENT	626	607	748	728	728	751	751	124	9.2%
INFORMATION TECHNOLOGY	2,926	2,621	3,346	3,509	3,509	3,555	3,555	1,097	18.4%
Total Expenditures	11,818	11,907	15,778	13,568	14,318	13,750	14,500	1,133	4.1%
Change Items:	Fund								
(A) CRIMNET	GEN				750		750		
Total Change Items					750		750		
Financing by Fund:									
Direct Appropriations:									
GENERAL	10,925	10,947	14,101	12,830	13,580	13,085	13,835		
SPECIAL REVENUE	0	183	247	307	307	307	307		
Statutory Appropriations:									
GENERAL	0	0	800	0	0	0	0		
SPECIAL REVENUE	791	368	406	351	351	358	358		
FEDERAL	102	409	224	80	80	0	0		
Total Financing	11,818	11,907	15,778	13,568	14,318	13,750	14,500		
FTE by Employment Type:									
FULL TIME	109.5	112.5	125.4	124.7	124.7	124.7	124.7		
PART-TIME, SEASONAL, LABOR SER	5.5	4.3	0.8	0.8	0.8	0.8	0.8		
OVERTIME PAY	0.2	0.5	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	115.2	117.3	126.2	125.5	125.5	125.5	125.5		

BUDGET ACTIVITY SUMMARY

Budget Activity: ADMINISTRATIVE MANAGEMENT
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

This activity is responsible for planning, organizing, directing, and administering the mission, goals, and activities of the department. The administrative management activity provides executive leadership to about 3,680 employees working in institutions, field offices, sentencing to service offices, and numerous support service areas throughout the state. This includes administrative direction and reviews, management decision-making, and the development of both internal and external communication.

STRATEGIES AND PERFORMANCE:

This activity provides direction to the department by:

- Implementing the department's mission, regularly evaluating existing use of institutions and modifying their use as appropriate;
- Organizing the department's division through delegation of authority and assignment of responsibility to agency managers;
- Setting policy and planning for major department activities, integrating these plans into the budget process, evaluating activity progress and improving or eliminating problem areas;
- Ensuring that equal employment opportunities are provided in the department and diversity training is provided;
- Reviewing the department's budget regularly, adjusting expenditures as necessary and seeking any revenue-generating possibilities;
- Maintaining a high level of agency participation in criminal justice policy-making activities on the state and local levels;
- Maintaining interaction with the Office of the Governor, the legislature and state agencies including the Sentencing Guidelines Commission, the Ombudsman for Corrections, and Departments of Public Safety, Human Services, Health, State Planning, Administration, Employee Relations and Finance.

FINANCING INFORMATION:

(\$000s)	FY 2000-01 Expenditures/Budget		FY 2002-03 Base Budget	
Salary	\$2,148	69%	\$2,410	82%
Non-Salary	946	31%	516	18%
Total	\$3,094	100%	\$2,926	100%

BUDGET ISSUES:

The base budget of this activity is essential to the operation of the department.

Activity: ADMINISTRATIVE MANAGEMENT
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	923	1,034	1,114	1,181	1,181	1,229	1,229	262	12.2%
OTHER OPERATING EXPENSES	155	176	770	320	320	196	196	(430)	(45.5%)
Subtotal State Operations	1,078	1,210	1,884	1,501	1,501	1,425	1,425	(168)	(5.4%)
LOCAL ASSISTANCE	16	0	0	0	0	0	0	0	
Total Expenditures	1,094	1,210	1,884	1,501	1,501	1,425	1,425	(168)	(5.4%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,041	1,185	1,824	1,501	1,501	1,425	1,425		
Statutory Appropriations:									
SPECIAL REVENUE	53	25	60	0	0	0	0		
Total Financing	1,094	1,210	1,884	1,501	1,501	1,425	1,425		
FTE by Employment Type:									
FULL TIME	12.2	14.0	14.5	14.5	14.5	14.5	14.5		
PART-TIME, SEASONAL, LABOR SER	0.3	0.4	0.5	0.5	0.5	0.5	0.5		
OVERTIME PAY	0.1	0.2	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	12.6	14.6	15.0	15.0	15.0	15.0	15.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: POLICY AND LEGAL SERVICES
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$2,971	69%	\$3,375	67%
Non-Salary	1,361	31%	1,246	33%
Total	\$4,332	100%	\$4,621	100%

BUDGET ISSUES:

Maintenance of the base level funding for these services is essential to the successful operation of the department.

ACTIVITY PROFILE:

The Policy and Legal Services Unit was created in FY 1998 by combining several work groups involved in providing services of a quasi-judicial or legal nature. This activity is responsible for delivering administrative services, developing policy, and providing direction and technical assistance to adult and juvenile facilities, field offices and programs, and all central office staff. County and community corrections agencies, local jails, county attorneys and law enforcement agencies throughout the country are also served by this activity. Services provided by this activity are mandated by law, require coordination at the state level and contribute to the achievement of the department's goals to provide department-wide direction and establish consistent procedures in all facilities and programs.

The activities of the unit include:

- Hearings and Release approves release and parole plans, conducts revocation hearings for adult and juvenile offenders, issues warrants, reviews juvenile program goals, and conducts discipline hearings.
- Sentence Administration and Offender Records provides direction on sentence interpretation and administration, issues discharge orders, and develops records management procedures.
- Policy and Accreditation coordinates development and revision of all department policies, coordinates accreditation, and monitors all facilities and programs to ensure that accreditation standards are maintained.
- Legal Services manages all of the department's litigation; coordinates contract and rulemaking activities; provides operational advice to all department managers; administers the Interstate Agreement on Detainers, the International Prisoner Transfer Program, and extraditions; evaluates offender property and injury claims; and provides staff support to the Board of Pardons.

STRATEGIES AND PERFORMANCE:

Staff provides direct services to a variety of customers. Performance goals are aimed at achieving efficiencies such as conducting more video conference hearings, making technical assistance more readily available, and conducting training and information sessions in person, by telephone and electronic mail and on the department's video conference network.

Activity: POLICY AND LEGAL SERVICES
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,412	1,425	1,546	1,651	1,651	1,724	1,724	404	13.6%
OTHER OPERATING EXPENSES	571	313	1,048	623	623	623	623	(115)	(8.4%)
Total Expenditures	1,983	1,738	2,594	2,274	2,274	2,347	2,347	289	6.7%
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,798	1,738	2,594	2,274	2,274	2,347	2,347		
Statutory Appropriations:									
SPECIAL REVENUE	185	0	0	0	0	0	0		
Total Financing	1,983	1,738	2,594	2,274	2,274	2,347	2,347		
FTE by Employment Type:									
FULL TIME	26.9	25.6	28.5	28.5	28.5	28.5	28.5		
PART-TIME, SEASONAL, LABOR SER	0.7	0.5	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	27.6	26.1	28.5	28.5	28.5	28.5	28.5		

BUDGET ACTIVITY SUMMARY

Budget Activity: INTER AGENCY UNIT
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Interagency Management Unit is the lead unit in agency-wide efforts crossing agency divisions and other criminal justice entities. This unit continues to expand and enhance the agency's ability to collaborate with local, state and national criminal justice agencies by developing and implementing operational changes and policy development. Staff is intricately involved with agency decision-making, planning efforts and budget development covering many aspects of the department. The unit is also responsible for the development and implementation of the agency's prison population projections, legislation affecting bed needs, caseload budget increases and the Statewide Supervision System (SSS).

STRATEGIES AND PERFORMANCE:

The unit is extensively involved with the coordination of activities between units within the department and with all criminal justice agencies such as the Supreme Court, Department of Public Safety, Bureau of Criminal Apprehension, and Minnesota Sentencing Guidelines Commission. In addition, the Interagency Management Unit is expected to complete policy analyses on major issues affecting the agency and those involving partnerships with outside local, state and national criminal justice agencies and policy-makers.

The unit is the lead in agency-wide projects, such as the department bed capacities, per diem reduction plan, prison population projections, and impact of felony DWI legislation on both facilities and community supervision. In addition, the unit is extensively involved agency-wide in areas such as budget development, agency policy development, and agency system development.

The Interagency Management Unit is also responsible for the development of the SSS. This system is the official repository for state probation, jail and detention information. The SSS will provide all Minnesota criminal justice professionals access to offender probation and incarceration history. This will be accomplished by collaborating with over 240 detention facilities and over 100 different probation organizations, including federal probation.

The Minnesota Sentencing Guidelines is an intricate part of the SSS. This collaboration allows scarce resources to be used effectively to support several components of SSS, including a sentencing guidelines worksheet data entry screen and information reporting. As SSS is a key component of CrimNet, Minnesota's integrated criminal justice information project, it will eventually interconnect with the entire criminal justice integrated efforts. The ultimate goal

of CrimNet is to get the right information to the right individuals at the right time to make the right decision.

To ensure compliance with the SSS requirement, the unit conducts trainings, presentations and consultations with affected criminal justice entities. In addition, the unit is responsible for the dissemination and monitoring of legislatively-funded grants to local probation and detention facilities.

FINANCING INFORMATION:

(\$000s)	FY 2000-01		FY 2002-03	
	Expenditures/Budget		Base Budget	
Salary	\$614	24%	\$545	63%
Non-Salary	1,236	46%	326	37%
Local Assistance	810	30%	-	-
Total	\$2,660	100%	\$871	100%

BUDGET ISSUES:

The base budget is essential to complete the SSS and other Interagency Management Unit activities. The Interagency Management Unit's budget was decreased during FY 2002-03 due to the reorganization of the unit. The research and analyses components were shifted to the Community Services Program, while the statewide supervision and policy analyses remained in the Management Services Program. This change was a part of the agency reorganization and ties research and evaluation closely to the programmatic needs of the divisions. Both units continue to report directly to a deputy commissioner.

In addition, the Interagency Management Unit base budget was reduced between FY 2001 and FY 2002 because the unit was responsible for administering \$800,000 in one-time local grants to probation and detention facilities.

Activity: INTER AGENCY UNIT
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	280	335	279	268	268	277	277	(69)	(11.2%)
OTHER OPERATING EXPENSES	307	715	521	203	453	123	873	90	7.3%
Subtotal State Operations	587	1,050	800	471	721	400	1,150	21	1.1%
LOCAL ASSISTANCE	0	10	800	0	500	0	0	(310)	(38.3%)
Total Expenditures	587	1,060	1,600	471	1,221	400	1,150	(289)	(10.9%)

Change Items:	Fund				
(A) CRIMNET	GEN			750	750
Total Change Items				750	750

Financing by Fund:							
Direct Appropriations:							
GENERAL	410	575	499	391	1,141	400	1,150
SPECIAL REVENUE	0	76	77	0	0	0	0
Statutory Appropriations:							
GENERAL	0	0	800	0	0	0	0
SPECIAL REVENUE	75	0	0	0	0	0	0
FEDERAL	102	409	224	80	80	0	0
Total Financing	587	1,060	1,600	471	1,221	400	1,150

Revenue Collected:							
Dedicated							
GENERAL	0	0	800	0	0	0	0
SPECIAL REVENUE	1	0	0	0	0	0	0
FEDERAL	115	396	224	80	80	0	0
Total Revenues Collected	116	396	1,024	80	80	0	0

FTE by Employment Type:							
FULL TIME	5.4	6.6	4.2	4.0	4.0	4.0	4.0
PART-TIME, SEASONAL, LABOR SER	0.4	0.0	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.1	0.1	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	5.9	6.7	4.2	4.0	4.0	4.0	4.0

BUDGET ACTIVITY SUMMARY

Budget Activity: FINANCIAL SERVICES
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

Financial Services monitors and measures all fiscal activity within the department and reports the economic effect to managers and employees. It collects, classifies, records and summarizes financial transactions and data. A primary responsibility is to provide managers with information necessary for planning and controlling operations on a day-to-day basis. Financial services include budgeting, payroll, position control, institution accounting coordination, grant accounting and coordination, internal auditing, purchasing and disbursements, billing and receipts, travel audits, cost analysis, cost reporting, management and financial reporting, and fiscal notes.

These activities are designed to support department staff in achieving the Department of Corrections' mission and goals.

STRATEGIES AND PERFORMANCE:

This unit contributes toward an effective and efficient organization by review of its services and seeking to apply consistent and best practices in the performance of its duties.

FINANCING INFORMATION:

The Financial Services activity is funded from the General Fund and from indirect cost revenue.

	FY 2000-01		FY 2002-03	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$2,597	95%	\$2,957	98%
Non-Salary	146	5%	66	2%
Total	\$2,743	100%	\$3,023	100%

BUDGET ISSUES:

The base budget of this activity is essential to the operation of the department.

Activity: FINANCIAL SERVICES
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,235	1,249	1,348	1,444	1,444	1,513	1,513	360	13.9%
OTHER OPERATING EXPENSES	56	52	94	33	33	33	33	(80)	(54.8%)
Total Expenditures	1,291	1,301	1,442	1,477	1,477	1,546	1,546	280	10.2%
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,223	1,227	1,386	1,419	1,419	1,485	1,485		
SPECIAL REVENUE	0	7	10	10	10	10	10		
Statutory Appropriations:									
SPECIAL REVENUE	68	67	46	48	48	51	51		
Total Financing	1,291	1,301	1,442	1,477	1,477	1,546	1,546		
Revenue Collected:									
Nondedicated									
GENERAL	12	89	11	11	11	11	11		
Total Revenues Collected	12	89	11	11	11	11	11		
FTE by Employment Type:									
FULL TIME	21.4	20.7	25.0	25.0	25.0	25.0	25.0		
PART-TIME, SEASONAL, LABOR SER	2.3	1.9	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	23.7	22.6	25.0	25.0	25.0	25.0	25.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: OFFICE SERVICES
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

The Office Services activity provides essential support services for staff located both in central office and field service offices throughout the state.

Services provided for central office staff include: coordination of printing and duplicating services; coordination of motor pool vehicle usage; management of physical plant and staff security; courier services; coordination of specialized correctional forms; mail processing; receptionist services; as well as overall management of the physical plant housing central office including lease negotiation, space planning and utilization, and maintenance of, and improvements to, the building.

Additionally, this activity provides support services to both central office and field services staff in the areas of telecommunications services, supplies, recycling coordination, and the acquisition and assignment of vehicles either owned by the department or leased from Department of Administration Travel Management.

STRATEGIES AND PERFORMANCE:

Office Services provides direct goods and services to central office and field services staff. The main performance indicator for Office Services is that staff are provided with the physical environment and tools needed to effectively and efficiently carry out the objectives of the department.

FINANCING INFORMATION:

The Office Services activity is funded from the general fund.

(\$000s)	FY 2000-01		FY 2002-03	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$580	13%	\$641	15%
Non-Salary	4,050	87%	3,630	85%
Total	\$4,630	100%	\$4,271	100%

BUDGET ISSUES:

The base budget of this activity is essential to the operation of the department.

Activity: OFFICE SERVICES
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	269	286	294	313	313	328	328	61	10.5%
OTHER OPERATING EXPENSES	1,840	1,752	2,298	1,796	1,796	1,834	1,834	(420)	(10.4%)
Total Expenditures	2,109	2,038	2,592	2,109	2,109	2,162	2,162	(359)	(7.8%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,899	1,858	2,412	1,929	1,929	1,982	1,982		
Statutory Appropriations:									
SPECIAL REVENUE	210	180	180	180	180	180	180		
Total Financing	2,109	2,038	2,592	2,109	2,109	2,162	2,162		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	6	0	0	0	0	0	0		
Total Revenues Collected	6	0	0	0	0	0	0		
FTE by Employment Type:									
FULL TIME	6.9	6.8	7.0	7.0	7.0	7.0	7.0		
PART-TIME, SEASONAL, LABOR SER	0.1	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	7.0	6.8	7.0	7.0	7.0	7.0	7.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: HUMAN RESOURCE MANAGEMENT
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

This activity provides staffing, labor relations, management consultation and employee programs for the department. The primary goal is to partner with management in the recruitment, selection, management and retention of a high quality and diverse workforce. Customers include:

- About 3,700 department employees.
- Exclusive representatives for 11 bargaining units.
- Staff in the Department of Employee Relations and the Attorney General's Office.
- Applicants seeking career opportunities with the department.

STRATEGIES AND PERFORMANCE:

The Human Resource Management unit provides services in staffing, management consultation, labor relations and employee programs to ensure the selection and retention of a quality workforce to meet department needs. Services include:

- recruitment
- hiring assistance
- job classification
- benefit administration
- labor contract negotiation and administration
- supervisory training
- affirmative action support
- human resource information systems
- labor/management cooperation

FINANCING INFORMATION:

(\$000s)	FY 2000-01		FY 2002-03	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$2,654	91%	\$2,919	95%
Non-Salary	<u>250</u>	<u>9%</u>	<u>144</u>	<u>5%</u>
Total	\$2,904	100%	\$3,063	100%

BUDGET ISSUES:

The agency budget plan maintains the essential functions of the activity.

Activity: HUMAN RESOURCE MANAGEMENT
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,141	1,274	1,380	1,427	1,427	1,492	1,492	265	10.0%
OTHER OPERATING EXPENSES	61	58	192	72	72	72	72	(106)	(42.4%)
Total Expenditures	1,202	1,332	1,572	1,499	1,499	1,564	1,564	159	5.5%
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,147	1,282	1,517	1,443	1,443	1,506	1,506		
Statutory Appropriations:									
SPECIAL REVENUE	55	50	55	56	56	58	58		
Total Financing	1,202	1,332	1,572	1,499	1,499	1,564	1,564		
FTE by Employment Type:									
FULL TIME	17.9	19.0	20.2	19.7	19.7	19.7	19.7		
PART-TIME, SEASONAL, LABOR SER	1.6	1.2	0.3	0.3	0.3	0.3	0.3		
Total Full-Time Equivalent	19.5	20.2	20.5	20.0	20.0	20.0	20.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: EMPLOYEE DEVELOPMENT
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

ACTIVITY PROFILE:

Employee Development is aimed at the training and development of employees to create a safe, secure environment for staff and inmates. Relevant pre-service and in-service training is designed to develop and maintain employee competence in performing their work. These areas include restorative justice, correctional policies, suicide prevention, emergency procedures, bloodborne pathogens, cardiopulmonary resuscitation, hostage negotiation, and other subject matters that have an impact on the department's operation.

STRATEGIES AND PERFORMANCE:

In addition to institution and community services staff, the department has a commitment to the training of Community Corrections Act employees and county probation officers. For example, all state corrections agents, as well as county and community corrections agents, are mandated to have specialized training in order to supervise sex offenders on probation or supervised release.

FINANCING INFORMATION:

(\$000s)	FY 2000-01 <u>Expenditures/Budget</u>		FY 2002-03 <u>Base Budget</u>	
Salary	\$828	61%	\$1,031	70%
Non-Salary	<u>527</u>	<u>39%</u>	<u>448</u>	<u>30%</u>
Total	\$1,355	100%	\$1,479	100%

Revenue: This activity generates dedicated special revenue from providing training to other agencies.

BUDGET ISSUES:

The agency budget plan maintains the essential functions of this activity.

Activity: EMPLOYEE DEVELOPMENT
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	339	358	470	504	504	527	527	203	24.5%
OTHER OPERATING EXPENSES	287	249	278	224	224	224	224	(79)	(15.0%)
Total Expenditures	626	607	748	728	728	751	751	124	9.2%
Financing by Fund:									
Direct Appropriations:									
GENERAL	616	602	737	718	718	741	741		
Statutory Appropriations:									
SPECIAL REVENUE	10	5	11	10	10	10	10		
Total Financing	626	607	748	728	728	751	751		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	4	12	10	10	10	10	10		
Total Revenues Collected	4	12	10	10	10	10	10		
FTE by Employment Type:									
FULL TIME	6.5	6.4	9.0	9.0	9.0	9.0	9.0		
OVERTIME PAY	0.0	0.1	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	6.5	6.5	9.0	9.0	9.0	9.0	9.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: INFORMATION TECHNOLOGY
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

BUDGET ISSUES:

The base budget is essential to maintain the functions of this activity.

ACTIVITY PROFILE:

Information Technology provides the central management for the department's information technology which includes support for inmate records, inmate accounting, automated sentence computation and inmate classification, field service case management and many other areas of operation. The demand for services, particularly computer support, is increasing rapidly as the department continues to automate essential operational and management functions and as the offender population continues to grow.

The purpose of Information Technology is to support the department's mission by providing computerized data processing services to department operational and management staff. This activity provides department staff, the legislature, other criminal justice agencies and the public with accurate and timely information regarding the department's clientele and operations.

During the current biennium the department will continue to add computer applications in its facilities, field offices and central office in order to facilitate the management and operation of department programs. The department is also enhancing its major client/server application and adding field offices to the state's wide area network.

STRATEGIES AND PERFORMANCE:

The department has made a commitment to employ appropriate, effective proven technology to improve the efficiency and effectiveness of department personnel. Technology projects are being developed based on an Information Resource Plan approved in FY 2000.

FINANCING INFORMATION:

	FY 2000-01		FY 2002-03	
(\$000s)	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$2,181	37%	\$2,592	37%
Non-Salary	<u>3,786</u>	<u>63%</u>	<u>4,472</u>	<u>63%</u>
Total	\$5,967	100%	\$7,064	100%

Activity: INFORMATION TECHNOLOGY
Program: MANAGEMENT SERVICES
Agency: CORRECTIONS DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	779	981	1,200	1,273	1,273	1,319	1,319	411	18.8%
OTHER OPERATING EXPENSES	2,147	1,640	2,146	2,236	2,236	2,236	2,236	686	18.1%
Total Expenditures	2,926	2,621	3,346	3,509	3,509	3,555	3,555	1,097	18.4%
Financing by Fund:									
Direct Appropriations:									
GENERAL	2,791	2,480	3,132	3,155	3,155	3,199	3,199		
SPECIAL REVENUE	0	100	160	297	297	297	297		
Statutory Appropriations:									
SPECIAL REVENUE	135	41	54	57	57	59	59		
Total Financing	2,926	2,621	3,346	3,509	3,509	3,555	3,555		
FTE by Employment Type:									
FULL TIME	12.3	13.4	17.0	17.0	17.0	17.0	17.0		
PART-TIME, SEASONAL, LABOR SER	0.1	0.3	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	0.0	0.1	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	12.4	13.8	17.0	17.0	17.0	17.0	17.0		

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OMBUDSMAN FOR CORRECTIONS - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The purpose of the Office of the Ombudsman for Corrections is to investigate complaints and, where appropriate, make corrective recommendations regarding the Minnesota Department of Corrections (DOC) and facilities operating under Chapter 401. The mission of the agency is to promote standards of competence, efficiency and justice in the administration of corrections.

KEY SERVICE STRATEGIES:

- Investigative staff accessibility by phone (Monday, Wednesday, Friday 8:30am – 5:00pm), U.S. mail, and in-person while on-premises of institutions.
- Ombudsman accessibility to DOC senior management 24 hours/day, seven days/week via pager, office, and personal phone number exchange.
- The Ombudsman for Corrections staff will respond within one day of notification that a critical incident has taken place. In addition, staff will correspond in writing as well as handle phone intake complaints three days/week. When necessary, staff will visit institutions to conduct investigations and meet with complainants within the office's jurisdiction.
- The agency will continue to monitor policy and program changes in the institutions and make recommendations as appropriate to ensure DOC institutions are fair and humane for those who live and work in them.

PERFORMANCE SUMMARY:

The goal of the ombudsman is to act as an impartial fact finder and make recommendations that promote good correctional practice. Staff investigators visit institutions as necessary and are viewed as a knowledgeable resource by inmates and staff. Whether investigating a specific case or handling questions at the institution, the investigator works with respect and confidentiality. Through staff meetings and follow-up conversations with institution supervisors, the office is able to recommend policy application, training or procedural improvements at the lowest level of supervision or management necessary to enact meaningful change.

As a result of budget reductions the last two years and the subsequent loss of five of eight experienced staff including both support staff, the office's ability to resolve active cases has been challenged as compared to the last reporting period. For instance, in the FY 1997-98 reporting period, the office closed 78% and 79.3% of all opened cases with 30 days. During the reporting period of FY 1999-2000, the office closed 67.2% and 60% of all opened cases within 30 days.

Despite the loss of vital human resources over the last 18 months, the remaining staff are dedicated and represent over 50 years of combined correctional ombudsman, counseling and case-worker experience. We have recently updated the office computers and server systems to more efficiently access DOC and internal Ombudsman Office data. In addition, a management decision was made in June 2000 to streamline coverage of facilities to those institutions that are state operated. It is the intent of this streamlining to focus on the historical core customers of the agency, those incarcerated in Minnesota Department of Corrections operated facilities.

ISSUES AFFECTING AGENCY'S OPERATIONS:

The DOC recently announced sweeping initiatives over the next four years to dramatically reduce per-diem rates utilizing responsibility shifting, attrition, and flattening of the organizational chart in an effort to bring the comparative costs of operating facilities down from relatively high levels. These measures once implemented will certainly lead to concerns from inmates and staff regarding general safety and welfare, health care decision-making as well as consistency in the application of policies and procedures. While the Ombudsman for Corrections office is not part of the per-diem calculation, our efforts directly contribute to resolving and handling complaints in an effective manner without adding to the per-diem cost of the DOC.

Recent political debate over the continued existence of this office has highlighted what is clearly a vital continuing mission, especially during periods of fiscal constraint, involving an agency dealing with institutionalized persons. Specifically, the Office of Ombudsman for Corrections provides an effective impartial checks and balances system without adding to the per-diem cost of confinement. The office may also reduce correctional system costs by providing an objective review of decisions, acts, and policy implementation, as compared to potential costs for private litigation defense and federal oversight agency review.

