

1998-99  
*Minnesota Biennial Budget*

# Criminal Justice



870961

Presented by Governor Arne H. Carlson to the 80th Legislature

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# 1998-99 BIENNIAL BUDGET

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1998-99 BIENNIAL BUDGET

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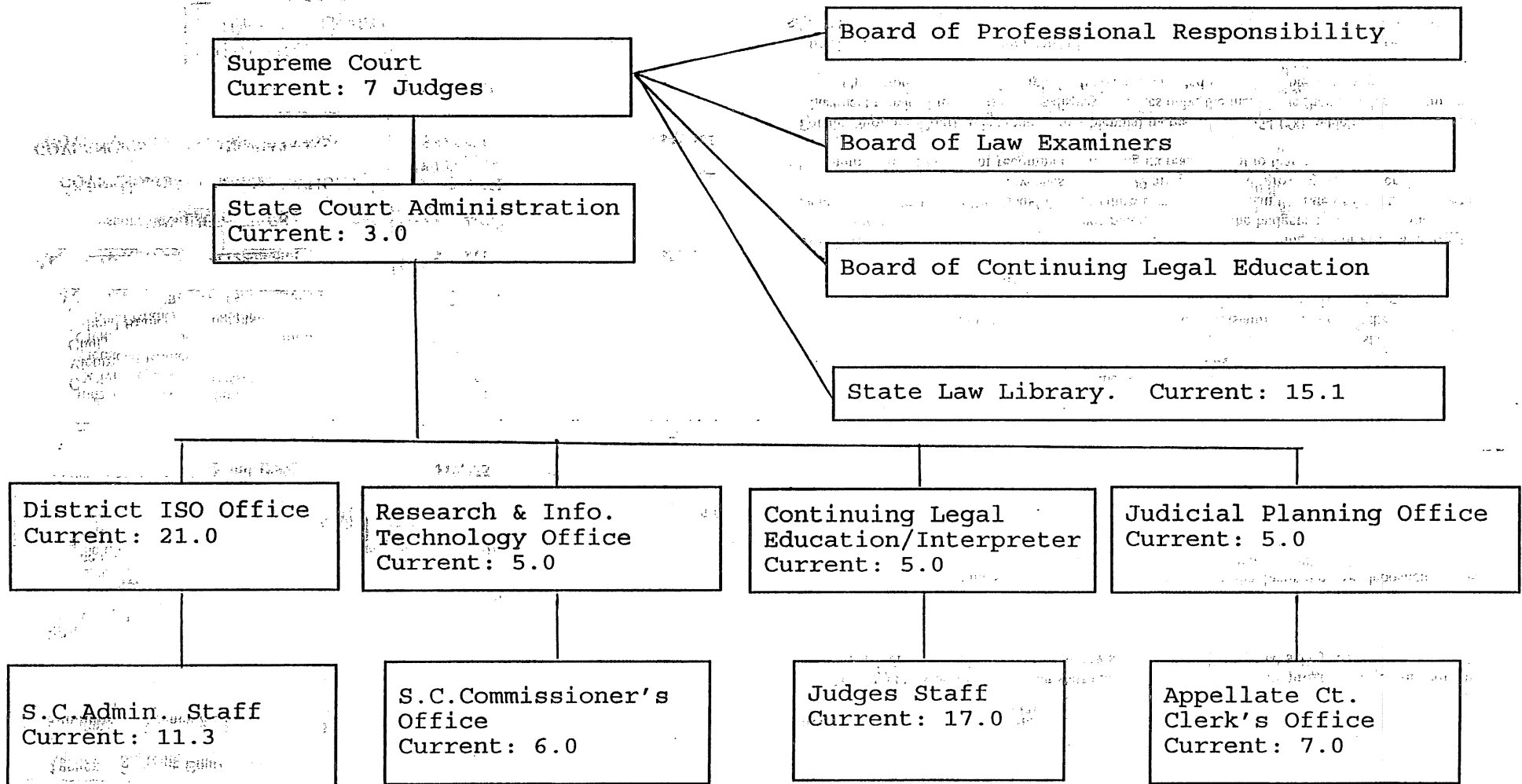
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MINNESOTA SUPREME COURT<sup>1</sup>  
ORGANIZATION CHART - CURRENT AS OF 12/1/96