The Ombudsman for Correction is the only single agency outside the DOC authorized to answer inquiries and if warranted, investigate *all* types of complaints from staff and offenders in state correctional institutions. Currently the agency has allocated funding to support three staff positions: the Ombudsman and two Corrections Ombudsman Specialists. In the near future, the agency plans to recognize economies of scale related to smaller office expenses sufficient to recall or hire at least one staff member to improve the resolution time of active complaints back to historical levels of achievement.

OMBUDSMAN FOR CORRECTIONS - EXECUTIVE SUMMARY (Continued)

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget.

The Governor also recommends that the Offices of the Ombudsman for Mental Health and Mental Retardation, Ombudsman for Crime Victims, and Ombudsman for Corrections be co-located into a Center for Ombudsman Services to improve services to clients and to realize internal efficiencies that are not possible when they are located separately. One-time funding of \$250,000 for this initiative is included in the Governor's budget recommendations for the Ombudsman for Mental Health and Mental Retardation.

Agency: OMBUDSMAN FOR CORRECTIONS

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>Expenditures by Category:</u>									
State Operations									
COMPENSATION	503	370	269	269	269	281	281	(89)	(13.9%)
OTHER OPERATING EXPENSES	91	92	109	54	54	55	55	(92)	(45.8%)
Total Expenditures	594	462	378	323	323	336	336	(181)	(21.5%)
<u>Financing by Fund:</u>									
Direct Appropriations:									
GENERAL	594	462	378	323	323	336	336		
Total Financing	594	462	378	323	323	336	336		
<u>FTE by Employment Type:</u>									
FULL TIME	8.6	5.7	4.6	4.0	4.0	4.0	4.0		
PART-TIME, SEASONAL, LABOR SER	0.3	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	8.9	5.7	4.6	4.0	4.0	4.0	4.0		

Agency: OMBUDSMAN FOR CORRECTIONS

Base Budget Report (Dollars in Thousands)	All Funds		General Fund		Other State Funds		Federal Funds	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
FY 2001 Budgeted	310	310	310	310	0	0	0	0
<u>Base Adjustments</u>								
2002-03 SAL. & BEN. BASE	11	23	11	23	0	0	0	0
SMALL AGENCY OPERATIONAL EXPENSE	2	3	2	3	0	0	0	0
Subtotal Base Adjustments	13	26	13	26	0	0	0	0
Base Budget	323	336	323	336	0	0	0	0

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SENTENCING GUIDELINES COMM - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The mission and vision of the Minnesota Sentencing Guidelines Commission are to increase public safety and promote the neutral, proportionate, consistent, fair and equitable sentencing of convicted felons in Minnesota in a cost effective and efficient manner. To achieve this mission, the commission develops a set of rational sentencing standards for the courts, evaluates sentencing policy and practices, modifies the sentencing standards, determines the impact of policy on correctional resources, and provides training, implementation, and information services to the criminal justice community and the public.

KEY SERVICE STRATEGIES:

- Revise Sentencing Guidelines annually for the sentencing of convicted felons.
- Collect, integrate, and maintain data on guidelines and the sentencing of felons.
- Support the development of integrated statewide criminal justice information.
- Assist practitioners in the application of sentencing guidelines in individual cases.
- Train in the implementation of the sentencing guidelines and other applicable state laws.
- Educate and inform the public and others about state sentencing policies and practices through a variety of media (written reports, telephone, presentations, web page).
- Provide policy and impact analysis for decision-making.
- Evaluate sentencing policy "outcomes".
- Serve as clearinghouse for state and national information related to sentencing and criminal justice.
- Provide administrative support for commission and agency.

PERFORMANCE SUMMARY:

- Increased information services to the criminal justice system and the public by the creation of agency web page and by ongoing support for statewide criminal justice information integration (CriMNet projects), including the development of an electronic sentencing worksheet web application and accessible database, and a pilot project with Ramsey County to implement the statewide statute table. In this biennium, the agency will fully implement the electronic sentencing worksheet, design and develop further enhancements to both the worksheet application and the Statewide

Supervision System, and continue to contribute in many other ways to the integration of statewide criminal justice information.

- Increased public safety by ongoing efforts to improve statewide criminal justice information integration (CriMNet projects) and modifications to the sentencing guidelines that promote proportionally harsher sentences for violent and repeat offenders.
- Improved decision-making by providing informational reports and policy and impact analysis to the commission, the legislature and others. For example, the agency provided impact analysis in the form of formal fiscal notes on 49 bills as well as informal analysis on approximately 30 other requests during the 2000 legislative session.

ISSUES AFFECTING AGENCY'S OPERATIONS:

- Need the commitment of all criminal justice practitioners and policy makers in effort to improve the integration of statewide criminal justice information.
- Increasing cost of health insurance and salaries beyond funding make it difficult to maintain current staffing needs.
- Collaboration with the Department of Corrections on the development of the electronic sentencing worksheet system and the statewide supervision system that resulted in the sharing of the physical database for both systems, eliminated duplication of costs related to hardware purchases and ongoing technical maintenance needs.

GOVERNOR'S RECOMMENDATIONS:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustment: a biennial increase of \$32,000 to maintain current staffing levels and accompanying operating expenses so that the agency can continue to meet its mission and vision.

The Governor has also included funding to improve this agency's technology capacity in the Small Agency Infrastructure initiative carried under the Office of Technology.

Agency: SENTENCING GUIDELINES COMM

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	401	423	445	458	470	472	492	94	10.8%
OTHER OPERATING EXPENSES	63	160	138	56	56	59	59	(183)	(61.4%)
Subtotal State Operations	464	583	583	514	526	531	551	(89)	(7.6%)
LOCAL ASSISTANCE	0	0	100	0	0	0	0	(100)	(100.0%)
Total Expenditures	464	583	683	514	526	531	551	(189)	(14.9%)
Change Items:	Fund								
(A) CURRENT SERVICE LEVEL SALARY FUNDING	GEN				12		20		
Total Change Items					12		20		
Financing by Fund:									
Direct Appropriations:									
GENERAL	464	582	682	513	525	530	550		
Statutory Appropriations:									
GIFT	0	1	1	1	1	1	1		
Total Financing	464	583	683	514	526	531	551		
FTE by Employment Type:									
FULL TIME	7.7	8.0	8.0	8.0	8.0	8.0	8.0		
Total Full-Time Equivalent	7.7	8.0	8.0	8.0	8.0	8.0	8.0		

Agency: SENTENCING GUIDELINES COMM

Base Budget Report (Dollars in Thousands)	All Funds		General Fund		Other State Funds		Federal Funds	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
FY 2001 Budgeted	649	649	648	648	1	1	0	0
<u>Base Adjustments</u>								
2002-03 SAL. & BEN. BASE	13	27	13	27	0	0	0	0
DOC. SPACE RENTAL/LEASE	2	4	2	4	0	0	0	0
ONE-TIME APPROPRIATIONS	(150)	(150)	(150)	(150)	0	0	0	0
SMALL AGENCY OPERATIONAL EXPENSE	0	1	0	1	0	0	0	0
Subtotal Base Adjustments	(135)	(118)	(135)	(118)	0	0	0	0
Base Budget	514	531	513	530	1	1	0	0

CRIME VICTIMS OMBUDSMAN - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The Office of Crime Victims Ombudsman (OCVO) is the state agency statutorily empowered to enforce compliance with Minnesota state crime victim rights legislation (M.S. 611A.72-74).

Vision Statement

To ensure just, fair and equitable treatment for crime victims and witnesses.

Mission Statement

To provide a method for crime victims/witnesses to question the action or inaction of criminal justice agencies and victim/witness assistance providers within the state of Minnesota. The OCVO's actions are guided by impartiality, confidentiality and respect for all parties, and delivered by a highly skilled staff with innovative leadership.

KEY SERVICE STRATEGIES:

Services offered by OCVO to carry out its mission include but are not limited to:

- Conducting investigations where appropriate--impartially investigating complaints that crime victims or witnesses bring against criminal justice agencies or victim/witness assistance programs.
- Resolving complaints in an impartial and effective way that achieves fair outcomes and appropriate remedies.
- Providing and maintaining a comprehensive centralized source of information and referral via a toll-free 24/7 information and referral service.
- Informing professionals and the public about victim rights through speaking engagements, training, and the media.
- Explaining appropriate agency actions or decisions to victims and witnesses and thereby acting as an independent "second opinion" that provides victims with assurance their case was handled appropriately.
- Acting as a mediator/liaison between crime victims/witnesses, criminal justice agencies, and victim assistance programs.
- Providing leadership in policy making and planning regarding services to crime victims/witnesses.
- Monitoring compliance through the collection of data.
- Providing these services to citizens free of charge.

PERFORMANCE SUMMARY:

- Ensured compliance with victim rights legislation by investigating approximately 400 complaints of victim rights violations or mistreatment and correcting practices that were unjust, discriminatory, oppressive, or unfair by making recommendations upon finding complaints justified.
- Changed attitudes and promoted improved interaction between criminal justice professionals and crime victims by conducting approximately 20 training presentations annually to criminal justice professionals and victim assistance programs.
- Raised public awareness regarding the rights of crime victims and encouraged crime victims to assert their rights by responding to media requests for information and providing literature to interested parties which notified the public of its rights and opportunities for redress.
- Provided crime victims/witnesses a forum to question the action or inaction of criminal justice agencies and victim assistance programs by responding to approximately 2,500 calls annually requesting information and assistance.
- Solved problems raised by crime victims/witnesses regarding criminal justice agencies and victim assistance programs by assisting hundreds of crime victims per year.
- Worked collaboratively with kindred agencies to problem solve current issues facing Minnesota citizens, criminal justice agencies, and crime victim assistance programs.

ISSUES AFFECTING AGENCY'S OPERATIONS:

- Increased systemic complaints from greater Minnesota
- Heightened disappointment by citizens with the criminal justice system
- Inadequate knowledge and use of new or updated laws and practices by criminal justice agencies.
- Limited technical expertise and inadequate equipment to collect pertinent data
- Fluctuating crime rates
- Unbudgeted office relocation, rent increase, and subsequent expenses related to the move
- Increased interest in victim rights issues and OCVO enforcement/compliance efforts.

CRIME VICTIMS OMBUDSMAN - EXECUTIVE SUMMARY (Continued)

GOVERNOR'S RECOMMENDATIONS:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustment: a biennial increase in funding of \$16,000 to maintain technology infrastructure in the agency.

The Governor also recommends that the Offices of the Ombudsman for Mental Health and Mental Retardation, Ombudsman for Crime Victims, and Ombudsman for Corrections be co-located into a Center for Ombudsman Services to improve services to clients and to realize internal efficiencies that are not possible when they are located separately. One-time funding of \$250,000 for this initiative is included in the Governor's budget recommendations for the Ombudsman for Mental Health and Mental Retardation.

Agency: CRIME VICTIMS OMBUDSMAN

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	268	321	326	340	340	354	354	47	7.3%
OTHER OPERATING EXPENSES	136	62	99	60	68	57	65	(28)	(17.4%)
Total Expenditures	404	383	425	400	408	411	419	19	2.4%
Change Items:	Fund								
(A) MAINTAIN TECHNOLOGY INFRASTRUCTURE	GEN				8		8		
Total Change Items					8		8		
Financing by Fund:									
Direct Appropriations:									
GENERAL	404	383	425	400	408	411	419		
Total Financing	404	383	425	400	408	411	419		
FTE by Employment Type:									
FULL TIME	5.0	5.7	5.7	5.7	5.7	5.7	5.7		
PART-TIME, SEASONAL, LABOR SER	0.6	0.8	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	5.6	6.5	5.7	5.7	5.7	5.7	5.7		

Agency: CRIME VICTIMS OMBUDSMAN

Base Budget Report (Dollars in Thousands)	All Funds		General Fund		Other State Funds		Federal Funds	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
FY 2001 Budgeted	379	379	379	379	0	0	0	0
<u>Base Adjustments</u>								
2002-03 SAL. & BEN. BASE	10	20	10	20	0	0	0	0
DOC. SPACE RENTAL/LEASE	10	10	10	10	0	0	0	0
SMALL AGENCY OPERATIONAL EXPENSE	1	2	1	2	0	0	0	0
Subtotal Base Adjustments	21	32	21	32	0	0	0	0
Base Budget	400	411	400	411	0	0	0	0

INFORMATION TECHNOLOGY CHANGE ITEM (48237)

Agency: CRIME VICTIMS OMBUDSMAN
IT Change Item: MAINTAIN TECHNOLOGY INFRASTRUCTURE

ITEM DESCRIPTION AND PURPOSE:

Continues small agency infrastructure initiative from the current biennium

FUNDING: (Dollars in Thousands)

Funding Distribution	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Personnel	0	0	0	0	0	0
Supplies	0	0	0	0	0	0
Hardware	0	0	0	0	0	0
Software	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Services	8	8	8	8	8	8
Training	0	0	0	0	0	0
Grants	0	0	0	0	0	0
Total	8	8	8	8	8	8

In FY 2000-01, the OCVO received Information Resource (IR) infrastructure funding. This funding was used for services (T-1 line, planning and modeling), training (technical LAN/web, business application, office 2000, management IRM), and infrastructure software (upgrading to Office 2000). Small agency infrastructure projects funded through the Office of Technology this biennium did not receive ongoing base funding to continue into FY 2002-03. To maintain and develop the infrastructure, the office needs this funding continued.

RATIONALE:

The OCVO experienced an unplanned move during the past biennium which required the installation and monthly use fee for a T-1 line. The T-1 line was funded with IR infrastructure funds. The T-1 line links the office to its computer network that is located in the Department of Public Safety. The cost for this is approximately \$5,000 annually. Without this link, the office would not have access to the state e-mail system, MAPS applications, or the Internet.

During the past biennium, the OCVO received IR infrastructure funding to develop a web site. In FY 2001, the office will complete web development training, designing, planning and development of the web site. The web site will improve access to information for crime victims, criminal justice professionals, legislators, and other interested parties, provide a link to kindred agencies and services, and provide basic information regarding the state's victim rights compliance efforts. Continued funding will allow the office to evaluate functionality and workload and revise and enhance the web site as appropriate to meet citizens' needs. The intent of the project is to link the web site to other related state agencies to provide quick access to information needed by citizens.

The annual cost for this is approximately \$3,000 for training, development, and maintenance.

LIFE CYCLE ANALYSIS:

Life Cycle	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Development						
Operations	X	X	X	X	X	X
Modification	X	X	X	X	X	X
Retirement						

The T-1 line is an ongoing infrastructure charge that will continue. Over the next year, the office will be evaluating a digital connection for effectiveness, efficiency and feasibility. Either way, this is an ongoing expense that will need to be funded if the office is to stay connected with its network. No retirement date is expected until such time that the office has established its own network, which does not appear to be cost effective now.

The web site will be designed, planned and developed during FY 2001. During FY 2002, the office plans to enter phase II of the project that involves evaluating functionality and workload, and revising and enhancing the program as appropriate. The web site will require frequent updates and maintenance that will be provided by staff members who are cross-trained to accomplish general maintenance. More complex issues will have to be handled by DPS/OTSS or contracted vendors. The ultimate goal will be to enhance the web site to include the ability to interact with consumers. No retirement date is planned.

OFFICE OF TECHNOLOGY ANALYSIS:

The initiative proposes continuation of funding from the 2000-2001 biennium, mainly to replenish funds targeted for IT infrastructure but used for other unplanned T-1 costs due to relocation to a new building. Considering the nature of the proposal, the request is warranted. Conclusion: This initiative meets information technology criteria for funding.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the requested level of funding to maintain the technology infrastructure in the agency.

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PUBLIC SAFETY DEPT - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The goal of the Minnesota Department of Public Safety is to keep Minnesotans safe and provide quality customer service. This mission is achieved through enforcement, prevention, and service strategies that incorporate innovation, stewardship, collaboration, and communication objectives.

KEY SERVICE STRATEGIES:

Each of the department's divisions serves the public with the following strategies:

- Enforce liquor and gambling laws.
- Provide criminal investigations, forensic science and fingerprint records, criminal justice, and criminal justice training.
- License drivers and register and title vehicles.
- Provide mitigation, preparedness, response, and recovery to disasters.
- Promote fire safety.
- Ensure safety of natural gas and hazardous liquid pipeline systems.
- Ensure safety on roadways, reduce fatalities, and enforce traffic laws.
- Provide services to crime victims and facilitate their healing.
- Administer grant programs that strive to reduce crime in Minnesota.

OPERATING ENVIRONMENT:

The department's efforts impact federal, state, and local criminal justice agencies, fire safety agencies, emergency management, licensing and inspection agencies, other governmental agencies, private and nonprofit organizations, as well as the general public.

There are several key factors that impact our operating environment.

- Despite the fact that crime in general is decreasing, the severity of violent crime is increasing.
- A violent society. The severity of violence increases everyday. As the number of service requests increase, existing resources are stretched even further, often causing gaps or ineffective services.
- Advancements and demands in technology. Outdated technology, or technology that is inadequately integrated, is costly to maintain and negatively impacts the department's ability to meet service demands, often impacting public safety.

- Increase in licensed drivers and motor vehicles. The number of motor vehicles and licensed drivers continues to increase, as does the number of non-English speaking driver's license applicants. The department is moving toward a paperless system, which will be more efficient and effective, offering a higher level of customer services.
- Traffic challenges. Traffic fatalities are up and speed-related fatalities and drunk driver crashes are also on the increase. In addition, increased congestion leads to an increase in aggressive driving, causing more crashes. Another important factor is the increased costs for gas, which negatively impacts our ability to patrol the freeways.
- Increase in disaster declarations. Disaster declarations in the last 10 years have increased and service demands are beyond typical levels and activities.

ORGANIZATION/PROGRAM STRUCTURE:

Commissioner and Executive Management

Administration and Related Services	115.3
Alcohol and Gambling Enforcement	27.7
Bureau of Criminal Apprehension	258.8
Driver and Vehicle Services	533.3
Emergency Management	52.0
Fire Marshal	54.7
Pipeline Safety	19.3
State Patrol	805.2
Traffic Safety	19.0
Law Enforcement and Community Grants	15.2
Minnesota Center for Crime Victim Services	34.9
6/30/00 TOTAL FTEs	1,935.4

The Department of Public Safety's budget is presented to the legislature in two parts. This section in the Criminal Justice budget volume includes the Alcohol and Gambling Enforcement, Bureau of Criminal Apprehension, Emergency Management, Fire Marshall, Law Enforcement and Community Grants, and Minnesota Center for Crime Victim Services programs. The remaining programs are presented in the Transportation budget volume.

PUBLIC SAFETY DEPT - EXECUTIVE SUMMARY (Continued)

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustments:

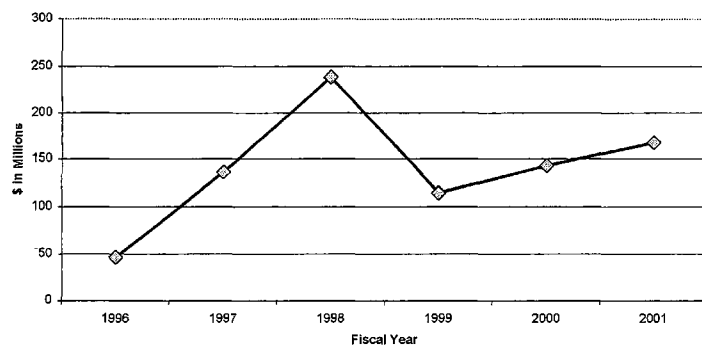
Change Item/Fund	Biennial Total
General Fund	
State Match for Federal Disaster Assistance (Also State Match Deficiency for FY2001 of \$4,400,000)	\$7,434,000
Reduce funding for Hazardous Material Teams	(\$385,000)
DWI Enforcement	\$2,689,000
CriMNet Staff	\$1,500,000
CriMNet Integration Analysis and Options	\$3,000,000
CriMNet Suspense File	\$2,000,000
Racial Profiling Study	\$280,000
Eliminate Funding for Camp Ripley Weekend Camp	<u>(\$1,250,000)</u>
General Fund Total	\$15,268,000
 Special Revenue Fund	
Expenditures	
Fee for Access to Criminal History Data	<u>\$303,000</u>
Special Revenue Fund Total	\$303,000
 Revenues	
Eliminate Automobile Theft Prevention Program Surcharge	<u>(\$4,600,000)</u>
Special Revenue Fund Total	<u>(\$4,600,000)</u>
 Trunk Highway	
DWI Enforcement	<u>\$715,000</u>
Trunk Highway Total	\$715,000

These change items are outlined on the following budget brief pages as well as detailed on individual change item pages within the agency's budget.

PUBLIC SAFETY DEPT - EXECUTIVE SUMMARY (Continued)

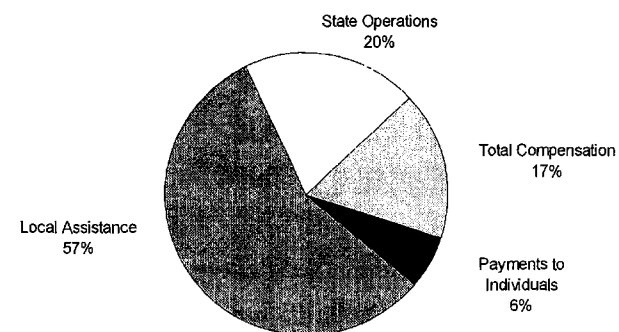
TRENDS AND PERSPECTIVE:

Total Budget - All Funds



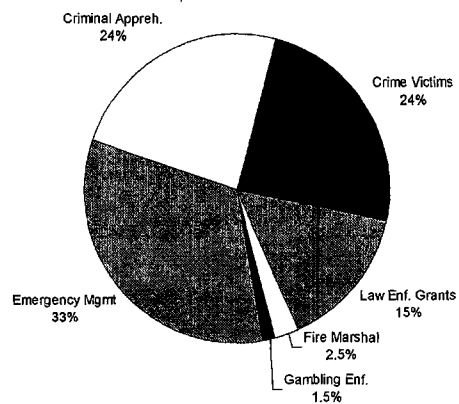
2000-01 Expenditures by Category

Total: \$314.5 Million



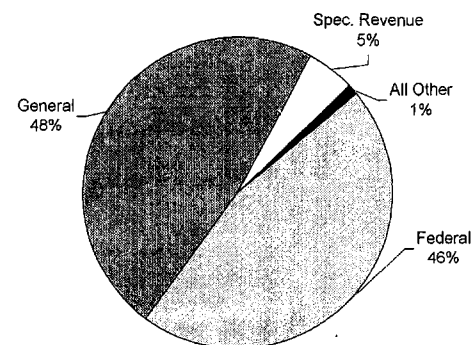
2000-01 Expenditures by Program

Total: \$314.5 Million



2000-01 Expenditures by Fund

Total: \$314.5 Million



Agency: PUBLIC SAFETY DEPT

Agency Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Program:									
EMERGENCY MANAGEMENT	52,140	61,490	41,642	9,668	13,226	9,714	13,205	(76,701)	(74.4%)
CRIMINAL APPREHENSION	27,262	26,292	48,445	34,298	39,981	34,051	39,159	4,403	5.9%
FIRE MARSHAL	4,116	3,941	4,186	4,264	4,264	4,363	4,363	500	6.2%
GAMBLING ENFORCEMENT	2,082	2,315	2,844	2,490	2,490	2,532	2,532	(137)	(2.7%)
CRIME VICTIMS SERVICES CENTER	22,331	24,929	50,154	42,675	42,675	42,709	42,709	10,301	13.7%
LAW ENFORC. & COMMUNITY GRANTS	6,242	23,845	24,441	16,301	15,956	16,313	15,688	(16,642)	(34.5%)
Total Expenditures	114,173	142,812	171,712	109,696	118,592	109,682	117,656	(78,276)	(24.9%)

Financing by Fund:							
Carry Forward:							
GENERAL	166	55	38	40	40	42	42
Direct Appropriations:							
GENERAL	51,495	52,938	94,735	72,270	80,065	72,744	80,217
STATE GOVERNMENT SPECIAL REVENUE	8	6	8	7	7	7	7
SPECIAL REVENUE	559	487	2,451	544	544	557	557
TRUNK HIGHWAY	1,794	1,478	148	0	354	0	361
ENVIRONMENTAL	43	44	46	47	47	49	49
Statutory Appropriations:							
GENERAL	1,555	1,388	1,988	2,041	2,041	1,786	1,786
SPECIAL REVENUE	4,070	5,193	8,295	6,688	7,435	6,412	6,552
FEDERAL	54,470	81,223	63,979	28,053	28,053	28,078	28,078
GIFT	13	0	24	6	6	7	7
Total Financing	114,173	142,812	171,712	109,696	118,592	109,682	117,656

FTE by Employment Type:							
FULL TIME	362.4	381.9	443.3	425.8	462.8	425.6	462.6
PART-TIME, SEASONAL, LABOR SER	16.7	12.7	10.2	7.3	7.3	7.3	7.3
OVERTIME PAY	14.3	12.4	11.5	8.1	8.1	8.1	8.1
Total Full-Time Equivalent	393.4	407.0	465.0	441.2	478.2	441.0	478.0

PUBLIC SAFETY DEPT - BUDGET BRIEF

Fund: GENERAL

	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)				
Appropriations	\$ 84,472	\$ 84,472	\$ 168,944	
<u>BASE ADJUSTMENT</u>				
New programs to agency base	976	886	1,862	
One-time appropriations	(7,972)	(7,972)	(15,944)	
Documented space rental/lease inc.	24	37	61	
2002-03 salary and benefit base	532	1,083	1,615	
System development cost	(5,552)	(5,552)	(11,104)	
Transfers between agencies	(210)	(210)	(420)	
<u>BASE LEVEL (for 2002 and 2003)</u>	\$ 72,270	\$ 72,744	\$ 145,014	
<u>CHANGE ITEMS</u>				
Increased State Match for Federal Disaster Assistance	4,400	3,717	3,717	7,434
Reduce funding for Hazardous Material Teams		(159)	(226)	(385)
DWI Enforcement in BCA		1,332	1,357	2,689
CriMNet Staff		750	750	1,500
CriMNet Suspense File		1,000	1,000	2,000
CriMNet Integration Analysis and Options		1,500	1,500	3,000
Racial Profiling Study		280	0	280
Eliminate Funding for Camp Ripley Weekend Camp		(625)	(625)	(1,250)
GOVERNOR'S RECOMMENDATION	\$4,400	\$80,065	\$80,217	\$160,282

BRIEF EXPLANATION OF BUDGET DECISIONS:

New program base adjustments include \$976,000 in FY 2002 and \$886,000 in FY 2003 for the new Bemidji forensic laboratory.

The following one-time appropriations were removed from the base budget for FY 2002-03 in the law enforcement and community grants program: weed and seed grants of \$150,000, Northwest community law enforcement project grant of \$50,000, Asia juvenile crime intervention grant of \$500,000, reducing rural violence grants of \$200,000, teen prostitution prevention grants of \$50,000, domestic abuse prosecution grants of \$250,000, juvenile prostitution grants of \$150,000, and multi-jurisdictional narcotic task force grants of \$150,000. A base reduction of \$817,000 was made each year to the criminal gang strike force grant funding to bring the base funding for FY 2002-03 within current law. Current law has the grant budget for FY 2002-03 set at \$1,595,000 per year.

A one-time appropriation of \$60,000 for bomb disposal team reimbursements was removed from the base budget in the emergency management program. \$1,656,000 was removed from the base each year under the forensic science laboratory activity of the criminal apprehension program. The agency was given a one-time appropriation of \$1,656,000 in FY 2001 in the 2000 transportation bill. An appropriation for the same amount in FY 2001 from the Trunk Highway Fund was cancelled in this same bill. The funding for a portion of the laboratory costs for blood and urine analysis for DWI cases has historically been appropriated from the Trunk Highway Fund. A one-time appropriation of \$400,000 for laboratory supplies and equipment was removed from the base budget.

One-time appropriations in Katie's Law for criminal justice information improvement grants of \$1,000,000 were removed from the base budget in the criminal apprehension program. One-time appropriations of \$200,000 for BCA agent overtime and \$25,000 for court security training were removed from the base. One-time appropriation of \$75,000 for liquor law compliance check grants was removed from the base. One-time appropriations for crime victim services claim management system of \$45,000, witness pilot project for \$38,000, St. Paul victim intervention project for \$30,000, battered women study by Metro State University grant for \$40,000, women leaving prostitution grants for \$300,000, and \$1,200,000 for FY 2000 battered women shelter per diem payments were removed from the base budget.

One-time appropriations for new program areas in FY 2001 are removed from the base budget for FY 2002-03 in the following areas: fire code development and training costs of \$10,000, sex offender registration administrative costs of \$527,000, and DNA testing of predatory offenders costs of \$49,000 each year.

System development cost of \$5,552,000 in one-time appropriation for criminal justice technology infrastructure (system development costs) was removed.

There was a transfer between agencies of \$210,000 each year to the Department of Corrections from the criminal apprehension program for the statewide probation system integration with the criminal justice information system.

Salary and benefit base adjustments are included for \$532,000 in FY2002 and \$1,083 million in FY2003. Documented rent increases of \$24,000 in FY2002 and \$37,000 in FY2003 are also included.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustments:

PUBLIC SAFETY DEPT - BUDGET BRIEF

Fund: GENERAL (Continued)

- **Increased State Match for Federal Disaster Assistance.** The current level of appropriations of \$1.283 million per year has proved insufficient in recent years to provide the state's share of match for federal disaster assistance. The proposal is to increase this appropriation by \$3.717 million per year to \$5 million. This change will reduce the need for deficiency requests in future years. Any unused funds will be cancelled to the state General Contingent account administered by the Department of Finance. This request also includes a deficiency request for FY2001 of \$4.4 million.
- **Reduce funding for Hazardous Material Teams.** Reconfigure hazardous material/chemical assessment teams statewide to more accurately reflect the actual need for the two types of teams, reducing funding by \$385 thousand for the biennium.
- **DWI Enforcement in BCA.** The 2000 Legislature removed base funding from the Trunk Highway fund for DWI analysis, which funds 18 laboratory scientists. This initiative is to replace \$2.689 million for the biennium from the General Fund; the remaining \$715,000 (21% of total) is proposed to come from the Trunk Highway fund, since the State Patrol makes approximately 21% of DWI arrests in Minnesota in their patrolling of state trunk highways.
- **CriMNet--Staff.** \$1.5 million to analyze, develop and maintain the CriMNet enterprise model for use in all criminal justice information systems implementation efforts, and to staff other CriMNet activities.
- **CriMNet--Integration Analysis and Options.** \$3 million to work with counties to develop cost estimates and recommendations on how best to integrate local criminal justice agency systems and data with state information; this initiative would explore options ranging along a spectrum from a centralized provision of statewide systems that all local agencies would use to decentralized, locally-designed systems that would link with the state CriMNet backbone.
- **CriMNet--Suspense File.** \$2 million to alleviate the "suspense file" problem which occurs when criminal justice information is not collected, processed, or transmitted properly, resulting in incomplete criminal history files. Funds will be used to work on eliminating records currently in suspense, and to assist local agencies in changing their business practices to prevent inaccurate and incomplete data from being submitted.
- **Racial Profiling Study.** Provide \$280,000 in one-time funding to collect and analyze data on police stops in Minnesota.
- **Eliminate Funding for Camp Ripley Weekend Camp.** Removes \$1.25 million for the biennium in funding for this program that provides a weekend camp for at-risk youth.

PUBLIC SAFETY DEPT - BUDGET BRIEF

Fund: SPECIAL REVENUE

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)			
Appropriations	\$ 532	\$ 532	\$ 1,064
<u>BASE ADJUSTMENT</u>			
2002-03 salary and benefit base	12	25	37
<u>BASE LEVEL (for 2002 and 2003)</u>	\$ 544	\$ 557	\$ 1,101
<u>CHANGE ITEMS</u>	-0-	-0-	-0-
GOVERNOR'S RECOMMENDATION	\$ 544	\$ 557	\$ 1,101

BRIEF EXPLANATION OF BUDGET DECISIONS:

The base appropriations from the Special Revenue Fund are \$99,000 for the Bureau of Criminal Apprehension (BCA) confidential account and \$433,000 for the BCA laboratory account.

Base adjustments are made for anticipated increases in wage and benefits.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends the agency's base budget.

PUBLIC SAFETY DEPT - BUDGET BRIEF

Fund: TRUNK HIGHWAY

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)			
Appropriations	\$-0-	\$-0-	\$-0-
<u>BASE ADJUSTMENT</u>			
	-0-	-0-	-0-
<u>BASE LEVEL (for 2002 and 2003)</u>	\$-0-	\$-0-	\$-0-
<u>CHANGE ITEMS</u>			
DWI Enforcement in BCA	354	361	715
GOVERNOR'S RECOMMENDATION	\$354	\$361	\$715

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends an alternative agency funding level of \$715,000 for the biennium, which incorporates the following initiative:

- **DWI Enforcement in BCA.** The 2000 Legislature removed base funding from the Trunk Highway fund for DWI analysis, which funds 18 laboratory scientists. This initiative is to replace \$2.689 million for the biennium from the General Fund; the remaining \$715,000 (21% of total) is proposed to come from the Trunk Highway fund, since the State Patrol makes approximately 21% of DWI arrests in Minnesota in their patrolling of state trunk highways.

PUBLIC SAFETY DEPT - BUDGET BRIEF

Fund: ENVIRONMENTAL

	<u>FY 2002</u>	<u>FY 2003</u>	<u>Biennium</u>
BASE YEAR (FY 2001) (\$000s)			
Appropriations	\$ 46	\$ 46	\$ 92
<u>BASE ADJUSTMENT</u>			
2002-03 salary and benefit base	1	3	4
<u>BASE LEVEL (for 2002 and 2003)</u>	\$ 47	\$ 49	\$ 96
<u>CHANGE ITEMS</u>	-0-	-0-	-0-
GOVERNOR'S RECOMMENDATION	\$47	\$49	\$96

BRIEF EXPLANATION OF BUDGET DECISIONS:

The base appropriation of \$46,000 from the Environmental Fund is in the emergency management program, emergency response commission activity.

The base adjustments are made for anticipated increases in wage and benefits.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends the agency's base budget.

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PUBLIC SAFETY DEPT - REVENUE SUMMARY

REVENUE SOURCES:

The Department of Public Safety (DPS) receives non-dedicated revenues, dedicated revenues and federal funds.

Non-dedicated revenue. Collected from individuals, business and local governmental agencies as taxes or assessments, business and industrial regulatory charges, service/user fees and occupational licensure charges. Deposited 3% in General Fund and 97% in Cambridge Deposit Fund. Effective July 1, 2001, the Cambridge Deposit Fund will no longer be used for the deposit of the non-dedicated receipts pledged for the repayment of the Cambridge Revenue Bonds. These receipts will be deposited into the General Fund. Non-dedicated revenue represents 3% of the department's total receipts.

Dedicated revenue. Collected from individuals, businesses and local governmental agencies as service/user fees, business and industrial regulatory charges and taxes or assessments. Deposited 70% in Special Revenue Fund and 30% in General Fund. Dedicated receipts represent 7% of the department's total receipts.

Federal grants. The amount awarded for FY 2000 is \$81 million. Federal funds represent 90% of the department's total receipts.

FEE STRUCTURE:

State statutes require DPS to regulate occupational groups, individuals and business; and require registration, license, business, industrial regulatory, certification, and service fees. Federal grants account for 90% of revenues, other revenue accounts for 3%, and departmental earnings accounts for 7% of the fees collected. There are 26 separate fee groups and 49 different revenue source codes; 32 are related to service/user charges, six to occupational licensure charges, six to business and industrial regulatory charges, and five to special tax or assessments.

Types of fees that are collected:

- Hazardous chemical reports are collected and entered into a database.
- Training for law enforcement is provided.
- A criminal justice data network is provided to law enforcement agencies.
- Permits are required for sprinkler systems and fireworks.
- Manufacturers of gambling devices are licensed.
- Background checks are conducted on individuals participating in legal gambling.

- The crime alert network provides members with information regarding crime or criminals that may affect them.

RECENT CHANGES:

The Bureau of Criminal Apprehension has increased fees charged for non-criminal justice records. These fee increases were necessary to cover an increase in costs related to the maintenance and improvement of the criminal history record system. The auto theft surcharge has been transferred to DPS. This fee generated approximately \$2,300,000 in revenues in FY 2001.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the following changes to base agency revenues:

- **Fee for Access to Criminal History Data.** A biennial increase in fee revenue of \$584,000 by charging a fee of \$5 for access over the internet to public criminal history data. One-time costs of \$607,000 and on-going annual costs of \$140,000 would be recovered over four years.
- **Eliminate Automobile Theft Prevention Program surcharge.** A biennial reduction in revenue to the Special Revenue Fund of \$4.6 million by eliminating the surcharge on comprehensive automobile insurance policies authorized by M.S. 168A.40. No base appropriations have been made from these funds.

Agency: PUBLIC SAFETY DEPT

Summary of Agency Revenues (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
Non-Dedicated Revenue:									
Departmental Earnings:									
GENERAL	0	0	0	2,470	2,470	2,490	2,490	4,960	
CAMBRIDGE DEPOSIT FUND	2,219	2,491	2,450	0	0	0	0	(4,941)	(100.0%)
Other Revenues:									
GENERAL	71	81	74	69	69	69	69	(17)	(11.0%)
Total Non-Dedicated Receipts	2,290	2,572	2,524	2,539	2,539	2,559	2,559	2	0.0%
Dedicated Receipts:									
Departmental Earnings:									
GENERAL	1,381	1,480	1,250	1,350	1,350	1,250	1,250	(130)	(4.8%)
SPECIAL REVENUE	1,964	2,291	5,044	5,044	3,036	5,044	3,036	(1,263)	(17.2%)
MISCELLANEOUS AGENCY	0	0	1	1	1	1	1	1	100.0%
Grants:									
GENERAL	597	323	429	433	433	437	437	118	15.7%
SPECIAL REVENUE	10	40	1,260	0	0	0	0	(1,300)	(100.0%)
FEDERAL	54,446	80,764	63,893	28,053	28,053	28,078	28,078	(88,526)	(61.2%)
Other Revenues:									
GENERAL	109	132	87	87	87	87	87	(45)	(20.5%)
SPECIAL REVENUE	2,081	2,265	2,306	2,845	2,845	2,819	2,819	1,093	23.9%
FEDERAL	0	1	1	0	0	0	0	(2)	(100.0%)
GIFT	20	5	6	6	6	6	6	1	9.1%
Total Dedicated Receipts	60,608	87,301	74,277	37,819	35,811	37,722	35,714	(90,053)	(55.7%)
Agency Total Revenues	62,898	89,873	76,801	40,358	38,350	40,281	38,273	(90,051)	(54.0%)

PUBLIC SAFETY DEPT - FEDERAL FUNDS SUMMARY

PROGRAM: Crime Victim Services Center

PROGRAM DESCRIPTION:

The Minnesota Center for Crime Victim Services is responsible for the administration of federal funds for victims of crime. The center distributes grants to local programs and offers technical assistance and training to grantees. Additionally, the center's crime victims reparations board provides direct financial assistance to victims of violent crime.

Federal funds are critical to all of the center's program activities. Most local victim services programs funded by the center receive a combination of state and federal funding, but a large portion of each program's grant comes from federal sources. Several projects are supported by federal funding entirely. In addition, federal dollars make up a large percentage of the funds distributed by the board.

The following is a description of the center's federal funding sources.

The **Victim's Compensation Grant** (VOCA) is received annually from the U.S. Department of Justice. Funds are used to reimburse crime victims and their family members for financial losses incurred due to a crime involving personal injury or death. The VOCA compensation grant is a match of state spending, and the match level of 40% is not likely to change in the future.

The **Byrne Memorial victims training grant** funds were provided to the center by the drug policy and violence prevention activity. Funding was used for training and outreach activities. This grant cannot be renewed, and there will be no funding in 2002-2003.

The **Victims of Crime Grant** (VOCA) is received annually from the U.S. Department of Justice, Office for Victims of Crime. This grant funding is distributed to victims services programs for direct services such as crisis intervention, counseling, transportation and advocacy. The center grants a portion of VOCA funding to the Department of Children, Families and Learning (DCFL) for its abused children program.

The **Violence Against Women Grant** (VAWA) is received annually from the Department of Justice, Violence Against Women Office. These funds are for projects to improve law enforcement and prosecution strategies and victim services, in cases involving violence against women.

The **Minnesota Department of Health grant** is made available to the center annually for rape prevention programs and services for victims of sexual assault. The funding originates from the U.S. Department of Health and Human Services.

The **Family Violence Prevention Services grant** is received annually from the U.S. Department of Health and Human Services. Grant funds are for emergency shelter and related assistance for battered women and their children. The amount of the grant has remained at approximately the same level for several years.

The **Rural Domestic Violence grant** is a one-time grant received from the U.S. Department of Justice, VAWA Office during the 2000-2001 biennium. No funds will be received for FY 2002-2003.

CHANGES TO PROGRAM FUNDING OR GUIDELINES:

The amount of federal funding varies from year to year. Both reparations and victims assistance programs rely on the Victims of Crime Act (VOCA) funds which are derived from the amount of fine money collected by the federal government and deposited into the dedicated federal crime victims fund. Although deposits have increased in recent years, Congress has put a cap on the amount that can be spent. As a result, the amount of the center's VOCA funding is likely to remain steady during the next biennium.

FUNDS AT RISK:

The federal Byrne grant for the center has expired, resulting in a decrease in fund funds available for training and outreach activities.

PUBLIC SAFETY DEPT - FEDERAL FUNDS SUMMARY (Continued)

PROGRAM: Criminal Apprehension

PROGRAM DESCRIPTION:

Marijuana Eradication. These funds are used in locating and eradicating illicit cannabis plants and in the investigation and prosecution of cases before the courts of the United States and the courts of the state of Minnesota involving controlled substances.

Forensic DNA. These funds are used for a system for forensic DNA analysis using Short Tandem Repeats (STR) methodologies.

National Criminal History Improvement Program. This program enables states to provide accurate and useful criminal records and improve the nation's public safety by facilitating accurate and timely identification of persons who work in positions of trust with children and vulnerable adults by enhancing the quality, completeness, and accessibility of the nation's criminal history record systems.

Drug Policy, Criminal Records Improvement. This program provides funding to improve the accuracy, completeness, timeliness, and accessibility of criminal justice information. Improvements will facilitate compliance with the federal Brady law requiring instant background checks of individuals purchasing firearms. The Crime Control Act of 1990 amended Part E of the Omnibus Crime Control and Safe Streets Act to require that each state which received Edward Byrne Memorial state and local law enforcement formula grant funds allocate at least 5% of its total award for the improvement of criminal justice records.

Drug Policy, Forensic Lab. This funding allows for the procurement of laboratory equipment and provides drug identification to law enforcement agencies in a more timely manner.

Narcotic Training. This program provides narcotics training to law enforcement and other criminal justice professionals regarding current trends in this type of investigation. Some funding was provided to conduct training related to crimes involving computers and other technology.

Juvenile Accountability. This program seeks to address a number of the barriers to tracking juvenile registered sex offenders and verifying their location by establishing and maintaining interagency information sharing programs, training criminal justice professionals, and adding personnel to perform in-person residence checks on offenders.

Violence Against Women Act. This program provides training to law enforcement, victims' advocates, attorneys, and other criminal justice professionals in the areas of domestic violence and sexual assault.

National Sex Offender Registration. This program provides funding to implement systems for monitoring registered predatory offenders and providing state level data to the national system.

CHANGES TO PROGRAM FUNDING OR GUIDELINES:

No changes are anticipated.

FUNDS AT RISK:

None

PUBLIC SAFETY DEPT - FEDERAL FUNDS SUMMARY (Continued)

PROGRAM: Emergency Management

PROGRAM DESCRIPTION:

Emergency Management Performance Grant. This funding supports state emergency planning, training, and exercise programs. It also supports hazard mitigation, operational readiness, and regional support, including grants to counties to support local emergency management programs.

Disaster Grants. These grants are provided to the state as the result of a presidential disaster declaration. The public assistance program provides assistance to local government, state agencies, and eligible private-non-profit entities to cover emergency costs and infrastructure rebuilding caused by the disaster.

Hazard Mitigation Grant Program. This program provides assistance to local government, state agencies, and eligible private-non-profit entities to reduce the impact of future disasters.

Individual and Family Grant. This program provides assistance to eligible disaster victims for serious needs and necessary expenses caused by the disaster. Other specialized programs are also available for disaster unemployment, crisis counseling, and temporary housing. The federal government contribution to these programs is generally 75%; the state and local governments are obligated to pay the remaining 25% share.

Hazardous Materials Emergency Preparedness. This program supports training, exercises, local public safety support group development, and special projects that involve hazardous materials.

National Oceanic and Atmospheric Administration (NOAA) Weather Radio. This program provides a means to maintain transmitter sites, located throughout the state, for NOAA weather radio broadcast.

Office of Justice Programs – Terrorism. These funds are provided to the state for the purchase of specialized equipment for response to acts of domestic terrorism.

Terrorism Consequence Management Preparedness Assistance. This program supports state emergency planning, training, and exercises for domestic preparedness (terrorism).

Comprehensive Environmental Response Compensation and Liability Act. This program supports attendance at the regional response team meetings and on-going technical training for state agency response to hazardous materials incidents.

CHANGES TO PROGRAM FUNDING OR GUIDELINES:

Emergency Management Performance Grant (EMPG). This program has been transitioning cost shares that began in federal FY 1999, with 100% federal funding for some programs and 75/25 and 50/50 splits for others. In federal FY 2000 the cost share for all programs was 52% federal and 48% state. For federal FY 2001 cost shares for EMPG will be 51% federal and 49% state. For federal FY 2002, cost shares will be 50% federal and 50% state. This cost share change increases the state funding needed to match the federal contribution. A new funding formula is in place for local government pass-through grant assistance in federal FY 2002.

FUNDS AT RISK:

None

PUBLIC SAFETY DEPT - FEDERAL FUNDS SUMMARY (Continued)

PROGRAM: Fire Marshal

PROGRAM DESCRIPTION:

Fire Life Safety Inspection Grant. This grant funds the inspection of specified health care facilities to determine compliance with state and federal fire and life safety standards.

CHANGES TO PROGRAM FUNDING OR GUIDELINES:

Funding and /or guidelines have not changed.

FUNDS AT RISK:

It is anticipated that the fire life safety federal survey grant, estimated at \$548,000 for 2002, and \$560,000 for 2003 due to estimated salary increases, will continue into the next biennium.

PROGRAM: Gambling Enforcement

PROGRAM DESCRIPTION:

Enforcing Underage Drinking Laws Program. This grant offered by the federal Office of Juvenile Justice and Delinquency Prevention and funded through the office of traffic safety, reimburses local law enforcement departments for compliance work done within their respective communities to reduce the incidence of underage alcohol access. Local law enforcement officials conduct compliance checks at licensed liquor establishments using cooperating underage persons to attempt to purchase alcohol. In the event a sale takes place at a licensed establishment, civil and criminal penalties are imposed. Funding has been used to provide law enforcement presence at community celebrations, such as homecoming and on college campuses, where excessive alcohol consumption is often the case.

CHANGES TO PROGRAM FUNDING OR GUIDELINES:

Funding of this program may end in May of 2001.

FUNDS AT RISK:

Funding of this program may end in May of 2001.

PROGRAM: Law Enforcement & Community Grants

PROGRAM DESCRIPTION:

Edward Byrne Memorial State and Local Law Enforcement Assistance Program (BJA). These funds are provided for programs with a high probability of improving the functioning of the criminal justice system and enhancing drug control efforts.

Residential Substance Abuse Treatment for State Prisoners (RSAT). These funds are provided for developing and implementing residential substance abuse treatment programs in correctional facilities.

Local Law Enforcement Block Grant (LLEBG). These funds are provided for use in seven purpose areas for preventing and controlling crime.

Weed and Seed (WS). The purpose of this program is to assist neighborhoods in "weeding out crime" and "seeding" community livability and vitality.

State Information Systems Improvement Grant. These funds were provided to improve criminal justice information systems.

CHANGES TO PROGRAM FUNDING OR GUIDELINES:

The state information systems improvement grant ended in federal FY 1998.

FUNDS AT RISK:

None

PUBLIC SAFETY DEPT - FEDERAL FUNDS SUMMARY (Continued)

Federal Program (\$ in Thousands)	Related SFY 2000 Spending	Primary Purpose	SFY 2000 Revenues	SFY 2001 Revenues	Estimated SFY 2002 Revenues	Estimated SFY 2003 Revenues
Victims' Compensation Grant	1,585	SO	336	743	855	855
Crime Victims Training Grant	-0-	SO	127	84	-0-	-0-
Victims of Crime Grant (VOCA)	-0-	SO/GPS	6,354	8,384	6,406	6,406
Violence Against Women Act Grants (VAWA)	-0-	SO/GPS	2,311	4,822	2,206	2,206
MN Department of Health Grant	-0-	SO/GPS	221	287	251	251
Family Violence Prevention Act (FVPSA)	-0-	SO/GPS	979	1,219	1,171	1,171
Rural Domestic Violence Grants	-0-	SO/GPS	735	14	-0-	-0-
United States Justice, DEA	-0-	SO/GPS	150	150	150	150
United States Justice, NIJ	-0-	SO	-0-	131	200	200
United States Justice, OJP	-0-	SO/GPS	428	541	500	500
United States Justice, Drug Abuse Act	141	SO/GPS	740	610	537	537
United States Justice, Juvenile Accountability	-0-	SO	20	203	-0-	-0-
United States Justice, OJP	-0-	SO/GPS	109	299	-0-	-0-
United States Justice, NSOR	-0-	SO	259	347	-0-	-0-
Emergency Management Performance Grant (EMPG) – Administration	2,281	SO	1,298	1,117	1,174	1,236
Emergency Management Performance Grant (EMPG) – Grants	-0-	GPS	960	934	864	802
Disaster Assistance Grants	5,128	SO/GPS	50,365	28,348	291	304
Hazardous Materials Emergency Preparedness (HMEP)	-0-	SO/GPS	172	257	257	257
NOAA Weather Radio	-0-	SO	39	35	35	35

PUBLIC SAFETY DEPT - FEDERAL FUNDS SUMMARY (Continued)

Federal Program (\$ in Thousands)	Related SFY 2000 Spending	Primary Purpose	SFY 2000 Revenues	SFY 2001 Revenues	Estimated SFY 2002 Revenues	Estimated SFY 2003 Revenues
Office of Justice Programs – Terrorism	-0-	GPS	N/A	949	1,251	1,251
Terrorism Consequence Management Preparedness Assistance (TCMPA)	-0-	SO	168	287	287	287
Comprehensive Emergency Response Compensation and Liability Act (CERCLA)	-0-	GPS	1	3	3	3
Fire Life Safety Inspection Program	191	GPS	409	536	548	560
Youth and Alcohol Prevention Grant	51	GPS	154	235	190	190
Weed & Seed Grants	150	SO/GPS	1,143	1,466	1,300	1,300
Edward Byrne Memorial Anti-Drug	1,817	SO/GPS	12,155	10,069	8,525	8,525
Residential Substance Abuse Treatment	6	SO/GPS	549	496	445	445
Local Law Enforcement Block Grant	5	SO/GPS	230	1328	607	607
State Information Systems Grant	-0-	SO/GPS	353	-0-	-0-	-0-
Agency Total			80,765	63,894	28,053	28,078

PROGRAM SUMMARY

Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

PROGRAM PROFILE:

This program seeks to reduce or eliminate the effects of natural or technological disaster by providing preparedness, prevention, response, and recovery assistance to political jurisdictions, state agencies, and the general public.