<sup>1</sup>JUNE 30, 1996 FTE Employees: 146.4

**1998-99 Biennial Budget  
Agency Budget Brief  
(\$ in thousands)**

Agency: Supreme Court

Fund: General

**Summary of Agency Actions:**

	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 98-99</u>
<b><u>BASE-YEAR (F.Y. 1997)</u></b>			
Appropriations (F.Y. 1997)	\$19,659	\$19,656	\$39,318
<b><u>BASE ADJUSTMENT</u></b>			
One time appropriation	(350)	(350)	(700)
Salary Adjustment	179	363	542
Rent Adjustment	(133)	(117)	(250)
<b><u>BASE LEVEL (for 1998 and 1999)</u></b>	<b>\$19,355</b>	<b>\$19,555</b>	<b>\$38,910</b>
<b><u>AGENCY REQUEST ITEMS</u></b>			
Judicial Salary Supplement	61	61	122
Community Dispute Resolution Programs	55	55	110
Victim Offender Mediation	240	240	480
Civil Legal Services Increases	1,900	1,900	3,800
Judicial Branch Technology	5,870	5,870	11,740
Law Library Resources Inflation	30	30	60
<b><u>AGENCY REQUEST (for 1998 and 1999)</u></b>	<b>\$27,511</b>	<b>\$27,711</b>	<b>\$55,222</b>
<b><u>GOVERNOR'S INITIATIVES</u></b>			
Sustainable Growth Initiative	1,206	1,206	2,412
<b><u>GOVERNOR'S RECOMMENDATIONS</u></b>	<b>\$20,561</b>	<b>\$20,761</b>	<b>\$41,322</b>

**Brief Explanation of Agency Plan:**

The Supreme Court is requesting staff and support resources at the program level. In addition, salary increase funding through a salary supplement is for judicial salary increases.

**Revenue Summary:**

Non-dedicated revenues of approximately \$950,000 for the biennium are deposited in the Cambridge State Bank Fund from filing appeals to the appellate courts.

**Affected Statutes:**

None.

**GOVERNOR'S RECOMMENDATION:**

Historically, the courts, the legislature, and other constitutional officers have departed from executive branch budget guidelines and have not fully participated in the executive branch budget process. The Governor respects this separation of powers and the desire of other elected state officials to independently present their budget requests directly to the legislature. However, the Governor is required by law to submit a balanced budget to the legislature, and therefore it is necessary to identify funding for those offices as part of preparing a total, balanced budget.

The Governor is firmly committed to fiscal stability, meaning that spending cannot grow at a greater rate than resources. Therefore, the Governor recommends that the budgets of the courts, the Public Defender, constitutional officers and the legislature grow no more than the rate of growth in General Fund revenues. General Fund revenues for 1998-99 are projected to grow by 7.7% over the current biennium, and the Governor recommends funding increases equal to that growth.

For the Supreme Court, this amounts to a biennial increase of \$2,954,000, which includes the base adjustment provided for salaries. For display purposes only, the increase is shown under the Supreme Court Operations Program, although the funds are intended to be available agency-wide.

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

**AGENCY:** Supreme Court

**AGENCY DESCRIPTION:**

The Supreme Court, the highest court of the state, exercises supervisory and adjudicatory authority. The Supreme Court establishes the rules and procedures which govern the courts in the 87 counties, the 252 judges, the approximately 1,800 judicial system personnel, and the 18,000 lawyers who appear in them to dispose of nearly 2,000,000 cases annually.

The Supreme Court is responsible for adjudicating appeals brought throughout the state. In 1996 an estimated 1000 cases will be filed in the Supreme Court. It has original jurisdiction over cases appealed from the Worker's Compensation Court of Appeals and the Tax Court and in first degree murder cases. It exercises discretionary review of cases heard by the Court of Appeals. The Supreme Court also supervises the maintenance of the State Law Library which provides resources necessary for a clear understanding of the law to government personnel and citizens (M.S. 480.09).

With the assistance of the State Court Administrator, the Chief Justice exercises general supervisory powers over the courts of the state and specific supervisory powers over the courts' financial affairs, programs of continuing legal education, and planning and research (M.S. 2.724).

The primary aim in the court is to provide prompt access for litigants to well trained judges who are supported by a knowledgeable, efficient staff and modern management technology. This goal is based on the premises: that each citizen is entitled to have his dispute considered and resolved in a court of law, that litigants and society are best served by speedy, just resolution of disputes while the facts are still clear and evidence and witnesses are still available; that modern management techniques can make the court process more efficient and assist in achieving a speedy, just resolution of a case; and that planning for change in the courts, based on adequate, accurate information, will help achieve uniformity of procedure and an efficient, effective process.