STRATEGIES AND PERFORMANCE:

This program utilizes several strategies to accomplish its mission.

- Provide financial assistance.
- Provide direct service.
- Coordinate affiliated organizations.
- Develop and disseminate guidance.
- Provide on-scene assistance.
- Promote both traditional and innovative concepts.

The frequency and severity of natural disasters, in addition to the number of people affected, has increased substantially during the past ten years and is expected to continue to increase. Each activity within the emergency management program develops and monitors performance measures.

The program has experienced significant results in the past several years.

- Operation of the Minnesota duty officer program provides a 24-hour point of contact for receipt of emergency notifications and requests for state and federal assistance.
- Operation of the hazardous materials emergency response and chemical assessment teams ensures that the capability exists to respond to a serious hazardous materials incident.
- Maintenance of the state bomb disposal squad system ensures that bomb disposal services are available statewide, without the need for all communities or the state to maintain such squads.
- Operation of a state-of-the-art state emergency operations center facilitates coordination of the state's response to emergencies and disasters.
- Operation of the state emergency response commission ensures the implementation of the federal emergency planning community right-to-know act requirements.

- Operation of a donated goods and volunteer services program helps ensure that these services will be effectively coordinated during times of disaster.
- Development of a terrorism and weapons of mass destruction program ensures that state and local officials are prepared to respond to these types of threats.
- Distribution of \$400.2 million in disaster assistance in the past five years helps communities recover from disasters.
- Development of dozens of innovative hazard mitigation strategies reduces the disaster threat to those communities.
- Maintenance of a nuclear power plant accident/incident response system ensures state and local readiness should such an accident/incident occur.

BUDGET ISSUES:

The budget issues are outlined in greater detail within the individual budget activities.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustments:

- **Increased State Match for Federal Disaster Assistance.** The current level of appropriations of \$1.283 million per year has proved insufficient in recent years to provide the state's share of match for federal disaster assistance. The proposal is to increase this appropriation by \$3.717 million per year to \$5 million. This change will reduce the need for deficiency requests in future years. Any unused funds will be cancelled to the state General Contingent account administered by the Department of Finance. This request also includes a deficiency request for FY 2001 of \$4.4 million.
- **Reduce funding for Hazardous Material Teams.** Reconfigure hazardous material/chemical assessment teams statewide to more accurately reflect the actual need for the two types of teams, saving \$385,000 for the biennium.

Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Activity:									
EMERGENCY MANAGEMENT ASSISTANC	50,796	60,115	40,165	7,678	11,236	7,723	11,214	(77,830)	(77.6%)
NUCLEAR PLANT PREPAREDNESS	932	872	937	1,465	1,465	1,452	1,452	1,108	61.2%
EMERGENCY RESPONSE COMMISSION	412	503	540	525	525	539	539	21	2.0%
Total Expenditures	52,140	61,490	41,642	9,668	13,226	9,714	13,205	(76,701)	(74.4%)

Change Items:	Fund				
(B) STATE MATCH FOR FEDERAL DISASTER ASSIST.	GEN		4,400	3,717	3,717
(B) REDUCTION IN HAZARDOUS MATERIAL TEAMS	GEN			(159)	(226)
Total Change Items			4,400	3,558	3,491

Financing by Fund:							
Carry Forward:							
GENERAL	166	55	38	40	40	42	42
Direct Appropriations:							
GENERAL	7,712	7,397	8,565	3,874	7,432	3,916	7,407
ENVIRONMENTAL	43	44	46	47	47	49	49
Statutory Appropriations:							
SPECIAL REVENUE	973	909	1,017	1,545	1,545	1,532	1,532
FEDERAL	43,246	53,085	31,976	4,162	4,162	4,175	4,175
Total Financing	52,140	61,490	41,642	9,668	13,226	9,714	13,205

FTE by Employment Type:							
FULL TIME	42.8	46.2	52.0	53.0	53.0	53.0	53.0
PART-TIME, SEASONAL, LABOR SER	1.4	1.8	1.0	1.0	1.0	1.0	1.0
OVERTIME PAY	0.3	0.9	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	44.5	48.9	53.0	54.0	54.0	54.0	54.0

PUBLIC SAFETY DEPT - GRANTS DETAIL

Program Name Federal or State Or Both (citation)	Purpose	Recipient Type (s) Eligibility Criteria	Budgeted FY 2001	Most Recent Federal Award (cite year)
Emergency Management Performance Grant M.S. 12.221; M.S. 4.07	Provide grant assistance to local governments for the development and maintenance of local emergency management programs.	Local government (counties)	\$934 (federal)	FFY 2000
Disaster Grants M.S. 12.221; M.S. 4.07	Provide grant assistance to eligible public and private non-profit entities for emergency work, permanent infrastructure restoration and hazard mitigation following a disaster. Provide grant assistance to eligible individuals and families for serious needs and necessary expenses.	Counties, cities, townships, school districts, watershed districts, tribal governments, and eligible private-non-profits entities for the public assistance program and the hazard mitigation grant program. The individual and family grant program provides funding directly to private citizens	\$1,277 (general) \$26,413 (federal)	FFY 2000
Hazardous Materials Emergency Preparedness M.S. 12.221; M.S. 4.07	Provide grant assistance to local government to support, training, exercises, local public safety support group development, and special projects that involve hazardous materials.	Local government (counties and cities)	\$105 (federal)	FFY 2000
Office of Justice Programs – Terrorism M.S. 12.221; M.S. 4.07	Provide grant assistance to local government for equipment necessary for responding to acts of domestic terrorism.	Local government (counties and cities)	\$198 (federal)	FFY 2000
Radiological Emergency Preparedness M.S. 12.13; M.S. 12.14	Provide grant assistance to local government in the 10 mile radius of the two nuclear power plants operated by the Nuclear Management Corporation to support planning, training, and exercising for radiological emergencies.	Counties and cities within a 10 mile radius of the two nuclear power plants in Minnesota	\$508 (special revenue)	

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BUDGET ACTIVITY SUMMARY

Budget Activity: EMERGENCY MANAGEMENT ASSISTANC
Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

- Assist local government with grant assistance, review emergency plans, provide training, and provide on-site assistance.
- Coordinate with federal, state, and local governments and the private sector.
- Provide a 24-hour central point of contact for receipt of emergency notifications and requests for assistance.
- Coordinate the damage assessment process, initiate requests for federal and state disaster assistance, and administer disaster relief program funds.
- Reduce the potential for future damage.

This activity contributes to the Big Plan and agency strategic goals.

- Collaborate and coordinate activities with other units of government.
- Promote public/private partnerships within communities.
- Use technology to deliver more efficient and cost-effective services.
- Provide financial assistance to help rebuild healthy, vital communities and to reduce or prevent future damage.

STRATEGIES AND PERFORMANCE:

The emergency management assistance activity develops state requirements for emergency planning and provides the appropriate guidance to meet those requirements.

- Provide direct service through the Minnesota duty officer.
- Provide administrative and technical on-site assistance.
- Provide financial assistance through grants (both federal and state).
- Provide technical assistance through planning, training and exercising.

Performance measures are developed and maintained on an annual basis.

- Develop a technology plan and procedures.

- Conduct a statewide hazard analysis.
- Update the Minnesota emergency operations plan and the executive order.
- Ensure the annual update of local emergency plans.
- Chair quarterly meetings of the state emergency preparedness and response committee.
- Maintain the state emergency operating center in a state of readiness.
- Assist two more communities to become disaster resistant.
- Assist volunteer agencies to jointly develop a donated goods and volunteer resources plan.
- Provide financial assistance to all eligible applicants.
- Ensure statewide availability of hazardous materials teams and bomb disposal squads.

BUDGET ISSUES:

The federal emergency management agency is not funding certain core activities at 100% nor at a 75/25 split. During the next biennium, certain emergency management assistance costs will be funded only at a 50/50 split. As a result, the division will eliminate two FTE positions, reduce certain services, and reduce program funding to local government. The division's FTE positions increased from the previous biennium because of an increase in federally funded temporary employees in the federal emergency management agency domestic terrorism, public assistance and hazard mitigation programs. These additional positions are not expected to be funded beyond the 2002-03 biennium.

Activity: EMERGENCY MANAGEMENT ASSISTANC
Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,632	1,878	2,453	2,381	2,381	2,495	2,495	545	12.6%
OTHER OPERATING EXPENSES	2,472	1,827	4,340	2,615	2,456	2,614	2,388	(1,323)	(21.5%)
Subtotal State Operations	4,104	3,705	6,793	4,996	4,837	5,109	4,883	(778)	(7.4%)
PAYMENTS TO INDIVIDUALS	306	10	45	40	40	35	35	20	36.4%
LOCAL ASSISTANCE	46,386	56,400	33,327	2,642	6,359	2,579	6,296	(77,072)	(85.9%)
Total Expenditures	50,796	60,115	40,165	7,678	11,236	7,723	11,214	(77,830)	(77.6%)

Change Items:	Fund				
(B) STATE MATCH FOR FEDERAL DISASTER ASSIST.	GEN		4,400	3,717	3,717
(B) REDUCTION IN HAZARDOUS MATERIAL TEAMS	GEN			(159)	(226)
Total Change Items			4,400	3,558	3,491

Financing by Fund:					
Carry Forward:					
GENERAL	166	55	38	40	42
Direct Appropriations:					
GENERAL	7,343	6,938	8,071	3,396	6,917
Statutory Appropriations:					
SPECIAL REVENUE	41	37	80	80	80
FEDERAL	43,246	53,085	31,976	4,162	4,175
Total Financing	50,796	60,115	40,165	7,678	11,214

Revenue Collected:					
Dedicated					
SPECIAL REVENUE	49	48	80	80	80
FEDERAL	42,864	53,003	31,930	4,162	4,175
Total Revenues Collected	42,913	53,051	32,010	4,242	4,255

FTE by Employment Type:					
FULL TIME	33.8	35.7	41.8	41.8	41.8
PART-TIME, SEASONAL, LABOR SER	1.1	1.8	1.0	1.0	1.0
OVERTIME PAY	0.3	0.9	0.0	0.0	0.0
Total Full-Time Equivalent	35.2	38.4	42.8	42.8	42.8

BUDGET CHANGE ITEM (46569)

Budget Activity: EMERGENCY MANAGEMENT ASSISTANC
Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

Item Title: STATE MATCH FOR FEDERAL DISASTER ASSIST.

	FY 2001	2002-03 Biennium		2004-05 Biennium	
		FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)					
General Fund					
-Grants	\$4,400	\$3,717	\$3,717	\$3,717	\$3,717

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that base funding be increased by \$3.717 million each year of the biennium and \$4.4 million be appropriated for FY 2001 to cover the costs of the state match for federal and local disaster recovery funds. The current level of appropriations of \$1.283 million per year has proved insufficient in recent years and deficiency appropriations have been needed. Any unused funds will be cancelled to the General Contingent account administered by the Department of Finance.

RATIONALE:

The 1999 legislature requested the commissioners of the departments of Public Safety, Minnesota Planning and Finance to conduct an in-depth study into state match for the funding of disaster assistance programs. That study recommended an increase in the base appropriation of \$1.283 million to \$5 million, to meet the state's obligation to provide a portion (15%) of the non-federal match for the public assistance program, 25% of the individual and family grant program, and 25% of the management cost program to administer disaster assistance programs. The current base appropriation of \$1.283 million has been inadequate to meet these obligations.

A \$4.4 million appropriation for FY 2001 is needed to match federal disaster assistance that is provided to the state of Minnesota for all currently open presidential declared disasters. The state is required by federal statute (P.L. 93-288, "the Stafford Act") and signed federal/state agreements to provide a portion of the non-federal share for these programs, which varies by disaster.

Implementation of these recommendations will provide financial aid in a timely fashion to those who are adversely affected by disasters. Unused funding in the biennium would be cancelled to the state General Contingent account administered by the Department of Finance.

FINANCING:

Since 1997, the federal government has provided 75% of the cost to manage the public assistance program and for the hazard mitigation grant program. This requires a 25% state match. A sustained and available funding source is necessary to support these programs. This request is to increase the agency's base budget to an amount that is expected to be expended reducing the frequency and size of future deficiency requests. This change item requests \$4.4 million in FY 2001 to serve as match for federal disaster assistance.

OUTCOMES:

This funding will be used to reimburse public assistance program and individual and family grant program applicants with the state share of eligible disaster assistance in a timely manner. This base increase of \$3.717 million represents an increase in direct appropriations, but it closely mirrors historical levels of spending in recent years. This change only results in a more efficient use of state government resources and service to our clientele. Each state dollar invested leverages at least three dollars in federal disaster assistance for Minnesota citizens and communities. This federal assistance amounted to approximately \$80 million in FY 2000-01.

Prior to receiving federal disaster assistance, states must agree to provide the necessary matching monies. Consequently, Minnesota has previously committed to making these matching monies available.

BUDGET CHANGE ITEM (50685)

Agency: PUBLIC SAFETY DEPT

Item Title: REDUCTION IN HAZARDOUS MATERIAL TEAMS

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$(159)	\$(226)	\$(226)	\$(226)

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity _____ Supplemental Funding X Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends a reduction in the budget for combination hazardous materials emergency response/chemical assessment teams of \$159,000 in FY 2002 and \$226,000 in FY 2003. The teams will be reconfigured statewide to more accurately reflect actual needs for the two types of teams.

RATIONALE:

Minnesota currently provides the funding required to maintain four combination hazardous materials emergency response/chemical assessment teams and six stand alone teams. Response teams are intended to assist local authorities responding to hazardous materials incidents by taking whatever action is necessary to protect life, property and the environment from the effects of such incidents. The role of chemical assessment teams is limited to assisting local authorities by providing them with technical advice, decontamination assistance, atmospheric monitoring, chemical detection, and making recommendations on appropriate response actions.

Based on the experience of the past five years, it has become apparent that there is a continued need for chemical assessment teams but not as great of a need for the full emergency response teams. Consequently, it is proposed that three of the current full emergency response teams (Rochester, Duluth, and Moorhead) be converted to stand alone chemical assessment teams, and that the one remaining emergency response/chemical assessment team (St. Paul) be maintained for statewide coverage.

In reviewing past response history we have determined that three chemical assessment teams in the metropolitan area are not essential and that two

chemical assessment teams should provide adequate coverage. This change will more accurately reflect the actual need for the two types of teams.

Those funds can then be utilized to cover the costs associated with other necessary programs and activities.

FINANCING:

Conversion of three of the existing combination emergency response teams/chemical assessment teams to stand alone chemical assessment teams and elimination of one metro area chemical assessment team will permit a reduction of \$159,000 in FY 2002 and \$226,000 in FY 2003.

This change is consistent with the Governor's message of service not systems. The response teams will be better coordinated, resulting in better services to local communities.

OUTCOMES:

Reconfiguration of the hazardous materials response teams and chemical assessment teams will allow the state to better address the needs of local government, and will result in a savings in General Fund monies. The emergency response teams that will be converted to stand-alone chemical assessment teams will be provided with equipment, training, and funding equal to or greater than the existing chemical assessment teams.

This change represents a permanent reduction in expenditures while maintaining effective response capabilities. This change represents good stewardship of taxpayer money, making sure that an effective service is provided.

BUDGET ACTIVITY SUMMARY

Budget Activity: NUCLEAR PLANT PREPAREDNESS
Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

This activity plans, coordinates and exercises state and federal agencies, local units of government and utilities in the event of an incident at one of the nuclear power plants.

STRATEGIES AND PERFORMANCE:

The nuclear plant preparedness budget activity uses regulation, technical and financial assistance, and direct service to accomplish its goals and objectives.

- Increase public awareness of protective actions that should be taken.
- Improve the capabilities of state and local governments to deliver emergency public information in a timely fashion.
- Receive and disseminate timely emergency notifications to affected units of government and the private sector.
- Provide prompt assistance to local governments and the public.

Performance measures are developed and maintained on an annual basis.

- Update and maintain the radiological portions of the Minnesota emergency operations plan by December of each year.
- On an annual basis, conduct a successful federally evaluated exercise and receive no deficiencies.
- Ensure all federal and state regulations are met.
- Ensure the state emergency operating center is in a constant state of readiness.

FINANCING INFORMATION:

This activity generates dedicated revenue. Fees are collected from the utility company that owns and operates nuclear power plants to cover the costs associated with nuclear power plant preparedness. Revenues will increase to cover higher local government and state agency preparedness costs.

Pursuant to M.S. 12.14, this program administers grants to other state agencies, cities, and counties which support and carry out nuclear power plant preparedness and response activities at the local level.

Activity: NUCLEAR PLANT PREPAREDNESS
Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	265	260	295	362	362	381	381	188	33.9%
OTHER OPERATING EXPENSES	202	114	134	150	150	153	153	55	22.2%
Subtotal State Operations	467	374	429	512	512	534	534	243	30.3%
LOCAL ASSISTANCE	465	498	508	953	953	918	918	865	86.0%
Total Expenditures	932	872	937	1,465	1,465	1,452	1,452	1,108	61.2%
Financing by Fund:									
Statutory Appropriations:									
SPECIAL REVENUE	932	872	937	1,465	1,465	1,452	1,452		
Total Financing	932	872	937	1,465	1,465	1,452	1,452		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	951	816	905	1,465	1,465	1,452	1,452		
Total Revenues Collected	951	816	905	1,465	1,465	1,452	1,452		
FTE by Employment Type:									
FULL TIME	5.2	4.9	5.2	6.2	6.2	6.2	6.2		
Total Full-Time Equivalent	5.2	4.9	5.2	6.2	6.2	6.2	6.2		

BUDGET ACTIVITY SUMMARY

Budget Activity: EMERGENCY RESPONSE COMMISSION
Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

review committees and a portion of the costs of operating the emergency management center.

ACTIVITY PROFILE:

- Support the agency goal of reducing risks that are threats to public safety by implementing the federal Emergency Planning and Minnesota Community Right-to-Know Act.
- Participate in emergency planning by reviewing local hazardous materials emergency planning.
- Implement the right-to-know act by collecting, organizing, and distributing information on hazardous materials that are stored at facilities or released into the environment, and distribute this information to local government first responders, and to the public to promote reduction of toxic chemical releases.

STRATEGIES AND PERFORMANCE:

Regulation, technical assistance, and training programs conducted annually promote emergency planning and support community right-to-know.

- Regional review committees participate in Minnesota's four-year planning cycle to ensure that potential hazardous materials accidents/incidents are adequately addressed in local emergency plans.
- Emergency Response Commission (ERC) compiles reporting information provided by facilities that store hazardous materials and provides the information to local emergency planners and to the public.
- ERC produces a report on toxic chemical releases and pollution prevention efforts by the largest manufacturing facilities in the state and makes this information available to the public.

FINANCING INFORMATION:

This activity generates non-dedicated revenue.

- A regulatory fee is collected to cover the costs of establishing and maintaining regional hazardous materials incident response teams. The fee is based on the amount of hazardous chemicals released.
- A hazardous chemical report fee is collected that covers the cost of data management, including administration by the commission and regional

Activity: EMERGENCY RESPONSE COMMISSION
Program: EMERGENCY MANAGEMENT
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	203	269	300	280	280	289	289	0	0.0%
OTHER OPERATING EXPENSES	209	234	240	245	245	250	250	21	4.4%
Total Expenditures	412	503	540	525	525	539	539	21	2.0%

Financing by Fund:									
Direct Appropriations:									
GENERAL	369	459	494	478	478	490	490		
ENVIRONMENTAL	43	44	46	47	47	49	49		
Total Financing	412	503	540	525	525	539	539		

Revenue Collected:									
Nondedicated									
GENERAL	0	0	0	700	700	700	700		
CAMBRIDGE DEPOSIT FUND	398	718	700	0	0	0	0		
Total Revenues Collected	398	718	700	700	700	700	700		

FTE by Employment Type:									
FULL TIME	3.8	5.6	5.0	5.0	5.0	5.0	5.0		
PART-TIME, SEASONAL, LABOR SER	0.3	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	4.1	5.6	5.0	5.0	5.0	5.0	5.0		

PROGRAM SUMMARY

Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

PROGRAM PROFILE:

This program provides investigative assistance, forensic science services, statewide criminal justice information and fingerprint identification, and training to the criminal justice community throughout Minnesota.

STRATEGIES AND PERFORMANCE:

Performance indicators are provided in detail in the individual activity narratives.

BUDGET ISSUES:

All activities of the Bureau of Criminal Apprehension (BCA) have been directly affected by increased activities in death investigations, violent gang-related crime, felony-level conflict of interest cases, interstate and international methamphetamine drug trafficking, and crimes involving computers. In addition, there is increased emphasis and activity on information system integration throughout the criminal justice community.

During FY 2001, funding was provided to begin construction of a new St. Paul full-service facility and a limited-service laboratory facility in Bemidji. Construction coordination, staffing, and adequate equipping of these facilities will be an important focus during the next biennium.

The BCA continues to explore creative means of funding critical activities through federal grants, foundations, dedicated receipts, and forfeited property.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustments:

- **DWI Enforcement in BCA.** The 2000 Legislature removed base funding from the Trunk Highway fund for DWI analysis, which funds 18 laboratory scientists. This initiative is to replace \$2.689 million for the biennium from the General Fund; the remaining \$715,000 (21% of total) is proposed to come from the Trunk Highway fund, since the State Patrol makes approximately 21% of DWI arrests in Minnesota in their patrolling of state trunk highways.
- **Fee for Access to Criminal History Data.** A biennial increase in fee revenue of \$584,000 by charging a fee of \$5 for access over the internet to public criminal history data. One-time costs of \$607,000 and on-going annual costs of \$140,000 would be recovered over four years.

The Governor recommends \$27 million to improve criminal justice information systems through the multi-agency CriMNet initiative. This funding will continue current statewide projects that meet criminal justice integration enterprise architecture standards and further planning efforts to determine the best approach and cost estimates for integrating information systems that now are primarily implemented at the local level. This initiative includes the following components in BCA:

- \$2 million to alleviate the "suspense file" problem which occurs when criminal justice information is not collected, processed, or transmitted properly, resulting in incomplete criminal history files. Funds will be used to work on eliminating records currently in suspense, and to assist local agencies in changing their business practices to prevent inaccurate and incomplete data from being submitted.
- \$3 million to work with counties to develop cost estimates and recommendations on how best to integrate local criminal justice agency systems and data with state information; this initiative would explore options ranging along a spectrum from a centralized provision of statewide systems that all local agencies would use to decentralized, locally-designed systems that would link with the state CriMNet backbone.
- \$1.5 million to analyze, fill out and maintain the CriMNet enterprise model for use in all criminal justice information systems implementation efforts, and to staff other CriMNet activities.

This initiative includes the following components in other agencies:

- \$4 million to complete the development of the integration backbone, a search engine that will tie all the CriMNet components together.
- \$15 million to continue implementation of the court information system MNCIS, which will fully integrate the adjudication function in the state.
- \$1.5 million to develop statewide systems for tracking offenders in jail or prison, or under community supervision.

Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Activity:									
FORENSIC SCIENCE LABORATORY	7,033	6,434	9,296	7,161	8,847	7,180	8,898	2,015	12.8%
CRIMINAL JUSTICE INFORM. SYS.	10,071	9,695	26,761	16,217	20,214	15,754	19,144	2,902	8.0%
CRIMINAL INVESTIGATIONS	8,004	8,083	10,091	8,760	8,760	8,936	8,936	(478)	(2.6%)
POLICE TRAINING & DEVELOPMENT	1,473	1,441	1,606	1,461	1,461	1,492	1,492	(94)	(3.1%)
CRIMINAL APPREHENSION SUPPORT	681	639	691	699	699	689	689	58	4.4%
Total Expenditures	27,262	26,292	48,445	34,298	39,981	34,051	39,159	4,403	5.9%

Change Items:	Fund				
(B) DWI ENFORCEMENT-BCA	GEN			1,332	1,357
(B) DWI ENFORCEMENT-BCA	THI			354	361
(B) FEE FOR ACCESS TO CRIMINAL HISTORY DATA	SR			747	140
(B) CRIMNET- STAFF	GEN			750	750
(B) CRIMNET- INTEGRATION ANALYSIS & OPTIONS	GEN			1,500	1,500
(B) CRIMNET-SUSPENSE FILES	GEN			1,000	1,000
Total Change Items				5,683	5,108

Financing by Fund:							
Direct Appropriations:							
GENERAL	19,471	18,259	40,053	26,718	31,300	26,979	31,586
STATE GOVERNMENT SPECIAL REVENUE	8	6	8	7	7	7	7
SPECIAL REVENUE	559	487	565	544	544	557	557
TRUNK HIGHWAY	1,794	1,478	148	0	354	0	361
Statutory Appropriations:							
GENERAL	1,105	946	1,468	1,519	1,519	1,260	1,260
SPECIAL REVENUE	2,490	3,180	3,882	4,119	4,866	3,856	3,996
FEDERAL	1,822	1,936	2,319	1,387	1,387	1,387	1,387
GIFT	13	0	2	4	4	5	5
Total Financing	27,262	26,292	48,445	34,298	39,981	34,051	39,159

FTE by Employment Type:							
FULL TIME	207.9	215.0	258.8	242.4	279.4	242.2	279.2
PART-TIME, SEASONAL, LABOR SER	9.9	8.0	7.2	4.3	4.3	4.3	4.3
OVERTIME PAY	13.3	10.9	10.9	7.6	7.6	7.6	7.6
Total Full-Time Equivalent	231.1	233.9	276.9	254.3	291.3	254.1	291.1

BUDGET ACTIVITY SUMMARY

Budget Activity: FORENSIC SCIENCE LABORATORY
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

The forensic science laboratory provides scientific examinations of physical evidence from law enforcement agencies. It provides expert witness testimony to the courts, assists law enforcement in the processing of major crime scenes to recover evidence, and instructs law enforcement in the proper collection and presentation of physical evidence. The laboratory is accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD, LAB).

STRATEGIES AND PERFORMANCE:

- Maintain an expanded convicted offender DNA database (as required by M.S. 609.3461), and participate in the Federal Bureau of Investigation (FBI) Combined DNA Index System (CODIS) and the National DNA Index System (NDIS) that links all states that have convicted offender DNA databases.
- Maintain the National Integrated Ballistics Identification Network (NIBIN, formerly called DRUGFIRE), the computerized database of fired cartridge cases that links firearms-related cases entered at computer stations at the Bureau of Criminal Apprehension (BCA), Hennepin County Sheriff, and Minneapolis Police Department.
- Establish a regional forensic science laboratory in Bemidji by the fall of 2001.
- Maintain evidentiary breath alcohol testing devices (intoxilyzers) in the state, and train and certify law enforcement officers in their operation.
- Perform applied research to improve the comparison and identification of physical evidence.
- Train new forensic scientists in the various scientific specialties.
- Maintain a quality assurance program and ASCLD/LAB accreditation.

FINANCING INFORMATION:

This activity generates dedicated revenue. Basic intoxilyzer schools and breath test recertification classes are conducted to train law enforcement officers. Fees are collected to cover the costs of these classes.

BUDGET ISSUES:

- Laboratory turnaround time is a critical issue in bringing criminal cases to court. Without additional staff or a reduction of services, the BCA has not been able to significantly improve turnaround time. Over 40% of submissions (excluding blood alcohols) take over two months before reports are sent to the submitting law enforcement agency. The Laboratory will continue to prioritize cases in order to live within existing resources.
- Increased supply costs due to new technologies and infection control have strained the laboratory's ability to function. Maintenance of the supplemental supply and equipment budget appropriated during the last biennial budget is necessary to continue current service levels. One-time appropriation of \$400,000 for laboratory supplies and equipment was removed from the base budget for FY 2002-03.
- Maintenance of the portion of the BCA laboratory budget, formerly funded from the Trunk Highway Fund and transferred to the General Fund during the last legislative session, is essential to the continuation of the laboratory's entire Driving While Intoxicated (DWI) program. This one-time appropriation of \$1,656,000 funded 18 scientists and all analyses related to DWIs.
- \$100,000 from the equipment budget was moved to cover facility operation costs for the Bemidji facility.

Activity: FORENSIC SCIENCE LABORATORY
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	4,054	4,360	5,245	4,447	5,527	4,466	5,578	1,500	15.6%
OTHER OPERATING EXPENSES	2,979	2,074	4,051	2,714	3,320	2,714	3,320	515	8.4%
Total Expenditures	7,033	6,434	9,296	7,161	8,847	7,180	8,898	2,015	12.8%

Change Items:	Fund				
(B) DWI ENFORCEMENT-BCA	GEN			1,332	1,357
(B) DWI ENFORCEMENT-BCA	THI			354	361
Total Change Items				1,686	1,718

Financing by Fund:							
Direct Appropriations:							
GENERAL	4,353	4,312	8,269	6,393	7,725	6,399	7,756
SPECIAL REVENUE	408	392	462	445	445	458	458
TRUNK HIGHWAY	1,794	1,478	148	0	354	0	361
Statutory Appropriations:							
SPECIAL REVENUE	55	48	83	83	83	83	83
FEDERAL	423	204	334	240	240	240	240
Total Financing	7,033	6,434	9,296	7,161	8,847	7,180	8,898

Revenue Collected:							
Dedicated							
GENERAL	0	1	10	10	10	10	10
SPECIAL REVENUE	40	131	83	83	83	83	83
FEDERAL	447	0	435	240	240	240	240
Total Revenues Collected	487	132	528	333	333	333	333

FTE by Employment Type:							
FULL TIME	65.9	69.4	80.5	67.1	85.1	66.9	84.9
PART-TIME, SEASONAL, LABOR SER	0.8	0.2	0.5	0.0	0.0	0.0	0.0
OVERTIME PAY	4.0	4.2	3.8	2.9	2.9	2.9	2.9
Total Full-Time Equivalent	70.7	73.8	84.8	70.0	88.0	69.8	87.8

BUDGET CHANGE ITEM (45977)**Budget Activity: FORENSIC SCIENCE LABORATORY****Program: CRIMINAL APPREHENSION****Agency: PUBLIC SAFETY DEPT****Item Title: DWI ENFORCEMENT**

cancelled \$1.6 million Trunk Highway funding. The funding has historically been appropriated from the Trunk Highway Fund to cover a portion of the laboratory costs for blood and urine analysis for DWI cases.

- The Legislature, in an effort to narrow the uses of Trunk Highway funds, moved the funding of this activity to General Fund. There were no provisions for ongoing funding from the General Fund.

FINANCING:

- \$3.3 million (\$1.6 million/per year) funds and equips 18 scientists in the laboratory.

OUTCOMES:

- The laboratory will be able to continue conducting impaired driver tests and providing expert testimony in court on DWI cases.
- The laboratory will be able to continue current service.

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$1,332	\$1,357	\$1,357	\$1,357
Trunk Highway Fund				
-State Operations	\$354	\$361	\$361	\$361
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ☒ X No ☐

If yes, statute(s) affected: M.S. 161.20, subd. 3

☐ New Activity ☒ X Supplemental Funding ☐ Reallocation**GOVERNOR'S RECOMMENDATION:**

The Governor recommends \$2.689 million from the General Fund and \$715 thousand from the Trunk Highway Fund for Driving While Intoxicated (DWI) analysis in the BCA lab. This funding replaces similar amounts funded entirely from the Trunk Highway Fund that the Legislature removed in the 2000 session, asserting that BCA lab work was not a trunk highway purpose. Since the patrolling of trunk highways is a highway purpose, and DWI cases involving the State Patrol are a key part of the BCA lab workload, the Governor recommends that a portion of this funding be appropriated from trunk highway funds. This recommendation provides 21% of the funding for DWI analysis from trunk highway funds, which matches the percentage of state DWI arrests made by the State Patrol (which is funded from trunk highway funds).

RATIONALE:

These services are the backbone for all DWI enforcement efforts. Local law enforcement departments are dependent on the BCA laboratory to process their evidence. Any cut in laboratory services will negatively impact public safety.

The agency was appropriated \$1.6 million from the General Fund in the 2000 Transportation bill as a one-time appropriation in FY 2001, to replace the

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BUDGET ACTIVITY SUMMARY

Budget Activity: CRIMINAL JUSTICE INFORM. SYS.
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

This activity manages a series of computerized information systems, which index criminal justice information concerning crimes and criminals of state and national interest and manages the network communication capabilities that provide instantaneous access to that data.

STRATEGIES AND PERFORMANCE:

- Sixty electronic fingerprint-imaging devices (Livescan) were placed throughout Minnesota in FY 2000-01. Devices connect to the state via the CARDHANDLER system which interfaces to the automated fingerprint identification system and criminal history system. Ultimately fingerprint images are forwarded to the Federal Bureau of Investigation (FBI) national fingerprint system.
- Ongoing training of criminal justice system users is critical. Federal law requires this activity to certify every terminal operator in the state. This year computer based training was instituted to facilitate testing via the Internet. With many new information systems being developed each year and an expanding user base, training is essential.
- Several hundred thousand background checks for licensing and employment are made against the criminal history file every year, as mandated by state law and on request of private companies with employee signed informed consent forms. Improved access including remote access (Internet) for public data is planned.
- The number of arrest fingerprint cards continues to increase. This year shows a 16% increase over last year while crime statistics continue to fall. Continued training efforts on fingerprint submission appears to be helping.
- The replacement of the legacy Criminal Justice Data Network (CJDN) is well underway. Funding from the 1999 legislative session is being utilized to install a state-of-the-art communications network for Minnesota criminal justice agencies. This network is the communication vehicle that is critical for statewide information integration.
- All system development efforts are being conducted with the CriMNET statewide architecture models as a guide. These statewide models define the standards that must be adhered to order to facilitate interagency integration.

FINANCING INFORMATION:

This activity generates dedicated and non-dedicated revenue.

- Expenses of the midwest automated fingerprint identification network are shared by state of Minnesota, cities of St. Paul and Minneapolis, counties of Ramsey, Hennepin, and St. Louis, and the states of North and South Dakota.
- Connect charges and monthly access charges to CJDN help finance the costs of providing this private, secure network.
- A fee is charged for non-criminal justice record requests.
- Federal grants are received for technology and information system improvements.

BUDGET ISSUES:

- Congress recently passed an interstate compact to facilitate the timely exchange of interstate criminal history information for licensing/employment background checks. It will result in vast improvements for the agencies awaiting the information. DPS has submitted the National Crime Prevention and Privacy Compact as an initiative for consideration by the legislature. If the compact is ratified by the legislature, the CJIS section will have to make several modifications to systems and processes in order to accommodate this new approach to non-criminal justice background checks. Costs to do so will be absorbed internally.
- Internet access to public criminal history data is a logical method of providing access throughout the state. Initial implementation is costly and ongoing maintenance and ongoing support is critical. This can be paid for by charging reasonable fees. It is estimated that 58,400 inquiries will be conducted via the internet. A fee of \$5 per inquiry will cover the ongoing support costs.
- The statewide electronic processing of arrest fingerprints has resulted in huge increases in "reverse" latent search results (arrest prints searched against crime scene prints from unsolved cases). Creative methods of handling this increase are being explored.

Activity: CRIMINAL JUSTICE INFORM. SYS.
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,849	2,230	3,523	3,620	4,981	3,756	5,162	4,390	76.3%
OTHER OPERATING EXPENSES	7,892	6,839	22,238	12,597	14,233	11,998	12,982	(1,862)	(6.4%)
Subtotal State Operations	9,741	9,069	25,761	16,217	19,214	15,754	18,144	2,528	7.3%
LOCAL ASSISTANCE	330	626	1,000	0	1,000	0	1,000	374	23.0%
Total Expenditures	10,071	9,695	26,761	16,217	20,214	15,754	19,144	2,902	8.0%

Change Items:	Fund				
(B) FEE FOR ACCESS TO CRIMINAL HISTORY DATA	SR			747	140
(B) CRIMNET- STAFF	GEN			750	750
(B) CRIMNET- INTEGRATION ANALYSIS & OPTIONS	GEN			1,500	1,500
(B) CRIMNET-SUSPENSE FILES	GEN			1,000	1,000
Total Change Items				3,997	3,390

Financing by Fund:							
Direct Appropriations:							
GENERAL	6,369	5,694	21,558	10,823	14,073	10,882	14,132
Statutory Appropriations:							
GENERAL	1,065	899	1,358	1,469	1,469	1,210	1,210
SPECIAL REVENUE	1,704	2,162	2,749	2,988	3,735	2,725	2,865
FEDERAL	933	940	1,096	937	937	937	937
Total Financing	10,071	9,695	26,761	16,217	20,214	15,754	19,144

Revenue Collected:							
Dedicated							
GENERAL	1,621	1,295	1,200	1,200	1,200	1,200	1,200
SPECIAL REVENUE	1,794	2,222	2,675	2,688	2,980	2,675	2,967
FEDERAL	933	1,143	1,096	937	937	937	937
GIFT	13	1	1	1	1	1	1
Nondedicated							
GENERAL	0	0	0	210	210	210	210
CAMBRIDGE DEPOSIT FUND	278	236	210	0	0	0	0
Total Revenues Collected	4,639	4,897	5,182	5,036	5,328	5,023	5,315

Activity: CRIMINAL JUSTICE INFORM. SYS.
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003	
				Base	Governor Recomm.	Base	Governor Recomm.
<u>FTE by Employment Type:</u>							
FULL TIME	41.5	45.9	67.3	66.3	85.3	66.3	85.3
PART-TIME, SEASONAL, LABOR SER	0.3	0.0	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.3	0.3	0.3	0.4	0.4	0.4	0.4
Total Full-Time Equivalent	42.1	46.2	67.6	66.7	85.7	66.7	85.7

BUDGET CHANGE ITEM (46498)**Budget Activity: CRIMINAL JUSTICE INFORM. SYS.****Program: CRIMINAL APPREHENSION****Agency: PUBLIC SAFETY DEPT****Item Title: FEE FOR ACCESS TO CRIMINAL HISTORY DATA**

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
Special Revenue Fund				
-State Operations	\$747	\$140	\$140	\$140
Revenues: (\$000s)				
Special Revenue Fund	\$292	\$292	\$292	\$292

Statutory Change? Yes ☒ No ☐

If yes, statute(s) affected: M.S. 13.87

☒ New Activity ☐ Supplemental Funding ☐ Reallocation**GOVERNOR'S RECOMMENDATION:**

The Governor recommends that authority to charge a fee of \$5 for internet access to public criminal history data be granted as described in M.S. 13.03, subd. 3(b). This initiative would generate biennial fee revenue of \$584,000. One-time costs of \$607,000 and on-going annual costs of \$140,000 would be recovered over four years.

RATIONALE:

Electronic access to public criminal history data is available only at terminals located at the Bureau of Criminal Apprehension (BCA) headquarters. These devices are accessed several thousand times per month. This data should be accessible to individuals and agencies that cannot physically come into the BCA headquarters.

Numerous agencies in other states are making their public criminal history data available on the Internet and all charge a fee. State bureaus are impacted by this broad access to the data by having to settle issues of questioned identity and clarifying erroneous interpretation of records and levels of conviction. A large portion of the users of public criminal history data are commercial resellers of the data. The support of electronic government services is consistent with the Governor's theme of service not systems.

FINANCING:

This request is for the authority to charge a fee for remote access to public criminal history data. The fee is intended to cover the estimated \$140,000 in ongoing costs and to recoup in four years the estimated start up costs of \$607,000 in the first year. The fees would be deposited in the existing account in the Special Revenue Fund for non-criminal background checks. It is estimated that 58,400 inquiries will be conducted via the internet. A fee of \$5 per inquiry will cover the costs.

Start up expenses (Internet server, software, in-house programming, modification of criminal history (CCH) database, enhancement of CCH platform, security, E-commerce) are estimated at \$607,000. Ongoing expenses (software and web maintenance) are estimated at \$140,000 per year, including one FTE position.

OUTCOMES:

Individuals and agencies throughout the state and country will be able to access public criminal history data. The program's success will be reflected by the number of requests for the data made via the Internet.

INFORMATION TECHNOLOGY CHANGE ITEM (46590)

Activity: CRIMINAL JUSTICE INFORM. SYS.
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT
IT Change Item: CRIMNET- STAFF

ITEM DESCRIPTION AND PURPOSE:

This request is to provide staff necessary to support the integration of criminal justice information in Minnesota. A key objective of CriMNet is to bring together the information needed by law enforcement, prosecution, the courts, and corrections to ensure that public safety is maintained and that appropriate justice is applied. In support of this effort, during the 2000-01 biennium, the state funded the development of an Enterprise Architecture. This architecture is a set of system standards and models that will be used for all criminal justice organizations throughout Minnesota to ensure information integration. The standards and models require an on-going organizational structure to ensure they are managed, maintained, and communicated appropriately. This change item is one of several items necessary to ensure integration.

FUNDING: (Dollars in Thousands)

Funding Distribution	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Personnel	691	712	734	756	779	803
Supplies	10	10	10	10	10	10
Hardware	10	10	10	10	10	10
Software	4	4	4	4	4	4
Facilities	0	0	0	0	0	0
Services	0	0	0	0	0	0
Training	35	14	14	14	14	14
Grants	0	0	0	0	0	0
Total	750	750	772	794	817	841

There may be supplemental sources of funding for this type of integration initiative such as Byrne funds and local block grants. These two types of funding require funding matches of 25% and 10% respectively. This project team will be necessary for the long term to support CriMNet development and operations.

RATIONALE:

The goal of CriMNet is to ensure that the right criminal justice information will be able to be shared at the right time in the right place across the state of Minnesota. Criminal justice organizations will have well managed standards and models to be used in system and process development, and a knowledgeable source of contact at the state level.

Funding is needed to establish a criminal justice information integration support team. Eight new positions are needed for the CriMNet initiative to ensure the state has the ability to manage, maintain, and move criminal justice information

integration forward throughout all criminal justice entities. The positions will include a manager, an administrative support person, communication and web specialists, business analyst, two technical analysts, and a data modeler.

The project team will work to maintain the enterprise architectural model. Staff will maintain the CriMNet models and standards, recommend changes to criminal justice information business practices, and plan for further development. The CriMNet statewide architecture is specifically defined through the five CriMNet models: technology, data, process, organization, and motivation. In order to maintain the statewide standards there must be expertise in the business function of criminal justice as well as expertise in the technical skills for data modeling.

The project team will also work on criminal justice communication issues. Funding is needed to carry out the CriMNet communication plan. The purpose of the plan is to create an understanding among Minnesota state, county, and city criminal justice agencies, practitioners, policy makers, legislators, and private and non-profit organizations regarding the future direction and integration of Minnesota criminal justice information systems, i.e., CriMNet, including: the approach/framework for statewide integration; agency responsibility for the collection, maintenance, dissemination, and sharing of criminal justice information; governance and accountability; funding opportunities and responsibilities; and training and education.

The CriMNet communication plan includes communicating specific messages to identified audiences through a variety of means, including conferences, training classes, public service announcements, white papers, articles, and the world wide web.

This project is an inter- and intra-agency collaborative that has take years to develop. In FY2001, with the advent of Katie's law, the first installment was made. To realize significant information integration, and provide better safety and security for law enforcement and the public, the project must be continued.

LIFE CYCLE ANALYSIS:

Life Cycle Status	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Development						
Operations	X	X	X	X	X	X
Modification						
Retirement						

OFFICE OF TECHNOLOGY ANALYSIS:

This initiative supports the creation of an 8 person integration team to staff the CriMNet project. The staff includes a manager, administrative support person, communication and web specialist, business analyst, two technical analyst, and a

INFORMATION TECHNOLOGY CHANGE ITEM (46590) (Continued)

Activity: CRIMINAL JUSTICE INFORM. SYS.

Program: CRIMINAL APPREHENSION

Agency: PUBLIC SAFETY DEPT

IT Change Item: CRIMNET- STAFF

data modeler. The CriMNet initiative itself addresses EGS, infrastructure, collaborative and Big Plan (Service, Not Systems--Electronic Government Services Initiative) principles; one is needed for the other to be fully realized. This initiative is listed as a priority in the SIRMP. Conclusion: Approve funding to support the further development of the CriMNet staffing.

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$1.5 million to analyze, develop and maintain the CriMNet enterprise model for use in all criminal justice information systems implementation efforts, and to staff other CriMNet activities.

INFORMATION TECHNOLOGY CHANGE ITEM (47155)

Activity: CRIMINAL JUSTICE INFORM. SYS.
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT
IT Change Item: CRIMNET- INTEGRATION ANALYSIS & OPTIONS

ITEM DESCRIPTION AND PURPOSE:

This initiative is to make grants available to counties and cities to plan for, develop, and implement criminal justice integration within their jurisdictions. Funds will be granted to smaller and medium-sized communities for planning and analysis to ensure consistency of local systems designs with the state models and standards, and to prepare for implementation. Also, this initiative will provide resources to explore options for the most effective methods to implement integration throughout Minnesota, possibly ranging from more centralized provision of statewide systems that all local agencies would use to decentralized, locally designed systems that would link with the state CrimNet backbone.

FUNDING: (Dollars in Thousands)

Funding Distribution	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Personnel	0	0	0	0	0	0
Supplies	0	0	0	0	0	0
Hardware	0	0	0	0	0	0
Software	0	0	0	0	0	0
Facilities	0	0	0	0	0	0
Services	500	500	0	0	0	0
Training	0	0	0	0	0	0
Grants	1,000	1,000	0	0	0	0
Total	1,500	1,500	0	0	0	0

RATIONALE:

The state of Minnesota and the associated criminal and juvenile justice organizations have identified criminal justice information integration as a pressing need. To ensure a consistency in criminal justice information, Minnesota made investments in creating standards and models that would represent the requirements that criminal justice organizations would follow to ensure information integration. The state is the owner of these standards and models. Local agencies will use these standards and models to build future information systems and to reengineer current systems to meet the needs of integration. In order for the information integration to move forward in an appropriate time frame, it is in the interest of state government to encourage local agencies to make investments in their systems. Providing local agency grants moves local organizations to consider the requirements of the state's standards and models against their own local systems. The grants create a partnership between the

state and local organization in moving forward the integration of criminal justice information.

Planning grants will allow counties and cities the ability to plan for criminal justice integration within their jurisdictions. Four large counties have received grants to date. Additional grant funds will encourage small counties and cities to move toward integration.

As a result of the initiative, criminal justice information integration will begin to be realized throughout the state. The right information at the right time at the right place will begin to be realized.

LIFE CYCLE ANALYSIS:

Life Cycle Status	2002-03 Biennium		2004-05 Biennium		2006-07 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
Development	X	X				
Operations						
Modification						
Retirement						

OFFICE OF TECHNOLOGY ANALYSIS:

This initiative will analyze options to assist state, counties and cities identify the solutions available for criminal justice integration efforts. It is listed as a priority in the agency SIRMP. The initiative supports collaborative principles. Recommendation: Funding will accelerate local participation of the CrimNet initiatives.

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$3 million for the biennium for local grants and statewide analysis of options for the integration of criminal justice information.

BUDGET CHANGE ITEM (63947)

Budget Activity: CRIMINAL JUSTICE INFORM. SYS.
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

Item Title: CRIMNET-SUSPENSE FILES

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$1,000	\$1,000	\$1,000	\$1,000

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity X Supplemental Funding _____ Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$2 million for the biennium to alleviate the "suspense file" problem with the Minnesota Computerized Criminal History System (CCH). This effort will investigate the causes of current data problems with the system, and will implement changes in state and local criminal justice agency business practices needed to improve the accuracy and completeness of the information. Ongoing funding for this effort would be made available through the 2004-05 biennium, and a program evaluation would be required prior to the 2005 session to determine whether the effort is complete or other changes are needed.

RATIONALE:

The accuracy and completeness of the Minnesota Computerized Criminal History System (CCH) is of paramount importance to the criminal justice community and the citizens of Minnesota. Current estimates are that 50% of court disposition data currently goes into the suspense file. This is a file that contains court charges that cannot be matched to a criminal history record. Without such a match, entities making an inquiry of the Minnesota CCH system will not receive all of the data that is on an individual's record. This causes decisions to be made without all pertinent information - ultimately causing inappropriate sentencing or a flawed background check.

The Suspense File consists of criminal convictions that cannot be added to the CCH system, because a match to arrest information cannot be made. Current estimates from the Minnesota Planning Criminal Justice Statistics Center

indicate that approximately 50% of records sent to the CCH repository housed at the Bureau of Criminal Apprehension (BCA) are currently in suspense. There are currently 26,000 felony convictions in suspense. Additional felonies are being added at the rate of 70 per week.

Findings indicate that the problem of linking dispositions to arrests is a result of unsatisfactory business practices at criminal justice agencies. These practices include missing fingerprint arrest information (no cards submitted to the BCA), missing critical linking numbers, missing/incorrect arrest date information on the fingerprint cards, and incomplete disposition data passed from the court system.

Resolution of the suspense file issue requires a two-pronged approach. The suspense file containing historical data from 1990 must be reduced and current business practices must be adapted to prevent records from going into suspense.

Past Efforts

The criminal justice community has attempted to address these issues through various initiatives.

- "Big Picture" training sessions were conducted throughout the state by Training Education Community Education (TRACE). This training was designed to bring awareness to agencies of suspense file issues, define the problem, collect feed back, and communicate possible solutions.
- Agencies have been provided with their suspense file report. Approximately 60 agencies have received a report containing their cases that have been held in suspense in the last year.
- The BCA hosted a suspense file focus group in July 1999. This focus group served a dual purpose.
 - It created an awareness and revealed business practices within the agencies that cause records to go into suspense
 - It highlighted the roadblocks agencies face in trying to deal with those issues.
- The Sibley County Suspense File Pilot Project brought together the decision-makers from Sibley County along with state representatives from BCA, courts and TRACE to learn about the suspense file problem. Each agency within Sibley County received a copy of the 1999 and 2000 records in suspense generated from their agency to determine what needed to be changed on the record to move them out of suspense. Lessons learned will be incorporated into workshops and communicated to other agencies.

Despite these efforts, the effect on the suspense file problem has been minimal.

BUDGET CHANGE ITEM (63947) (Continued)

Budget Activity: CRIMINAL JUSTICE INFORM. SYS.

Program: CRIMINAL APPREHENSION

Agency: PUBLIC SAFETY DEPT

Item Title: CRIMNET-SUSPENSE FILES

OUTCOMES:

The goal of this effort is two-fold: 1) reduce the flow of dispositions going into suspense from the current 50% to 30% in the first year; 20% in the second year and less than 15% in the third year; 2) reduce the size of the existing suspense file by 50% the first year and 90% the second year.

Proposal

The solution to this Suspense file issue will not occur in a timely manner using current methodologies. The following two-pronged approach to this problem is suggested:

1. In the short-term we will begin immediately to identify those records that are currently in suspense that are of the most heinous nature, focusing on homicide, criminal sexual conduct, and aggravated assault.
 - The goal of this effort will be to remove all reconcilable suspense file records (records with mismatched record identifier) for the offenses of homicide, criminal sexual conduct and aggravated assault by 6-30-01.
 - Local agencies will be mailed reports containing their homicide, criminal sexual conduct and aggravated assault suspense file records. These mailings will include clear directions and expectations as to what the agencies shall do to allow the records to be matched and in what timeframe.
2. To solve the long-term problems of records going into Suspense, we must inspire a statewide criminal justice business practices change. A team of state analysts will be assembled to provide training and technical assistance to all criminal justice contributors to the Suspense file problem.
 - This team will consist of state staff, including a Suspense file project manager, four suspense file analysts, four criminal history clerical staff, a technical system programmer, and an administrative assistant.
 - This team will conduct a rapid statewide analysis to determine the error points in the criminal justice process that cause records to enter the suspense file. This effort will begin in February 2001 using existing funding resources. The analysis is expected to lead to longer-term recommendations for changes in state and local criminal justice agency business practices that will result in fewer data problems.
 - The team would develop and implement a statewide communications and training plan. They would share performance goals and measurements regarding what works in the efforts to solve the suspense file issue. The group would be responsible for preparing and submitting a full performance report in 2003.