The Supreme Court seeks to insure the efficiency and integrity of the judicial system through programs in 3 areas:

1. **Supreme Court Operations:** The Supreme Court has concentrated on refining the appellate discretionary review process, on screening and deciding petitions for accelerated and further review, on accepting and deciding the precedent setting cases which will shape Minnesota case law, and on disposing of the 230 original jurisdiction cases file annually. It has continued to exercise extensive supervision of the legal process through promulgation of court rules and of the legal system through the regulatory boards monitoring the practice of law. It supervises the administration of the state trial courts in conjunction with the Conference of Chief Judges by promulgating judicial branch policies and procedures.
2. **State Court Administration:** This program provides administrative support for the Supreme Court, the Court of Appeals and the trial courts; conducts operations research to identify management and case flow problems in trial and appellate courts and to recommend solutions; provides data through a computerized management information system to support research and the operation of all courts; plans and executes training programs for court personnel, plans for the development and use of judicial resources, and for the collection, storage and use of court records; develops uniform policies and procedures for trial court management; reports to the legislature about the operation of the judicial system; administers distribution of funds to civil legal services programs so that indigent citizens may receive legal services; administers distribution of funds to

community dispute resolution and victim-offender mediation programs; and conducts numerous studies of court operations and processes initiated by the courts and the legislature.

3. **State Law Library:** This program provides the court, other state agencies and the general public assisted research capabilities for the public and state agencies on a fee basis.

**AGENCY ISSUES:**

Providing timely, high quality appellate review is a continuous focus for the Supreme Court. In its administrative role, the Supreme Court seeks to assure timely, meaningful access to adjudicative processes for a diverse clientele in an operating environment where a variety of support services and critical information are not uniformly or readily available throughout the state.

**AGENCY STRATEGIES:**

The Supreme Court continues to review its operations as well as court rules and practices for the entire judicial branch to increase its efficiency and to insure meaningful access for citizens to the courts of the state.

**REVENUE SUMMARY:**

The Clerk of Appellate Courts receives non-dedicated filing fees for all appellate filings. The revenue generated amounts to approximately \$475,000 annually and is deposited in the Cambridge State Bank fund.

**SUMMARY OF BUDGET REQUEST:**

The Supreme Court is requesting additional resources at the program level. In addition, salary increase funding through a salary supplement is desperately needed if the courts are to retain competent experienced judges.

**GOVERNOR'S RECOMMENDATION:**

Historically, the courts, the legislature, and other constitutional officers have departed from executive branch budget guidelines and have not fully participated in the executive branch budget process. The Governor respects this separation of powers and the desire of other elected state officials to independently present their budget requests directly to the legislature. However, the Governor is required by law to submit a balanced budget to the legislature, and therefore it is necessary to identify funding for those offices as part of preparing a total, balanced budget.

The Governor is firmly committed to fiscal stability, meaning that spending cannot grow at a greater rate than resources. Therefore, the Governor recommends that the budgets of the courts, the Public Defender, constitutional officers and the legislature grow no more than the rate of growth in General Fund revenues. General Fund revenues for 1998-99 are projected to grow by 7.7% over the current biennium, and the Governor recommends funding increases equal to that growth.

For the Supreme Court, this amounts to a biennial increase of \$2,954,000, which includes the base adjustment provided for salaries. For display purposes only, the increase is shown under the Supreme Court Operations Program, although the funds are intended to be available agency-wide.

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

**1998-1999 BIENNIAL BUDGET**  
(DOLLARS IN THOUSANDS)

**AGENCY: SUPREME COURT**

			FY 1998			FY 1999		
			Base	Agency	Governor	Base	Agency	Governor
PROGRAM RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	Level	Request	Recomm.	Level	Request	Recomm.
SUPREME COURT OPERATIONS	3,950	4,110	4,058	4,119	5,264	4,135	4,196	5,341
CIVIL LEGAL SERVICES	5,005	5,359	5,007	6,907	5,007	5,007	6,907	5,007
FAMILY LAW LEGAL SERVICES	877	877	877	877	877	877	877	877
STATE COURT ADMINISTRATION	6,751	9,689	7,661	13,531	7,661	7,768	13,638	7,768
COMMUNITY DISPUTE RESOLUTION	241	99	95	150	95	95	150	95
VICTIM OFFENDER MEDIATION		150	150	390	150	150	390	150
LAW LIBRARY OPERATIONS	1,712	1,875	1,817	1,847	1,817	1,838	1,868	1,838
TOTAL EXPENDITURES BY PROGRAM	18,536	22,159	19,665	27,821	20,871	19,870	28,026	21,076
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	18,321	21,553	19,355	27,511	20,561	19,555	27,711	20,761
STATUTORY APPROPRIATIONS:								
GENERAL	6	273	95	95	95	95	95	95
SPECIAL REVENUE	40	166	175	175	175	180	180	180
FEDERAL	137	100						
GIFT	32	67	40	40	40	40	40	40
TOTAL EXPENDITURES	18,536	22,159	19,665	27,821	20,871	19,870	28,026	21,076
FTE BY EMPLOYMENT TYPE:								
REGULAR	146.4	148.2	148.0	166.0	148.0	148.0	166.0	148.0
OVERTIME	.4	.4	.4	.4	.4	.4	.4	.4
TOTAL FTE	146.8	148.6	148.4	166.4	148.4	148.4	166.4	148.4