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BUDGET ACTIVITY SUMMARY

Budget Activity: CRIMINAL INVESTIGATIONS
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

This activity provides coordination and investigative assistance to local law enforcement agencies in areas such as complex, multi-jurisdictional, or long-term felony level investigations. Field offices are located in Bemidji, Brainerd, Center City, Duluth, Eden Prairie, Hastings, Mankato, Marshall, Moorhead, Rochester, St. Cloud, Thief River Falls, and Willmar.

STRATEGIES AND PERFORMANCE:

The level of requests for investigative assistance has steadily increased. For example, crime scene responses increased 24% from FY 1998 to 1999 and included several complex high profile homicides requiring exhaustive investigative hours. The Bureau of Criminal Apprehension (BCA) generally responds only to death investigations, violent crimes against children, officer-involved shootings, violent sexual assaults, interstate and international drug trafficking, felony-level conflict of interest investigations, and some computer-related crimes. Many of these requests involve the use of sophisticated equipment and related expertise not available to local departments.

The BCA investigative sections have identified specific crime trends and investigative needs of the Minnesota criminal justice community and have reprioritized resources and staff in recent years to address these issues.

- Employed three full-time special agents and one criminal intelligence analyst to staff the cold case unit. The work of this unit solved a 1978 Stearns County homicide of a mother and her three children, and resulted in the arrest of a defendant in the 1992 Sherburne County sexual assault and the homicide of a Big Lake mother of three children.
- Provided computer-related criminal investigations and training to the criminal justice community, as crimes involving this technology are on the increase.

FINANCING INFORMATION:

This activity generates dedicated revenue. Revenue is generated by selling used equipment and by money awarded by the courts from forfeited property seizures. A drug enforcement administration statewide Marijuana Eradication Grant and the confidential fund are administered by this activity. This activity has been successful and continues to seek federal funds for a predatory offender systems and training, and for computer-related investigations.

BUDGET ISSUES:

- Investigative equipment, such as visual and audio recording equipment, crime scene processing and computer-crime related forensic technology, and sophisticated surveillance equipment is badly antiquated and in need of replacement. Replacement schedules must be extended in order to live within existing funding.
- Investigations such as Katie Poirier (Carlton County), Cally Jo Larson (Waseca County), and Julie Holmquist (Kittson County) continually result in overtime excesses for Special Agents, which reduces budget flexibility.
- City, county, and federal law enforcement agencies and state and federal prosecutors are analyzing the statewide need for investigators and forensic technicians to respond to computer crimes.

Activity: CRIMINAL INVESTIGATIONS
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	5,965	6,014	6,989	6,772	6,772	6,948	6,948	717	5.5%
OTHER OPERATING EXPENSES	2,017	2,055	3,096	1,982	1,982	1,982	1,982	(1,187)	(23.0%)
Subtotal State Operations	7,982	8,069	10,085	8,754	8,754	8,930	8,930	(470)	(2.6%)
LOCAL ASSISTANCE	22	14	6	6	6	6	6	(8)	(40.0%)
Total Expenditures	8,004	8,083	10,091	8,760	8,760	8,936	8,936	(478)	(2.6%)

Financing by Fund:							
Direct Appropriations:							
GENERAL	7,122	6,684	8,392	7,749	7,749	7,925	7,925
Statutory Appropriations:							
GENERAL	40	47	110	50	50	50	50
SPECIAL REVENUE	597	816	811	811	811	811	811
FEDERAL	245	536	778	150	150	150	150
Total Financing	8,004	8,083	10,091	8,760	8,760	8,936	8,936

Revenue Collected:							
Dedicated							
GENERAL	67	72	40	40	40	40	40
SPECIAL REVENUE	250	359	350	350	350	350	350
FEDERAL	274	429	700	150	150	150	150
GIFT	0	0	1	1	1	1	1
Nondedicated							
GENERAL	26	22	25	25	25	25	25
Total Revenues Collected	617	882	1,116	566	566	566	566

FTE by Employment Type:							
FULL TIME	82.5	82.0	93.0	91.0	91.0	91.0	91.0
PART-TIME, SEASONAL, LABOR SER	6.5	6.6	5.5	3.5	3.5	3.5	3.5
OVERTIME PAY	9.0	6.4	6.8	4.3	4.3	4.3	4.3
Total Full-Time Equivalent	98.0	95.0	105.3	98.8	98.8	98.8	98.8

BUDGET ACTIVITY SUMMARY

Budget Activity: POLICE TRAINING & DEVELOPMENT
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

This activity provides training to local law enforcement pursuant to the Bureau of Criminal Apprehension (BCA) enabling legislation. The BCA's statewide reputation in the criminal justice community for high quality and state-of-the-art training has significantly increased the demand for BCA-sponsored courses.

STRATEGIES AND PERFORMANCE:

This activity provides 3,000 law enforcement and criminal justice personnel with the professional knowledge and skills necessary to effectively serve their communities, through specialized and advanced Peace Officer Standards and Training (POST) Board approved training for law enforcement officers and criminal justice professionals throughout the state. Course subjects include major criminal investigative techniques, evidence and crime scene processing, stress management, arson, police management, technology crimes, diversity, and police ethics.

- Provide crime prevention programs including Minnesota Crime Watch, Drug Abuse Resistance Education, and crime prevention practitioners' training.
- Provide investigative training focusing on child maltreatment, economic crimes, rural crime, problem oriented policing, arson and fire, crimes involving computers and other technology, and dealing effectively with seniors.
- Provide continuing education for narcotics officers and multi-disciplinary training that assists child protection workers and other criminal justice professionals in the recognition of illegal drug production (i.e., methamphetamine) and other narcotics.
- Provide sexual assault training that encourages collaborations and guidelines for working with new immigrant populations and training related to guidelines for handling abduction cases.
- Manage and provide training related to the Minnesota crime alert network, a statewide network that enables law enforcement to quickly alert businesses and community groups throughout the state about crime or criminals that may affect them.
- Provide advanced death investigation training for investigators within Minnesota and around the region.

- Explore other methods of course delivery such as computer-based training and distance learning strategies.

BCA agents were provided training and testing via the internet for mandatory in-service topics not requiring face-to-face presentations. Methamphetamine awareness training is being developed on CD-Rom in cooperation with the Minnesota chiefs and sheriffs associations.

FINANCING INFORMATION:

- This activity generates dedicated revenue. Fees are charged to recover a portion of the costs of providing these classes.
- Narcotics training is provided in part through a grant and interagency agreement with other state agencies.
- Sexual assault training is provided through the Violence Against Women Act grant.
- This activity continues to seek federal funding to provide computer crime investigation training.
- This activity has a grant initiative to seek funding for Abduction Response Investigative training.

Activity: POLICE TRAINING & DEVELOPMENT
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	772	732	831	824	824	854	854	115	7.4%
OTHER OPERATING EXPENSES	692	703	771	633	633	634	634	(207)	(14.0%)
Subtotal State Operations	1,464	1,435	1,602	1,457	1,457	1,488	1,488	(92)	(3.0%)
LOCAL ASSISTANCE	9	6	4	4	4	4	4	(2)	(20.0%)
Total Expenditures	1,473	1,441	1,606	1,461	1,461	1,492	1,492	(94)	(3.1%)

Financing by Fund:									
Direct Appropriations:									
GENERAL	1,097	1,025	1,246	1,153	1,153	1,183	1,183		
STATE GOVERNMENT SPECIAL REVENUE	8	6	8	7	7	7	7		
Statutory Appropriations:									
SPECIAL REVENUE	134	154	239	237	237	237	237		
FEDERAL	221	256	111	60	60	60	60		
GIFT	13	0	2	4	4	5	5		
Total Financing	1,473	1,441	1,606	1,461	1,461	1,492	1,492		

Revenue Collected:									
Dedicated									
SPECIAL REVENUE	181	204	232	212	212	212	212		
FEDERAL	407	134	50	60	60	60	60		
GIFT	0	0	1	1	1	1	1		
Total Revenues Collected	588	338	283	273	273	273	273		

FTE by Employment Type:									
FULL TIME	12.0	12.0	12.0	12.0	12.0	12.0	12.0		
PART-TIME, SEASONAL, LABOR SER	1.5	0.4	0.4	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	13.5	12.4	12.4	12.0	12.0	12.0	12.0		

BUDGET ACTIVITY SUMMARY

Budget Activity: CRIMINAL APPREHENSION SUPPORT
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

This activity provides daily financial, administrative, human resources, and managerial support as well as leadership to the Bureau of Criminal Apprehension (BCA).

STRATEGIES AND PERFORMANCE:

- Develop and implement policy and procedure, innovative management methods, and long-range strategic and operational planning.
- Provide membership to the Peace Officer Standards and Training Board; the Private Detective and Protective Agents' Services Board; and numerous national, state, and local criminal justice policy development and implementation organizations.
- Maintain partnerships with the Minnesota State Sheriffs Association, the Minnesota Chiefs of Police Association, Minnesota county attorneys, the United States Attorney's Office, the Minnesota attorney general's office, many federal agencies, other state and local public safety and law enforcement entities, and citizen groups such as Mothers Against Drunk Drivers (MADD) and Missing Children-Minnesota.
- Respond to crime committees in both the house and the senate, providing support, statistics, and testimony as requested by the Department of Public Safety, the governor's office, and the committees themselves.
- Collaborate with other criminal justice agencies to further the mission of public safety, and increase the safety of Minnesota citizens.
- Assure that BCA services are accessible throughout the state.
- Refocus internal resources to assure continuation of critical activities.
- Invest in creating an environment conducive to retaining highly trained and competent staff.

FINANCING INFORMATION:

The confidential fund provides monies to local agencies under the provisions of M.S. 299C.065. These monies or grants are awarded based on several factors, and agencies receiving funds are required to maintain records suitable for state auditing purposes.

Activity: CRIMINAL APPREHENSION SUPPORT
Program: CRIMINAL APPREHENSION
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>Expenditures by Category:</u>									
State Operations									
COMPENSATION	405	415	444	466	466	456	456	63	7.3%
OTHER OPERATING EXPENSES	276	224	247	233	233	233	233	(5)	(1.1%)
Total Expenditures	681	639	691	699	699	689	689	58	4.4%
<u>Financing by Fund:</u>									
Direct Appropriations:									
GENERAL	530	544	588	600	600	590	590		
SPECIAL REVENUE	151	95	103	99	99	99	99		
Total Financing	681	639	691	699	699	689	689		
<u>FTE by Employment Type:</u>									
FULL TIME	6.0	5.7	6.0	6.0	6.0	6.0	6.0		
PART-TIME, SEASONAL, LABOR SER	0.8	0.8	0.8	0.8	0.8	0.8	0.8		
Total Full-Time Equivalent	6.8	6.5	6.8	6.8	6.8	6.8	6.8		

PROGRAM SUMMARY

Program: FIRE MARSHAL
Agency: PUBLIC SAFETY DEPT

PROGRAM PROFILE:

The State Fire Marshal (SFM) protects lives and property by fostering a fire safe environment through investigation, enforcement, regulation, hazardous materials response, data collection, and public education. This program currently operates with 51.5 FTE positions and serves all citizens throughout the state of Minnesota.

STRATEGIES AND PERFORMANCE:

- Twelve fire investigators assist local fire departments with fatality and/or serious injury fires, fires of suspicious nature, and large dollar loss fires.
- Twenty deputies conduct inspections of hotels, motels, resorts, schools, day care facilities, hospitals, nursing homes, group homes, foster care facilities, correctional facilities, places of assembly, and flammable combustible liquid and liquefied petroleum gas installations for compliance with the Minnesota Uniform Fire Code.
- Under contract with the Department of Children, Families and Learning (DCFL) three deputies inspect public schools and one deputy reviews plans and specifications for new school construction and remodeling projects, to ensure fire safety, code compliance, and appropriate use of state health and safety monies.
- Three sprinkler plan reviewers ensure that automatic fire protection systems are being designed correctly.
- The hazardous materials regional response program is a joint program with the Division of Emergency Management. The joint program works with four hazardous materials emergency response/chemical assessment teams and six chemical assessment teams statewide.
- As part of the attorney general's task force on arson, a juvenile fire setter interventionist position was created in FY 1998, to work with families and children, law enforcement, mental health associations, and the juvenile justice system to promote fire safety.
- The fire data management team, using the Minnesota Fire Incident Reporting System, collects and analyzes over 152,000 incident reports annually and provides technical assistance to 793 Minnesota fire departments. This team tracks major incidents and provides information to the fire service and media regarding similar incidents/trends.
- The 1995 fireworks law requires SFM to adopt reasonable guidelines on public fireworks display safety and to certify all fireworks operators. This certification is achieved by passing a written examination administered or

approved by SFM. After each display, the certified operator must submit a report to the SFM outlining the number of shells used, property damage, injuries, and product defects. This makes it possible to assess the impact of controlled fireworks displays and helps to identify any consistently defective product or operational problems.

FINANCING INFORMATION:

- Non-dedicated revenue is collected for licensing fire protection systems (sprinklers). Permit fees and surcharges are collected for a percentage of the total cost of fire protection system work being done.
- Interagency agreements have been established with the DCFL for the school inspection program.
- A contract with the Department of Health provides federal funds (Title18 & Title19) for the health care inspection program.

BUDGET ISSUES:

- In FY 1998-99 \$200,000 was appropriated to the Department of Human Services (DHS) to fund two SMF positions for day care inspections. This was not funded for FY 2000-01. Day care inspection demands have increased significantly during the last biennium.
- Since the inception of the sprinkler plan review program in 1994, \$2.1 million has been collected. Construction has increased and the number of plans to be reviewed is eight weeks behind. To ensure the efficiency of the program, inspections need to occur while there is time to make necessary building corrections.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget.

Program: FIRE MARSHAL
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	3,103	3,282	3,379	3,464	3,464	3,563	3,563	366	5.5%
OTHER OPERATING EXPENSES	1,013	659	807	800	800	800	800	134	9.1%
Total Expenditures	4,116	3,941	4,186	4,264	4,264	4,363	4,363	500	6.2%
Financing by Fund:									
Direct Appropriations:									
GENERAL	3,383	3,092	3,210	3,280	3,280	3,363	3,363		
Statutory Appropriations:									
GENERAL	309	326	424	426	426	430	430		
SPECIAL REVENUE	1	11	10	10	10	10	10		
FEDERAL	423	512	537	548	548	560	560		
GIFT	0	0	5	0	0	0	0		
Total Financing	4,116	3,941	4,186	4,264	4,264	4,363	4,363		
Revenue Collected:									
Dedicated									
GENERAL	335	324	431	435	435	439	439		
SPECIAL REVENUE	1	18	10	10	10	10	10		
FEDERAL	522	409	536	548	548	560	560		
GIFT	1	0	1	1	1	1	1		
Nondedicated									
GENERAL	11	2	20	475	475	495	495		
CAMBRIDGE DEPOSIT FUND	419	459	435	0	0	0	0		
Total Revenues Collected	1,289	1,212	1,433	1,469	1,469	1,505	1,505		
FTE by Employment Type:									
FULL TIME	57.3	55.0	54.7	54.7	54.7	54.7	54.7		
OVERTIME PAY	0.3	0.0	0.1	0.1	0.1	0.1	0.1		
Total Full-Time Equivalent	57.6	55.0	54.8	54.8	54.8	54.8	54.8		

PROGRAM SUMMARY

Program: GAMBLING ENFORCEMENT
Agency: PUBLIC SAFETY DEPT

PROGRAM PROFILE:

The alcohol and gambling enforcement program enforces laws and regulations relating to liquor licensing and legal and illegal gambling activities.

STRATEGIES AND PERFORMANCE:

The program approves and issues retail, wholesale, and import liquor licenses and brand label registrations.

- Authorize liquor shipments to establishments holding valid licenses.
- Maintain dram shop and workers compensation records.
- Verify accuracy of applications.
- Verify tax eligibility.
- Inspect premises prior to licensure.

Implement the federal Office of Juvenile Justice delinquency program project to combat underage drinking.

- Provide monetary resources and training, and conduct compliance reviews at liquor licensed establishments.
- Encourage local law enforcement and licensing officials to impose civil penalty options themselves.
- Assess youth access to alcohol from the Internet, the use of fraudulent ID's, home delivery sources, and adult providers.

Gambling and liquor law compliance are ensured by conducting routine compliance visits and by conduct criminal investigations of liquor and gambling law violations.

This program provides law enforcement services within the gambling industry in Minnesota, conducts criminal investigations relating to lawful forms of gambling, and conducts investigations of illegal gambling.

- Monitor compliance with tribal-state compacts.
- Conduct security audit of Minnesota State Lottery.
- Provide enforcement and regulatory support to Minnesota State Lottery, Lawful Gambling Board, and Pari-Mutual Racing Commission.
- License and regulate manufacturers and distributors of gambling devices conducting sales in Minnesota.

- Conduct criminal investigations of illegal gambling and assist local law enforcement agencies in gambling related crimes and regulatory issues.

FINANCING INFORMATION:

This program generates dedicated and non-dedicated revenues. Fees are collected from manufacturers of gambling devices. Indian Tribal governments pay fees for investigations and background checks under tribal compacts. Fees are also collected to recover the costs of conducting background check investigation on individuals in the legal gambling profession.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget.

Program: GAMBLING ENFORCEMENT
Agency: PUBLIC SAFETY DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Activity:									
GAMBLING ENFORCEMENT	1,599	1,711	2,069	1,847	1,847	1,885	1,885	(48)	(1.3%)
ALCOHOL ENFORCEMENT	483	604	775	643	643	647	647	(89)	(6.5%)
Total Expenditures	2,082	2,315	2,844	2,490	2,490	2,532	2,532	(137)	(2.7%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,657	1,656	1,990	1,822	1,822	1,864	1,864		
Statutory Appropriations:									
GENERAL	141	116	96	96	96	96	96		
SPECIAL REVENUE	250	389	523	382	382	382	382		
FEDERAL	34	154	235	190	190	190	190		
Total Financing	2,082	2,315	2,844	2,490	2,490	2,532	2,532		
FTE by Employment Type:									
FULL TIME	24.5	24.9	27.7	27.0	27.0	27.0	27.0		
PART-TIME, SEASONAL, LABOR SER	0.0	0.3	0.0	0.0	0.0	0.0	0.0		
OVERTIME PAY	0.4	0.5	0.5	0.4	0.4	0.4	0.4		
Total Full-Time Equivalent	24.9	25.7	28.2	27.4	27.4	27.4	27.4		

BUDGET ACTIVITY SUMMARY

Budget Activity: GAMBLING ENFORCEMENT
Program: GAMBLING ENFORCEMENT
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

- Provide civil and criminal investigative services to the lawful, regulated forms of gambling in Minnesota, and investigate illegal gambling.
- Serve the state regulated forms of gambling, tribal gaming and citizens by investigating gambling related crimes.

STRATEGIES AND PERFORMANCE:

This activity networks with state gambling regulators, tribal governments and local government to enforce gambling statute and rule.

- Conduct background investigations and criminal record checks on licenses and contractors.
- Inspect tribal gaming for compliance, with tribal-state contracts.
- Conduct criminal and civil investigations and provide testimony in civil and criminal matters..
- Respond to public inquiries and complaints.

The activity also works to maintain the integrity of the industry of legalized gambling.

- Provide training.
- License distributors and manufacturers of gambling devices.
- Collaborate with regulators worldwide.
- Increase the number of random tests of video games of chance and the conduct of blackjack, to ensure compliance with the tribal-state compacts at tribal casinos.
- Increase the use of electronic surveillance, to reduce the amount of theft of charitable gambling funds at lawful gambling sites.

BUDGET ISSUES:

As a result of the increase in lawful forms of gambling statewide, it is expected that the division will see increased involvement in more sophisticated cheating schemes and financial crimes relating to gambling. For example, in 1999 the legislature enacted a law that allows Minnesota citizens to participate in card games at a card room at Canterbury Downs. This activity will pursue civil and criminal investigations resulting from cheating schemes.

Activity: GAMBLING ENFORCEMENT
Program: GAMBLING ENFORCEMENT
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	1,081	1,185	1,327	1,348	1,348	1,385	1,385	221	8.8%
OTHER OPERATING EXPENSES	518	526	742	499	499	500	500	(269)	(21.2%)
Total Expenditures	1,599	1,711	2,069	1,847	1,847	1,885	1,885	(48)	(1.3%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	1,228	1,206	1,450	1,369	1,369	1,407	1,407		
Statutory Appropriations:									
GENERAL	141	116	96	96	96	96	96		
SPECIAL REVENUE	230	389	523	382	382	382	382		
Total Financing	1,599	1,711	2,069	1,847	1,847	1,885	1,885		
Revenue Collected:									
Dedicated									
GENERAL	64	243	75	175	175	75	75		
SPECIAL REVENUE	335	290	295	295	295	295	295		
Nondedicated									
GENERAL	1	37	18	248	248	248	248		
CAMBRIDGE DEPOSIT FUND	278	220	230	0	0	0	0		
Total Revenues Collected	678	790	618	718	718	618	618		
FTE by Employment Type:									
FULL TIME	16.2	17.0	19.0	19.0	19.0	19.0	19.0		
OVERTIME PAY	0.4	0.4	0.4	0.4	0.4	0.4	0.4		
Total Full-Time Equivalent	16.6	17.4	19.4	19.4	19.4	19.4	19.4		

BUDGET ACTIVITY SUMMARY

Budget Activity: ALCOHOL ENFORCEMENT
Program: GAMBLING ENFORCEMENT
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

- Maintain integrity of the liquor industry and the three-tier system (manufacturer/importer, wholesaler, and retailer) through licensing, enforcement, regulation, and interpretation of M. S. 340A and Minnesota Rule 15.
- Maintain and promote responsibility within the liquor business community, and provide a safe environment for alcohol consumers and citizens.

Clientele includes the entire liquor industry and their associations, Minnesota citizens, alcohol consumers, local units of government, law enforcement agencies, insurance industry, and the legal community.

- Provide uniform direction and response to local units of government to encourage local alcohol issues to remain local if appropriate.
- Continue networking and collaborating with various community coalition organizations who are dedicated to underage alcohol awareness programs.

Continuing and future alcohol issues include underage sale, adult providers to underage persons, E-commerce alcohol issues that erode three-tier system, solicitation and sales to minors, promoting increased awareness of responsible alcohol vendor and employee education, and local government education regarding licensing processes.

STRATEGIES AND PERFORMANCE:

- Verify license, permit, and brand label eligibility requirements.
- Verify proof of financial responsibility (dram shop insurance), workers compensation, and tax requirements.
- Verify that licensed premises meet eligibility requirements.
- Impose civil penalties and pursue criminal charges.
- Participate in a federal grant program that addresses underage access to alcohol, and promote educational efforts to combat underage alcohol consumption. Provide grant monies to local law enforcement departments in their efforts to reduce youth access to alcohol, conduct pre-compliance check training to ensure consistency statewide, and ensure appropriate follow up on cases requiring civil and/or criminal action.

- Investigate complaints and facilitate civil and criminal action regarding liquor violations that include unlicensed manufacture and sale, unregistered products, illegal advertising and alcohol promotion, trade practice violations, illegal gambling on the licensed liquor premises, after hours sale, and illegal retail sales for resale.
- Promote prevention of youth access to alcohol through a \$150,000 state grant program and a federal grant program through the federal Office of Juvenile Justice and delinquency prevention. The grant programs enable local law enforcement agencies and civic organizations to receive funding to promote responsible alcohol sales within their communities. Results of the program show initial failure rates at 23-25% with second checks dropping to 16-18%.
- Provide customer service to approximately 12,000 licensees, 853 city and 87 county licensing officials, and the general public regarding liquor laws and rules, complaints, inspections, and investigations.
- Make database of public license records available to clientele via Internet.
- Implement a 24-hour seven days per week after hours telephone message line for clientele to report liquor violation and complaints.
- Implement an alcohol and gambling integrated information system, which allows for greater efficiency in recording and retrieving violation information, more complete license information data, and cross referencing between alcohol and gambling data.
- Provide Peace Officers Standard and Training (POST) board certified training opportunities for local licensing authorities and law enforcement authorities. This has also been expanded to include a POST certified gambling course.

Activity: ALCOHOL ENFORCEMENT
Program: GAMBLING ENFORCEMENT
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	372	372	428	389	389	392	392	(19)	(2.4%)
OTHER OPERATING EXPENSES	111	181	272	254	254	255	255	56	12.4%
Subtotal State Operations	483	553	700	643	643	647	647	37	3.0%
LOCAL ASSISTANCE	0	51	75	0	0	0	0	(126)	(100.0%)
Total Expenditures	483	604	775	643	643	647	647	(89)	(6.5%)

Financing by Fund:							
Direct Appropriations:							
GENERAL	429	450	540	453	453	457	457
Statutory Appropriations:							
SPECIAL REVENUE	20	0	0	0	0	0	0
FEDERAL	34	154	235	190	190	190	190
Total Financing	483	604	775	643	643	647	647

Revenue Collected:							
Dedicated							
GENERAL	0	0	10	10	10	10	10
FEDERAL	34	154	235	190	190	190	190
MISCELLANEOUS AGENCY	0	0	1	1	1	1	1
Nondedicated							
GENERAL	28	0	0	875	875	875	875
CAMBRIDGE DEPOSIT FUND	846	858	875	0	0	0	0
Total Revenues Collected	908	1,012	1,121	1,076	1,076	1,076	1,076

FTE by Employment Type:							
FULL TIME	8.3	7.9	8.7	8.0	8.0	8.0	8.0
PART-TIME, SEASONAL, LABOR SER	0.0	0.3	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.0	0.1	0.1	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	8.3	8.3	8.8	8.0	8.0	8.0	8.0

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PROGRAM SUMMARY

Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

PROGRAM PROFILE:

The mission of the Minnesota Center for Crime Victim Services (MCCVS) is to serve as a statewide advocate for crime victims.

MCCVS was reorganized as a division in the Department of Public Safety by Executive Order No. 182 in November 1999. This program supports the department's strategy to improve service across the criminal justice system by linking victims with other criminal justice personnel at the local level. MCCVS works closely with the Office of Drug Policy and Violence Prevention to provide a continuum of violence prevention and crisis intervention services through local public and non-profit providers.

MCCVS seeks to achieve several public goals including helping victims regain their physical and mental health; promoting a reduction in violent crime, particularly violence against women; and supporting the economic recovery of victims of crime.

The vision of the agency is to ensure that high quality services and information are available to crime victims in Minnesota.

- Encourage the participation of victims, survivors, victim advocates, service providers, criminal justice professionals, and other members of the community in the development and implementation of the center's programs.
- Preserve, promote and incorporate the integrity and special needs of battered women, general crime, and sexual assault victims.
- Maintain a victim-centered, customer-driven approach.

STRATEGIES AND PERFORMANCE:

- Provide quality grants administration to distribute state and federal funds to public and private nonprofit agencies and tribal governments that serve the advocacy needs of battered women, general crime, and sexual assault victims.
- Support emergency shelter services to battered women and their children (225,000 person days in CY 1999).
- Encourage and facilitate local-level program development and assessment through outreach, training, and technical assistance.
- Develop and advocate for laws to protect crime victims' rights and afford victims greater opportunities to participate in the criminal justice process.

- Improve the quality of victims' services and the implementation of statutory rights of crime victims by providing information and training.
- Provide reparations benefits directly to more than 1,300 crime victims and their families annually to ease the financial burden of crime.
- Assist the criminal justice system in holding offenders responsible for the effects of their crimes.
- Provide leadership and participate in planning and public policy initiatives that benefit crime victims.

FINANCING INFORMATION:

- Federal funds are critical to the center's operations and programs. Most local programs funded by the center receive a combination of state and federal funding, but a large portion of each program's grant is derived from federal sources. Also, there are several projects that receive only federal money.
- Some of the federal grants are quite variable from year to year. For example, the amount of the Victims of Crime Act (VOCA) grant to the state depends on the amount of fine money collected by the federal government and deposited into the dedicated federal crime victims fund. Congress has enacted a cap on the total amount of funds that can be released annually despite a steady flow of receipts into that fund. It is anticipated that the Violence Against Women Act (VAWA) funds will be renewed by congress, but the future beyond the next biennium for these funds is uncertain. Although both VOCA and VAWA funding increased greatly during federal FY 1999, given the congressional cap on VOCA fund levels, further significant increases are not expected.
- The VOCA compensation grant is a match of state spending, and the match level of 40% is not likely to increase because most states have sufficient revenue under the current formula.
- The rape prevention and services grant is transferred to MCCVS from the Department of Health.
- MCCVS transfers one-third of its VOCA assistance grant to the Department of Children, Families and Learning for its abused children program.

BUDGET ISSUES:

- This budget reflects the MCCVS reorganization as a division in the Department of Public Safety as a result of the Governor's Reorganization Order #182.

PROGRAM SUMMARY (Continued)

Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

- This budget reflects the first full biennium's incorporation of battered women's shelter per diem funds, which were transferred to MCCVS at the start of FY 2001. This change was mandated by the 1997 Welfare Reform Act but was postponed by one year during the last biennium.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the program's base budget.

Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

Program Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Activity:									
CRIME VICTIMS REPARATIONS	3,636	3,276	4,967	3,896	3,896	3,911	3,911	(436)	(5.3%)
CRIME VICTIMS ASSISTANCE	10,912	12,533	16,023	11,159	11,159	11,178	11,178	(6,219)	(21.8%)
BATTERED WOMEN	7,783	9,120	29,164	27,620	27,620	27,620	27,620	16,956	44.3%
Total Expenditures	22,331	24,929	50,154	42,675	42,675	42,709	42,709	10,301	13.7%
Financing by Fund:									
Direct Appropriations:									
GENERAL	13,064	13,348	32,981	31,152	31,152	31,186	31,186		
Statutory Appropriations:									
SPECIAL REVENUE	322	475	1,603	632	632	632	632		
FEDERAL	8,945	11,106	15,553	10,889	10,889	10,889	10,889		
GIFT	0	0	17	2	2	2	2		
Total Financing	22,331	24,929	50,154	42,675	42,675	42,709	42,709		
FTE by Employment Type:									
FULL TIME	27.0	28.4	34.9	34.5	34.5	34.5	34.5		
PART-TIME, SEASONAL, LABOR SER	2.6	0.5	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	29.6	28.9	34.9	34.5	34.5	34.5	34.5		

PUBLIC SAFETY DEPT - GRANTS DETAIL

Program Name Federal or State Or Both (citation)	Purpose	Recipient Type (s) Eligibility Criteria	Budgeted FY 2001	Most Recent Federal Award (cite year)
Crime Victims Emergency Fund Grants M.S. 611A.675	Provide local service providers and county attorneys with small grants to use for the emergency needs of crime victims, such as replacement of necessary property, transportation/lodging, security systems, and crime scene cleanup.	Victims (indirectly) through local government officials such as County Attorney, etc	\$ 150 (general)	
Sexual Assault (VOCA) M.S. 611A.21-611A.23	Provide grant funding to local service providers for services to victims of sexual assault and for rape prevention programs.	Victim services programs (nonprofit agencies, local units of government, tribal governments)	\$2,127 (general) \$1,780 (federal)	FFY 2000
General Crime (VOCA)	Provide grant funding to local service providers for services to victims of homicide, assault, robbery, kidnapping, and other general crimes.	Victim services programs. (nonprofit agencies, local units of government, tribal governments)	\$1,368 (general) \$6,995 (federal)	FFY 2000
Child Abuse (VOCA) M.S. 611A.362	Provide grant funding to local service providers for victims of child abuse, and child abuse prevention programs.	Grants are distributed by the DCFL to victims services programs	\$1,451 (federal)	FFY 2000
Domestic Violence (VOCA) M.S. 611A.32	Provide grant funding to local service providers for victims of domestic violence, including services such as emergency shelter, community advocacy projects, and criminal justice intervention projects.	Victim services programs (nonprofit agencies, local units of government, tribal governments)	\$6,254 (general) \$3,416 (federal)	FFY 2000
Battered Women Shelters M.S. 611A.37 – 611A.375	Provide funding for maintenance and security costs of battered women's shelters.	Battered women's shelters (nonprofit agencies, tribal governments)	\$ 206 (general)	FFY 2000

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BUDGET ACTIVITY SUMMARY

Budget Activity: CRIME VICTIMS REPARATIONS
Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

This activity provides financial assistance to victims of violent crime. Many victims suffer temporary economic hardship due to large medical bills and the inability to work while they are recovering. The program is essential to help victims recover as quickly as possible and to minimize problems resulting from their victimization.

Over 1,300 victims or their family members seek assistance each year as a result of crimes such as homicide, assault, drunk driving, child abuse, robbery, sexual assault, and domestic abuse. Approximately 25% of recipients are children who need assistance for counseling or medical care.

The activity expanded dramatically during the 1990's due to increases in urban violence. Slow to moderate growth is expected over the next few years due to expanded outreach efforts.

The program seeks to achieve several public goals including helping victims regain their physical and mental health; promoting a reduction in violent crime; and helping families provide a safe, stable environment for their children.

STRATEGIES AND PERFORMANCE:

Payments are made directly to victims, their families, and service providers. Reimbursement is provided for crime-related expenses such as medical and dental care, mental health counseling, lost wages, funeral expenses, loss of support for dependents, and childcare. Applicants are required to promptly report crimes to law enforcement and cooperate fully with the investigation and prosecution of criminal cases.

The program also conducts outreach activities throughout the state to make sure that crime victims in every region obtain information about reparations and other victim services available to them.

The fund recovery unit holds offenders accountable for the costs of crime by focusing on the collection of restitution and civil awards.

An automated reparations claims system was installed early in FY 2001. Minnesota Center Crime Victim Services (MCCVS) goal is to reduce processing time from a current average of 140-160 days/claim to a national standard of 90 days/claim by the end of FY 2001. Victims who file for compensation assistance are regularly surveyed for their input on MCCVS service delivery.

Fast processing of compensation awards is critical to lessening economic hardship for victims and maintaining the confidence of service providers in the program. Processing time is expected to be reduced with the full implementation of the automated claims system.

FINANCING INFORMATION:

Funding sources:

- State General Fund.
- U.S. Department of Justice, Office for Victims of Crime, Victims of Crime Act compensation grant, equaling 40% match of the state funds spent during the previous federal fiscal year.
- Inmate wage deductions from state inmates and from the Prairie Correctional Facility.

The program also collects money through the recovery of restitution, civil awards and refunds. Revenue is received from offenders ordered to pay restitution to the Crime Victims Reparations Board as part of their criminal sentence. Other funds are collected by asserting the state's subrogation rights to a portion of the proceeds of lawsuits filed by victims against offenders or other negligent parties.

Activity: CRIME VICTIMS REPARATIONS
Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	545	599	748	644	644	663	663	(40)	(3.0%)
OTHER OPERATING EXPENSES	2,919	2,543	4,069	3,102	3,102	3,098	3,098	(412)	(6.2%)
Subtotal State Operations	3,464	3,142	4,817	3,746	3,746	3,761	3,761	(452)	(5.7%)
LOCAL ASSISTANCE	172	134	150	150	150	150	150	16	5.6%
Total Expenditures	3,636	3,276	4,967	3,896	3,896	3,911	3,911	(436)	(5.3%)
Financing by Fund:									
Direct Appropriations:									
GENERAL	2,399	2,337	2,520	2,407	2,407	2,422	2,422		
Statutory Appropriations:									
SPECIAL REVENUE	322	475	1,603	632	632	632	632		
FEDERAL	915	464	827	855	855	855	855		
GIFT	0	0	17	2	2	2	2		
Total Financing	3,636	3,276	4,967	3,896	3,896	3,911	3,911		
Revenue Collected:									
Dedicated									
SPECIAL REVENUE	454	468	420	406	406	406	406		
FEDERAL	893	463	827	855	855	855	855		
GIFT	6	4	2	2	2	2	2		
Nondedicated									
GENERAL	5	20	11	6	6	6	6		
Total Revenues Collected	1,358	955	1,260	1,269	1,269	1,269	1,269		
FTE by Employment Type:									
FULL TIME	10.6	12.6	12.6	12.2	12.2	12.2	12.2		
PART-TIME, SEASONAL, LABOR SER	1.8	0.2	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	12.4	12.8	12.6	12.2	12.2	12.2	12.2		

BUDGET ACTIVITY SUMMARY

Budget Activity: CRIME VICTIMS ASSISTANCE
Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

This activity supports the efforts of local programs to enable victims of crimes to recover from abuse and trauma. The activity administers grant funds to over 150 local public and non-profit programs serving battered women and their children, victims of sexual violence, and victims of general crimes such as homicide and drunk driving. Programs funded by this activity provide a variety of services to victims including crisis intervention, counseling, support groups, advocacy for victims during the criminal justice process, information, referral, transportation, child care, and assistance in pursuing civil, criminal, and family court remedies.

This activity includes training, communications, and research to provide advocacy and outreach to victims statewide, including providing representation of victims at early-release hearings for offenders. The activity also funds a variety of special projects that provide community education, professional training, and protocol and policy development.

STRATEGIES AND PERFORMANCE:

MCCVS introduced a geographic-based, victim-centered approach to grants administration in FY 2001. Staff members work within assigned geographic areas across crime areas to gather information on service needs; seek input from the communities within their geographic area (e.g., special populations, communities of color, and other traditionally under-served populations); develop funding priorities for a specific region; review grant applications; assess the impact of public policies; develop funding requests; and build capacity among recipient programs for the delivery of necessary victim services. Staff members provide leadership in the development of improved victim services, participate in statewide coordination and planning, and provide training and technical assistance relating to grants administration and crime-specific issues.

Battered women's and sexual assault programs throughout the state utilize grant funds to provide emergency shelter, crisis intervention, information and referral, criminal justice intervention and community advocacy services. Increasing awareness of the cycle of violence and eliminating violence against women remain the goals of both programs. The general crime program area focuses on the needs of victims of other crimes such as homicide, assault, hate-crimes, and drunk driving, and full implementation of victim's rights legislation.

FINANCING INFORMATION:

Funding sources:

- General Fund for local assistance grants for sexual assault, battered women's advocacy, criminal justice intervention, general crime, and emergency funds.
- Federal funds for local assistance grants.
- A portion of penalty assessments collected in prostitution cases.
- Fees collected for the annual crime victims conference.

Federal funds summary:

- U.S. Department of Justice; Victims of Crime Act assistance grants to political subdivisions.
- U.S. Department of Justice; Services Training Officers Prosecutors Violence Against Women Act grants to political subdivisions.
- U.S. Department of Health and Human Services, rape prevention and services grants to political subdivisions.
- U.S. Department of Health and Human Services, Family Violence Prevention and Services Act grants to political subdivisions.

BUDGET ISSUES:

- There are still a number of areas of Minnesota lacking victims services. Also, there are several areas that have limited services for battered women or sexual assault victims and no services at all for victims of other crimes such as homicide or drunk driving.
- Programs serving victims in the metropolitan area have insufficient resources to meet the demand due to population growth and continuing high levels of urban violence.
- Rural programs are largely dependent on funding from this activity due to the lack of private foundations or large contributors in rural areas. Rural programs also face unique challenges due to the large geographic areas being covered by small, understaffed programs.
- Many new laws affecting crime victims have been enacted and new victim assistance programs have been created throughout the state. This has resulted in increased demand from service providers and community groups for training, technical assistance, and program development.

Activity: CRIME VICTIMS ASSISTANCE
Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	767	800	1,644	1,203	1,203	1,222	1,222	(19)	(0.8%)
OTHER OPERATING EXPENSES	342	393	658	194	194	188	188	(669)	(63.7%)
TRANSFERS	0	0	0	156	156	162	162	318	
Subtotal State Operations	1,109	1,193	2,302	1,553	1,553	1,572	1,572	(370)	(10.6%)
LOCAL ASSISTANCE	9,803	11,340	13,721	9,606	9,606	9,606	9,606	(5,849)	(23.3%)
Total Expenditures	10,912	12,533	16,023	11,159	11,159	11,178	11,178	(6,219)	(21.8%)

Financing by Fund:							
Direct Appropriations:							
GENERAL	4,597	4,364	4,713	4,497	4,497	4,516	4,516
Statutory Appropriations:							
FEDERAL	6,315	8,169	11,310	6,662	6,662	6,662	6,662
Total Financing	10,912	12,533	16,023	11,159	11,159	11,178	11,178

Revenue Collected:							
Dedicated							
FEDERAL	8,072	10,600	14,726	10,034	10,034	10,034	10,034
Total Revenues Collected	8,072	10,600	14,726	10,034	10,034	10,034	10,034

FTE by Employment Type:							
FULL TIME	16.4	15.8	21.1	21.1	21.1	21.1	21.1
PART-TIME, SEASONAL, LABOR SER	0.8	0.3	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	17.2	16.1	21.1	21.1	21.1	21.1	21.1

BUDGET ACTIVITY SUMMARY

Budget Activity: BATTERED WOMEN
Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

ACTIVITY PROFILE:

The 1997 Welfare Reform Law transferred the powers, duties, and functions relating to the operation of shelters for battered women from the commissioner of human services to the commissioner of corrections effective 7-1-99. The legislation was passed to protect battered women from any adverse impact under the welfare reform act. Authority over battered women's shelters has since transferred via Governor's Reorganization Orders No. 180 and No. 182 to the Department of Public Safety.

Since 7-1-2000, the administration of both grants to battered women's shelters and per diem reimbursements for shelter stay is housed within the center. Upon the transfer of responsibility for per diem administration, funding for this service transformed from a forecasted entitlement to a capped direct appropriation. The separation of this budget activity from the whole of the victims assistance activity is meant to provide clarity about the base level of funding provided by the general fund for emergency shelter services for battered women and their children.

The center designates shelters and safe homes and approves their per diem rate. With the shift in funding from an entitlement program to a capped direct appropriation, programs are eligible for a maximum per diem rate and a cap on total revenue, depending upon their program's capacity. This was done to ensure that emergency services would be available across the state to battered women and children in need without exceeding the annual appropriation for per diem purposes.

STRATEGIES AND PERFORMANCE:

Each emergency shelter service provider must apply for designation as an emergency shelter, hotel/motel, or safe home program for battered women in order to be eligible to receive per diem payments. Once designated, these payments are made on a reimbursement basis to providers. In addition to per diem funding, a number of shelters have historically sought a direct legislative appropriation for base funding for a shelter facility. With legislative approval for this support, the center's base funding from general fund resources has been increased. These funds are annually passed through the center to each shelter facility via a grant agreement, on the condition that these funds continue to be dedicated for battered women emergency shelter services by the specific providers named in the originating legislation.

FINANCING INFORMATION:

- \$17,979,000 in per diem payments is made to a total of 78 emergency shelter providers of shelter, safe home and hotel/motel services, based on budget forecast for FY 1999.
- \$109,000 is the cost for staff positions and expenses related to the administration and audit of per diem payments.
- General and federal funds are used to fund a total of 24 shelters statewide.
- Federal Family Violence Prevention and Services Act (FVPSA) funds paid for direct services to victims were directed towards shelter providers in FY 2001.
- Federal Violence Against Women Act funds were expended for emergency shelter services provided to the Red Lake Indian Reservation.

The above does not include battered women's funding accounted for in the victims assistance activity, equivalent to the FVPSA level of funding from the state plus additional Violence of Crime Act (VOCA) in the amount of \$1,575,000 in FY 2001.

BUDGET ISSUES:

Because of the administrative transfer of the per diem program to MCCVS, a one-time appropriation of \$1,200,000 was provided in FY 2001 to pay per diem claims not fully processed by the Department of Human Services in FY 2000. Approximately \$1,100,000 of these funds remains in this appropriation after completion of processing FY 2000 per diem payments. The unused balance of these funds will transfer to the shelter per diem account for reimbursement of costs incurred in FY 2001, but that additional funding is not part of the base for the FY 2002-03 biennium.

Total funding for per diem payments is capped, so increases in total shelter capacity leads to lower per diem rates. If additional shelter space is needed in the future, the state will need to reexamine the allocation of resources against the need. The use of shelter space has increased at an average rate of 10-15% over the past three years, with providers reporting a total of 225,000 person days of shelter usage in CY 1999.

Activity: BATTERED WOMEN
Program: CRIME VICTIMS SERVICES CENTER
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	0	0	82	82	82	82	82	82	100.0%
OTHER OPERATING EXPENSES	0	0	27	27	27	27	27	27	100.0%
Subtotal State Operations	0	0	109	109	109	109	109	109	100.0%
PAYMENTS TO INDIVIDUALS	0	0	19,179	17,979	17,979	17,979	17,979	16,779	87.5%
LOCAL ASSISTANCE	7,783	9,120	9,876	9,532	9,532	9,532	9,532	68	0.4%
Total Expenditures	7,783	9,120	29,164	27,620	27,620	27,620	27,620	16,956	44.3%
Financing by Fund:									
Direct Appropriations:									
GENERAL	6,068	6,647	25,748	24,248	24,248	24,248	24,248		
Statutory Appropriations:									
FEDERAL	1,715	2,473	3,416	3,372	3,372	3,372	3,372		
Total Financing	7,783	9,120	29,164	27,620	27,620	27,620	27,620		
FTE by Employment Type:									
FULL TIME	0.0	0.0	1.2	1.2	1.2	1.2	1.2		
Total Full-Time Equivalent	0.0	0.0	1.2	1.2	1.2	1.2	1.2		

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PROGRAM SUMMARY

Program: LAW ENFORC.& COMMUNITY GRANTS
Agency: PUBLIC SAFETY DEPT

PROGRAM PROFILE:

The Office of Drug Policy and Violence Prevention (ODPVP) serves as a catalyst for statewide approaches to reducing and preventing crime, violence, and drug abuse. It was originally created in 1989 to develop and promote policies to reduce drug abuse, modeled after the federal Office of National Drug Control policy. In 1992, violence prevention was added and in 2000 the auto theft prevention program was added.

The overall goals for the office are safer Minnesota communities and an improved criminal justice system. The office serves state and local governments, public and non-profit agencies, community organizations, and the legislature.

ODPVP has three main activities: 1) establishing policy; 2) coordinating activities; and 3) administering funding.

STRATEGIES AND PERFORMANCE:

Policy development. The office convened an advisory committee of 30 individuals representing Minnesota's criminal justice system and the community, for the purpose of developing a strategic plan which now serves as a blueprint for all drug and violent crime control efforts in the state. The committee proposed six recommendations which form the basis of the office's goals and objectives for the coming biennium.

- Promote problem-solving partnerships to assure that citizens most impacted by crime are working effectively with the criminal justice system.
- Improve coordination and strategic planning for the criminal justice system.
- Make Minnesota's criminal justice system more effective through greater sharing of information within various jurisdictions.
- Place greater emphasis on chemical dependency treatment as a cost-effective strategy to reduce crime.
- Invest resources to ensure the provision of coordinated prevention efforts that are proven to be effective.
- Form an ongoing committee to review criminal justice issues.

Coordination. The State Agencies Focused on Effectiveness (SAFE) council was created by the governor to develop a statewide strategic plan for addressing and coordinating crime, violence, and drug abuse prevention efforts in Minnesota. The council is made up of the commissioners of Public Safety, Corrections, Health, Human Services, Economic Security, and Children, Families

and Learning (CFL); the Adjutant General of Military Affairs; Attorney General; director of Minnesota Planning; chief justice of the supreme court; and the United States Attorney. The SAFE council adopted the above six goals. Work groups have been formed to address each of the goals and ODPVP provides ongoing staff to the SAFE council.

The director of the office is the co-director of the state's incentive grant, which was awarded to the state from the federal center for Substance Abuse Prevention.

- Develop and implement a scientifically based statewide prevention strategy designed to improve community-based prevention efforts.
- Coordinate and redirect substance abuse prevention resources to reduce the use of alcohol, tobacco, and other drugs by our youth.

The office collaborated with CFL and the Konopka Institute at the University of Minnesota in the publication of the booklet "Growing Absolutely Fantastic Youth". This is a guide to best practices in healthy youth development including effective prevention, intervention, and health promotion strategies within families, schools, and communities. ODPVP and CFL are conducting training sessions statewide using this booklet as the foundation.

Grant administration. The office administers \$18 million in state and federal funding to agencies throughout Minnesota.

- Edward Byrne Memorial State and Local Law Enforcement Assistance Program (BJA), for programs with a high probability of improving the functioning of the criminal justice system and enhancing drug control efforts.
- Residential Substance Abuse Treatment for State Prisoners (RSAT), for developing and implementing residential substance abuse treatment programs in correctional facilities.
- Local Law Enforcement Block Grant (LLEBG), for use in seven purpose areas for preventing and controlling crime.
- Weed and Seed (WS) to assist neighborhoods in "weeding out crime" and "seeding" community livability and vitality.
- Community and Youth Focused Crime Prevention to assist communities in their crime control and prevention efforts.
- Criminal Gang Strike Force to identify, investigate, arrest, and prosecute gang members engaged in crimes.
- Camp Ripley Weekend Camp for Juvenile Offenders, to fund a weekend camp for juvenile offenders at Camp Ripley.
- Auto Theft Prevention Program, to prevent auto theft in the state of Minnesota.

PROGRAM SUMMARY (Continued)

Program: LAW ENFORC.& COMMUNITY GRANTS
Agency: PUBLIC SAFETY DEPT

FINANCING INFORMATION:

	<u>Dollars in Thousands</u>				
<u>Funding History</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Byrne Formula Grant					
No. of grants	250	250	250	250	250
Administration	\$526	\$527	\$527	\$527	\$527
Grants	\$7,999	\$7,998	\$7,998	\$7,998	\$7,998
RSAT					
No. of grants	2	2	2	2	2
Administration	\$22	\$22	\$22	\$22	\$22
Grants	\$423	\$423	\$423	\$423	\$423
LLEBG					
No. of grants	10	10	10	10	10
Administration	\$21	\$18	\$18	\$18	\$18
Grants	\$661	\$589	\$589	\$589	\$589
Weed and Seed					
No. of grants	7	7	7	7	7
Administration	\$75	\$75	\$75	\$75	\$75
Grants	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225
Community and Youth Crime Prevention					
No. of grants	100	100	100	100	100
Administration	\$1,198	\$383	\$389	\$389	\$389
Grants	\$1,702	\$2,452	\$2,452	\$2,452	\$2,452
(159 of total is match to federal Byrne administrative funds)					
MCGSF					
No. of grants	16	16	16	16	16
Administration	\$97	\$73	\$75	\$75	\$75
Grants	\$2,412	\$1,595	\$1,595	\$1,595	\$1,595
Camp Ripley					
No. of grants	1	1	1	1	1
Administration	\$102	\$101	\$101	\$101	\$101
Grants	\$525	\$524	\$524	\$524	\$524
Auto Theft Program					
No. of grants	30	0	0	0	0
Admin	\$171	\$0	\$0	\$0	\$0
Grants	\$1,715	\$0	\$0	\$0	\$0

All programs complete quarterly reports summarizing their activities and outcomes. Selected programs are chosen each year for more intensive evaluation. This year community justice initiatives are being evaluated. Two communities have been selected to review the overall impact of ODPVP funding on community safety and livability. Programs are invited to participate in training sessions designed to increase their capacity to institute program evaluation efforts. Staff conduct site visits to review the progress of grantees and to provide training and technical assistance as needed.

BUDGET ISSUES:

Funding is needed at the base level in order to continue to meet the demand for grants and services. Grant requests continue to outpace available resources by a ratio on average of four to one. Base resources are prioritized according to legislative mandates for use of funds.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the program's budget except for the following adjustments:

- **Eliminate Automobile Theft Prevention Program surcharge.** A biennial reduction in revenue of \$4.6 million in the Special Revenue Fund by eliminating the surcharge on comprehensive automobile insurance policies authorized by M.S. 168A.40. No base appropriations have been made from these funds.
- **Eliminate Funding for Camp Ripley Weekend Camp.** Removes \$1.25 million for the biennium in funding for this program that provides a weekend camp for at-risk youth.
- **Racial Profiling Study.** Provide \$280,000 in one-time funding to collect and analyze data on police stops in Minnesota.

Activity: LAW ENFORC. & COMMUNITY GRANTS
Program: LAW ENFORC. & COMMUNITY GRANTS
Agency: PUBLIC SAFETY DEPT

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	185	774	1,207	1,046	1,030	1,078	1,062	111	5.6%
OTHER OPERATING EXPENSES	680	1,177	1,330	1,126	1,321	1,107	1,022	(164)	(6.5%)
Subtotal State Operations	865	1,951	2,537	2,172	2,351	2,185	2,084	(53)	(1.2%)
LOCAL ASSISTANCE	5,377	21,894	21,904	14,129	13,605	14,128	13,604	(16,589)	(37.9%)
Total Expenditures	6,242	23,845	24,441	16,301	15,956	16,313	15,688	(16,642)	(34.5%)

Change Items:	Fund				
(B) CAMP RIPLEY- WEEKEND CAMP	GEN			(625)	(625)
(B) RACIAL PROFILING DATA COLLECTION	GEN			280	
Total Change Items				(345)	(625)

Financing by Fund:							
Direct Appropriations:							
GENERAL	6,208	9,186	7,936	5,424	5,079	5,436	4,811
SPECIAL REVENUE	0	0	1,886	0	0	0	0
Statutory Appropriations:							
SPECIAL REVENUE	34	229	1,260	0	0	0	0
FEDERAL	0	14,430	13,359	10,877	10,877	10,877	10,877
Total Financing	6,242	23,845	24,441	16,301	15,956	16,313	15,688

Revenue Collected:							
Dedicated							
SPECIAL REVENUE	0	40	3,560	2,300	0	2,300	0
FEDERAL	0	14,430	13,359	10,877	10,877	10,877	10,877
Total Revenues Collected	0	14,470	16,919	13,177	10,877	13,177	10,877

FTE by Employment Type:							
FULL TIME	2.9	12.4	15.2	14.2	14.2	14.2	14.2
PART-TIME, SEASONAL, LABOR SER	2.8	2.1	2.0	2.0	2.0	2.0	2.0
OVERTIME PAY	0.0	0.1	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	5.7	14.6	17.2	16.2	16.2	16.2	16.2

PUBLIC SAFETY DEPT - GRANTS DETAIL

Program Name Federal or State Or Both (citation)	Purpose	Recipient Type (s) Eligibility Criteria	Budgeted FY 2001	Most Recent Federal Award (cite year)
Law Enforcement and Community Grants	Assist communities in their crime control and prevention efforts.	Private and public non-profit organizations	\$1,200 (general)	
Criminal Gang Strike Force M.S.299A.66	Assist in the identification, arrest, and prosecution of criminal gang members (State Funds)	Public and non-profit organizations	\$2,571 (general)	
Community and Youth Focused Crime Prevention M.S. 299A.296	Assist communities in their crime control and prevention efforts. (State Funds)	Private and public non-profit organizations	\$1,852 (general)	
Department of Justice Byrne Formula Grant M.S. 4.07 Omnibus Crime Control and Safe Streets Act of 1968. Pub. L. 90-351	Funds programs with a high probability of improving the functioning of the criminal justice system and enhancing drug control efforts.	Private and public non-profit organizations	\$9,513 (federal)	FFY 2000
Department of Justice Residential Substance Abuse Program M.S. 4.07 1994 Crime Act. Pub. L. 103-322	Developing and implementing substance abuse programs in correction facilities.	Correctional organizations	\$467 (federal)	FFY 2000
Department of Justice Local Law Enforcement Block Grants M.S. 4.07 Pub. L. 106-113	Seven "purpose areas" for preventing and controlling crime.	Governmental organizations	\$1,306 (federal)	FFY 2000
Camp Ripley 1999MN Session Laws, Chapter 216	Weekend Camp for Juvenile Offenders	Private and non-profit organizations	\$525 (general)	
Department of Justice Weed & Seed Grants M.S. 4.07 Omnibus Crime Control and Safe Streets Act of 1968. Pub. L. 105-277.	Assist neighborhoods in "weeding" out crime and "seeding" in community livability and vitality.	Private and public non-profit organizations	\$150 (general) \$1,351 (federal)	FFY 2000
Auto Theft Prevention Grants M.S. 168A.40	Assist communities in combating and preventing auto theft.	Private and public non-profit organizations	\$1,716 (special revenue)	
Juvenile Assessment Center Grants	Grant program to establish 24-hour juvenile assessment centers.	Private and public non-profit organizations	\$1,253 (special revenue)	

BUDGET CHANGE ITEM (50736)**Agency: PUBLIC SAFETY DEPT****Item Title: AUTO THEFT PREVENTION****FINANCING:**

Appropriations from these fees were one-time in FY 2001. Revenue would be eliminated for future years.

OUTCOMES:

From 7-1-2000 to 6-30-2001, about 30 grants will be made to local law enforcement agencies, county attorney offices, and the Anti-Vehicle Crime Association of Minnesota (AVCAM). AVCAM is a non-profit group of law enforcement, insurers, attorneys, etc., who work to reduce motor vehicle crime. This group is responsible for the media campaign and the law enforcement training. The awards to local law enforcement range from \$10,000 to South St. Paul police department to \$200,500 to Minneapolis police department, 4th precinct. The grants to law enforcement represent all sizes of departments and are distributed geographically over the state. Law enforcement agencies use the grant money for training, auto theft investigation, decoy vehicles, and other related activities.

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
Special Revenue Fund				
-State Operations	\$-0-	\$-0-	\$-0-	\$-0-
-Grants	\$-0-	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
Special Revenue Fund	\$(2,300)	\$(2,300)	\$(2,300)	\$(2,300)
Statutory Change? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If yes, statute(s) affected: M.S. 168A.40				
<input type="checkbox"/> New Activity <input type="checkbox"/> Supplemental Funding <input type="checkbox"/> Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends the elimination of the Automobile Theft Prevention Program surcharge authorized by M.S. 168A.40. This elimination will reduce biennial revenue to the Special Revenue Fund by \$4.6 million. No base appropriations have been made from these funds.

RATIONALE:

This program was created by the 1996 legislature to combat the rise in auto theft and auto theft related criminal activity. One dollar from each personal automobile insured in the state is collected by the Department of Revenue and deposited in the ATPP account in the Special Revenue Fund. The program has consisted of a media campaign, training to law enforcement officers and county attorneys, and grants to local law enforcement agencies statewide, as well as the county attorney offices in Ramsey, Hennepin and Dakota counties. These funds have allowed law enforcement agencies to do additional activities, such as investigation and prevention of auto theft, outside of their primary enforcement roles.

Local units of government receiving the grants from this program have now had sufficient time to integrate the program efforts into their regular police operations. The 2000 Legislature eliminated the staff and the board of directors for the program, transferred it to the Department of Public Safety, and did not assume ongoing appropriations for program operations.

BUDGET CHANGE ITEM (50726)**Agency: PUBLIC SAFETY DEPT****Item Title: CAMP RIPLEY- WEEKEND CAMP**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-State Operations	\$(101)	\$(101)	\$(101)	\$(101)
-Grants	\$(524)	\$(524)	\$(524)	\$(524)

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity _____ Supplemental Funding X Reallocation**GOVERNOR'S RECOMMENDATION:**

The Governor recommends the elimination of \$1.25 million for the biennium in funding for this program that provides a weekend camp for at-risk youth.

RATIONALE:

This program provides a weekend camp for at-risk youth at Camp Ripley. The program serves approximately 350 children. Funds pay for staff time, transportation, food, rent of facility, program materials, etc. This program has served a very small number of youth, the costs of operating the program at the Camp Ripley facility are very high, and funds are available for these services through competitive grant processes or through other governmental and/or private non-profit agencies.

There is ongoing funding provided for this type of activity that is available through competitive application processes. This program should compete for such funding rather than be funded through direct line-item appropriations.

FINANCING:

The base General Fund budget includes funding for grants of \$524,000 per year, and administrative costs of \$101,000 per year, which will be eliminated.

OUTCOMES:

The program is a prevention program for juvenile offenders and other youth at high risk of chronic delinquency and future criminal behavior. It combines weekend camp visits with year-round youth activities at home. The expected outcomes include nine specific numerical objectives within the following five categories:

- Reduce delinquency/criminal behavior.
- Promote school success.
- Reduce high-risk behaviors.
- Establish stable relationships with caring adults.
- Promote involvement in positive activities.

While the program has been relatively successful in meeting its objectives, it serves a relatively small clientele. The program served 339 children during the year ending 6-30-99.

BUDGET CHANGE ITEM (65439)

Budget Activity: LAW ENFORC. & COMMUNITY GRANTS
Program: LAW ENFORC. & COMMUNITY GRANTS
Agency: PUBLIC SAFETY DEPT

Item Title: RACIAL PROFILING DATA COLLECTION

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Expenditures: (\$000s)				
General Fund				
-State Operations	\$280	\$-0-	\$-0-	\$-0-
Statutory Change? Yes _____ No <u> X </u>				
If yes, statute(s) affected:				
<u> X </u> New Activity _____ Supplemental Funding _____ Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends a one-time appropriation of \$280,000 to collect and analyze data on police stops in Minnesota.

RATIONALE:

The issue of racial profiling continues to receive increased attention both in Minnesota and nationally. The perception and/or reality of racial profiling is a divisive issue that can adversely affect the relationships between various law enforcement agencies and community members. Discussions of racial profiling, while often including denials that profiling exists, generally also include the acknowledgment that collection of statistical data would be beneficial in ascertaining a pattern of police stops.

The collection of race related data:

- Provides information necessary to deal with the allegations of profiling.
- Sends a strong message that police decisions must be race-neutral.
- Provides encouragement to communities of color that their concerns are being appropriately addressed.

FINANCING:

The total cost in FY 2002 for racial profiling data collection, analysis and associated costs is \$280,000. These funds will be available through a competitive RFP process. Data collection would the Minnesota State Patrol

and three law enforcement agencies from each congressional district for a total of 25 participating agencies.

An additional \$312,000 will be sought by the Department of Public Safety from available grant funds to provide incentive grants for the participating law enforcement agencies. The incentive grant award amount will be a flat fee based on the agency size. The average incentive amount will be approximately \$13,000.

OUTCOMES:

The total funding request will provide for the collection and processing of racial data on approximately 50% of all police-initiated traffic contacts that occur within the state of Minnesota. The total contacts collected and processed by a research partner, selected by RFP, should be approximately 4,500 per day or 1.7 million per year. The proposal is based on a one-year study with voluntary participation of a representative statewide sample of law enforcement agencies. The proposed data collection should prove helpful in determining if Minnesota drivers are stopped by law enforcement officers due to their race.

PEACE OFFICERS BOARD (POST) - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The vision of the (Peace Officer Standards Training) POST Board is to enhance the profession of law enforcement in Minnesota through the selection, education, and licensing standards of peace officers and part-time peace officers. The mission of the POST Board is to develop, maintain and regulate those standards.

KEY SERVICE STRATEGIES:

- Administer a professional licensing program that includes examination development and administration, licensure, and re-licensure.
- Develop the professional peace officer education curricula for colleges and universities.
- Develop, coordinate, and approve continuing education programs for peace officers.
- Help local governments defray the training costs for their peace officers through the training reimbursement program.
- Establish and enforce minimum standards of conduct for the practice of law enforcement.
- Provide technical assistance to colleges, universities, law enforcement agencies, and other groups concerned with the practice of law enforcement and law enforcement education.
- Conduct research and applied studies on projects that relate to peace officer education and contemporary police practices and methodologies.
- Partner with educational institutions, law enforcement agencies and community groups in the recruitment and retention of women and people of color into the field of law enforcement.
- Implement professional policy standards for law enforcement agencies and officers.

PERFORMANCE SUMMARY:

FY 2000 POST Board accomplishments:

- Awarded 550 new peace officer licenses
- Administered 750 peace officer license exams
- Administered 180 reciprocity license exams
- Administered 45 part-time peace officer exams
- Renewed 4,000 peace officer licenses
- Maintained training records for 10,998 active and inactive officers

- Opened 52 investigation files
- Processed 53 complaint committee actions
- Participated in 6 administrative law judge hearings
- Conducted 1,066 criminal history background checks
- Prepared 603 agency pre-employment letters
- Recorded 701 'pointer system' background entries
- Visited colleges and universities that provide LE education
- Monitored agencies and individuals who provide LE training

REVENUES:

The POST Board generates special dedicated revenues through peace officer and part-time peace officer examination and licensing fees.

GRANTS:

\$203,000 in employment opportunity grants to local agencies to help offset costs associated with the education, recruitment, and hiring of peace officers

\$3.15 million in reimbursements to local governments to help offset costs associated with training peace officers and part-time peace officers

\$300,000 in reimbursements to local governments to help offset costs associated with training peace officers and part-time peace officers in pursuit driving and emergency vehicle operations

ISSUES AFFECTING AGENCY'S OPERATIONS:

The POST Board is funded from a court surcharge on criminal and traffic offenders. The surcharge is expected to generate approximately \$7 million annually. The surcharge supports local agency training. Data from 2000 shows that local agency training expenditures were in excess of \$15 million, five times the \$3.1 million reimbursed by the POST Board for that fiscal year.

GOVERNORS RECOMMENDATIONS:

The Governor recommends base funding as requested in the agency's budget, except for the following adjustment: \$600,000 in biennial funding for police pursuit training would be moved from the General Fund to the Special Revenue Fund and combined with the reimbursements to local governments to simplify administration and granting of funds to law enforcement agencies.

Agency: PEACE OFFICERS BOARD (POST)

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
Expenditures by Category:									
State Operations									
COMPENSATION	604	681	773	792	792	813	813	151	10.4%
OTHER OPERATING EXPENSES	450	233	308	247	247	258	258	(36)	(6.7%)
Subtotal State Operations	1,054	914	1,081	1,039	1,039	1,071	1,071	115	5.8%
LOCAL ASSISTANCE	2,734	3,653	3,653	3,653	3,653	3,653	3,653	0	0.0%
Total Expenditures	3,788	4,567	4,734	4,692	4,692	4,724	4,724	115	1.2%
Change Items:	Fund								
(A) POLICE PURSUIT FUNDING SOURCE CHANGE	GEN				(300)		(300)		
(A) POLICE PURSUIT FUNDING SOURCE CHANGE	SR				300		300		
Total Change Items					0		0		
Financing by Fund:									
Direct Appropriations:									
GENERAL	0	300	300	300	0	300	0		
SPECIAL REVENUE	3,788	4,267	4,434	4,392	4,692	4,424	4,724		
Total Financing	3,788	4,567	4,734	4,692	4,692	4,724	4,724		
Revenue Collected:									
Nondedicated									
GENERAL	0	0	0	500	500	500	500		
CAMBRIDGE DEPOSIT FUND	418	503	500	0	0	0	0		
Total Revenues Collected	418	503	500	500	500	500	500		
FTE by Employment Type:									
FULL TIME	10.9	12.5	12.5	12.5	12.5	12.5	12.5		
PART-TIME, SEASONAL, LABOR SER	1.0	0.7	0.7	0.7	0.7	0.7	0.7		
OVERTIME PAY	0.1	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	12.0	13.2	13.2	13.2	13.2	13.2	13.2		

BUDGET CHANGE ITEM (50214)**Agency: PEACE OFFICERS BOARD (POST)****Item Title: POLICE PURSUIT FUNDING SOURCE CHANGE**

	<u>2002-03 Biennium</u>		<u>2004-05 Biennium</u>	
	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>
Expenditures: (\$000s)				
General Fund				
-Grants	\$(300)	\$(300)	\$(300)	\$(300)
Special Revenue Fund				
-Grants	\$300	\$300	\$300	\$300
Revenues: (\$000s)				
General Fund				
(transfers to)	\$(300)	\$(300)	\$(300)	\$(300)

Statutory Change? Yes _____ No X

If yes, statute(s) affected:

_____ New Activity _____ Supplemental Funding _____ Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the biennial base funding of \$600,000 for police pursuit training be moved from General Fund to the Special Revenue Fund and that the funding be combined with the reimbursements to local governments to simplify administration of grant funds to law enforcement agencies. Total funding available for reimbursements would not change.

RATIONALE:

In addition to the funding traditionally appropriated from the Special Revenue Fund to the POST Board for peace officer training reimbursements (\$3,150,000 annual base), the legislature appropriated new base funding of \$300,000 per year in the FY 2000-01 biennium from the General Fund for police pursuit training. The administration and management of two training reimbursement funds is problematic for Peace Officer Standards Training (POST) staff and confusing for law enforcement administrators. The two funds require separate but similar applications resulting in duplicate requests when agencies seek reimbursement from both funds for the same training. The separate funds require twice as much staff time to double check for duplicate applications, data entry, and follow-up phone calls to answer questions due to increased confusion about the two funds. If the funds are combined, POST will still be

able to separate the aggregate data to prepare the necessary reports for the legislature, Department of Finance, and state auditors.

FINANCING:

A portion of the funds collected (39%) from a court surcharge on criminal and traffic offenders is deposited into a peace officer training account in the Special Revenue fund and is available for appropriation to the POST Board for its operations and reimbursements to law enforcement agencies. Amounts collected in excess of the appropriation are transferred to the General Fund at the end of each fiscal year. The proposed annual increase of \$300,000 in expenditures out of the Special Revenue fund would reduce the transfer to the General Fund by the same amount each year.

There is no fiscal impact to POST or any law enforcement agency.

OUTCOMES:

Combining the training funds would result in higher efficiency at POST, better compliance by law enforcement agencies, fewer complaints by police chiefs, sheriffs and officers, and generally less confusion all around. The intent of both training funds would continue to be achieved completely.

Agency: PEACE OFFICERS BOARD (POST)

Base Budget Report (Dollars in Thousands)	All Funds		General Fund		Other State Funds		Federal Funds	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
FY 2001 Budgeted	4,662	4,662	300	300	4,362	4,362	0	0
<u>Base Adjustments</u>								
DOC. SPACE RENTAL/LEASE	2	5	0	0	2	5	0	0
SMALL AGENCY OPERATIONAL EXPENSE	7	15	0	0	7	15	0	0
2002-03 SAL. & BEN. BASE	21	42	0	0	21	42	0	0
Subtotal Base Adjustments	30	62	0	0	30	62	0	0
Base Budget	4,692	4,724	300	300	4,392	4,424	0	0

PRIVATE DETECTIVE BOARD - EXECUTIVE SUMMARY

AGENCY MISSION AND VISION:

The Private Detective and Protective Agent Services Board is the licensing and control agency for investigative and protective services in the state (M.S. 326.32-339).

The mission is to ensure investigative and protective services meet mandatory qualification and training requirements and maintain standards as set forth in statute. In carrying out its mission, the board strives to protect the public as these industries have assumed more visibility.

The vision is to work with the trends of industry growth, changing public law enforcement services, and expectations of the public to maintain and enhance a quality licensing and training program. This is done through quality education, assessment, monitoring, and discipline of license holders.

KEY SERVICE STRATEGIES:

- Review and assess applicants for licensure to ensure competent service.
- Actively monitor license holder compliance with statute and rule requirements and investigate complaints.
- Complete evaluation of mandatory training programs for initial, continuing, and armed training for license holders and their employees.
- Educate and draw awareness of regulation to the public, business, and law enforcement.

PERFORMANCE SUMMARY:

- Manage over 300 licenses for investigative and security services.
- Issue 60 new investigative and protective licenses per year.
- Reissue over 140 investigative and protective licenses per year.
- Manage mandatory training program for all license holders and employees.
- Ensure that license holders respond effectively to individuals, business, and communities as an aid to public law enforcement services.

REVENUES:

Fee and penalty revenues collected by the board are deposited into the General Fund as a non-dedicated receipt. The board has proposed raising its fees as of 7-1-01 to cover base expenditures.

ISSUES AFFECTING AGENCY'S OPERATIONS:

- With increasing needs for investigative and security services that act in the interests of public safety, larger numbers of practitioners are entering the field at an increased rate of 10% per year. Higher employment in the field is shown a three to one ratio of private security to that of public law enforcement.
- Increased visibility and use of licensed services raise the potential for abuses.
- Growing demands, expectations, and reliance on license holders raises the "professional bar" of investigative and security services.
- Implementation of mandatory training requirements has vastly increased the community of persons that the board interacts with: license holders, training providers and others affected by the requirement.
- Dependence on these services in matters of public safety call focus to mandatory training requirements.

GOVERNOR'S RECOMMENDATION:

The Governor concurs with the agency's recommendation to increase fees.

Agency: PRIVATE DETECTIVE BOARD

Budget Activity Summary (Dollars in Thousands)	Actual FY 1999	Actual FY 2000	Budgeted FY 2001	FY 2002		FY 2003		Biennial Change 2002-03 Gov / 2000-01	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>Expenditures by Category:</u>									
State Operations									
COMPENSATION	83	96	101	104	104	107	107	14	7.1%
OTHER OPERATING EXPENSES	37	31	47	40	40	41	41	3	3.8%
Total Expenditures	120	127	148	144	144	148	148	17	6.2%
<u>Financing by Fund:</u>									
Direct Appropriations:									
GENERAL	120	127	148	144	144	148	148		
Total Financing	120	127	148	144	144	148	148		
<u>Revenue Collected:</u>									
Nondedicated									
GENERAL	0	0	2	103	174	103	174		
CAMBRIDGE DEPOSIT FUND	96	103	102	0	0	0	0		
Total Revenues Collected	96	103	104	103	174	103	174		
<u>FTE by Employment Type:</u>									
FULL TIME	1.8	2.0	2.0	2.0	2.0	2.0	2.0		
Total Full-Time Equivalent	1.8	2.0	2.0	2.0	2.0	2.0	2.0		

Agency: PRIVATE DETECTIVE BOARD

Base Budget Report (Dollars in Thousands)	All Funds		General Fund		Other State Funds		Federal Funds	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
FY 2001 Budgeted	140	140	140	140	0	0	0	0
<u>Base Adjustments</u>								
2002-03 SAL. & BEN. BASE	3	6	3	6	0	0	0	0
SMALL AGENCY OPERATIONAL EXPENSE	1	2	1	2	0	0	0	0
Subtotal Base Adjustments	4	8	4	8	0	0	0	0
Base Budget	144	148	144	148	0	0	0	0

BUDGET CHANGE ITEM (58838)

Agency: PRIVATE DETECTIVE BOARD

Item Title: INCREASE PRIVATE DETECTIVE FEES

	2002-03 Biennium		2004-05 Biennium	
	FY 2002	FY 2003	FY 2004	FY 2005
Revenues: (\$000s)				
General Fund	\$71	\$71	\$71	\$71
Statutory Change? Yes _____ No <u>X</u>				
If yes, statute(s) affected:				
_____ New Activity _____ Supplemental Funding _____ Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor concurs with the agency's recommendation to increase fees.

RATIONALE:

Minnesota Statute 16A.1285 requires fees to cover the cost of operating the Board's functions in licensing private detectives and protective agents.

The Private Detective and Protective Agent Services Board has proposed changes in its fee structure, to become effective 7-1-01, shown on this page. The current fees have been in effect since 1989. Per M.S. 16A.1283, a fee increase must be approved in law.

The proposed fee changes address increased activity of the board and inflationary costs. In the event that the new fees are not affirmed, the agency will lose its administrative support position, cutting agency staffing by 50%. Such a loss will seriously impede service delivery, including the prompt and necessary response to problem practitioners.

FINANCING:

Under this initiative, fees will cover operating and indirect costs for licensing and compliance.

TYPE/CHARGES:		Dollars per license	
		Existing	Proposed
INITIAL (new) LICENSES:			
	Private Detective Individual	500	1,000
	Private Detective Partnership	850	1,700
	Private Detective Corporation	950	1,900
	Protective Agent Individual	400	800
	Protective Agent Partnership	800	1,600
	Protective Agent Corporation	900	1,800
APPLICATION FEE (per new applicant)		15	25
REISSUANCE FEES			
Private Detective Individual	0 employees	400	540
Private Detective Partnership	1 to 10 employees	525	710
Private Detective Corporation	11 to 25 employees	650	880
	26 to 50 employees	775	1,050
	51 or more employees	900	1,220
Protective Agent Individual	0 employees	350	480
Protective Agent Partnership	1 to 10 employees	475	650
Protective Agent Corporation	11 to 25 employees	600	820
	26 to 50 employees	725	990
	51 or more employees	850	1,160
DESIGNATION FEES			
(change in qualified personnel)	Private Detective Partnership	425	580
	Private Detective Corporation	475	650
	Protective Agent Partnership	400	540
	Protective Agent Corporation	450	610
STATUS FEE		475	475
(change in level of license, i.e. individual to corp.)			
BUSINESS FEE		5	25
(administrative fee for changes in licenses, i.e. change in address)			