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT

SUMMARY OF AGENCY REVENUES	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Forecast	Agency Request	Governor Recomm.	Forecast	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
NON-DEDICATED REVENUE:								
-----								
DEPARTMENTAL EARNINGS:								
CAMBRIDGE DEPOSIT FUND	472	475	475	475	475	475	475	475
OTHER REVENUES:								
GENERAL	2							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL NON-DEDICATED RECEIPTS	474	475	475	475	475	475	475	475
DEDICATED RECEIPTS:								
-----								
DEPARTMENTAL EARNINGS:								
GENERAL	94	95	95	95	95	95	95	95
SPECIAL REVENUE	55	169	189	189	189	189	189	189
GRANTS:								
GENERAL	33	57						
FEDERAL	105	100						
OTHER REVENUES:								
SPECIAL REVENUE	16	6	6	6	6	6	6	6
FEDERAL	20							
GIFT	34	46	40	40	40	40	40	40
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL DEDICATED RECEIPTS	357	473	330	330	330	330	330	330
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY TOTAL REVENUES	831	948	805	805	805	805	805	805

STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
BIENNIAL BUDGET SYSTEM - BASE RECONCILIATION REPORT  
BY SEC SEQ

AGENCY: SUPREME COURT

	ALL FUNDS		GENERAL FUND		OTHER STATE FUNDS		FEDERAL FUNDS	
	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99
F.Y.97 APPROPRIATIONS	19,969	19,974	19,754	19,754	215	220		
BASE ADJUSTMENTS								
ONE-TIME APPROPRIATIONS	<350>	<350>	<350>	<350>				
1998-99 COMPENSATION INFLATIO	179	363	179	363				
DOC SPACE RENT/LEASE INCR/DEC	<133>	<117>	<133>	<117>				
SUBTOTAL BASE ADJ.	<304>	<104>	<304>	<104>				
BASE LEVEL	19,665	19,870	19,450	19,650	215	220		

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## 1998-99 Biennial Budget

**PROGRAM:** Supreme Court Operations  
**AGENCY:** Supreme Court

### PROGRAM DESCRIPTION:

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 judgements 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 800 cases in 1996. The volume of filings has now grown to half the Supreme Court's caseload prior to the establishment of the Court of Appeals. Yet, the court is deciding petitions of writs of certiorari within the statutory 60 day period. The median disposition time, however, is increasing from 99 days in 1993 to 178 days in 1995.

In order to process the caseload, the court employs a legal research staff. For each case, the research staff screens the case to determine the nature, complexity and scope of the legal issues, performs legal research to resolve correctly the issues, and provides assistance in opinion preparation to express succinctly the decisions of the court. In addition, research staff review opinions authored by other justices, perform further research and assist in preparing concurring and dissenting opinions at the justices' direction.

Special term matters directed to the Supreme Court by motion or petition for immediate or extraordinary relief are first reviewed and researched by the commissioner. The commissioner then meets with the court. Each motion or petition is discussed, and a dispositional order is issued by the panel. The special term procedure allows the court to give prompt attention to those matters for which the normal appellate procedure is either inappropriate or unavailable.

An administrative staff monitors the progress of each case to insure timely disposition, schedules the case for hearing, oral argument or non-oral consideration by the court, and maintains permanent, accurate records for all court actions. This staff also serves the same function for the Court of Appeals.

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 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.

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.

### PROGRAM STATUS:

The Supreme Court has allocated its staff to dispose of cases in a timely fashion as indicated below. The court seeks to maintain or improve the dispositional time.

	<u>C.Y. 1995</u>	<u>C.Y. 1996</u>	<u>C.Y. 1997</u>	<u>C.Y. 1998</u>	<u>C.Y. 1996</u>
Case Filings	955	1,000	1,100	1,025	1,050
Median Days to Disposition	178	178	160	160	160
Number of Attorneys Admitted	19,000	20,000	21,000	22,000	23,000

### PLANNED RESULTS:

The Supreme Court seeks to use its personnel:

1. To dispose of appellate cases in less than 6 months on average from date of filing.
2. To manage its workload so that each case receives adequate attention as its importance demands.
3. To maintain an orderly and uniform legal process and procedure throughout the state through the promulgation of uniform rules.
4. To regulate the admission to and practice of law in Minnesota so that each citizen seeking legal counsel is assured of competent representation.
5. To insure the financial integrity of the court system in accordance with generally accepted accounting principles and to insure correct payment of invoices within the statutorily required 30 days.
6. To insure the effective operation of the state court system in a way that provides access to all citizens.

### BUDGET AND REVENUE SUMMARY:

The Supreme Court has reviewed its operations and requests additional funding for judge salary increases. The agency plan includes a 2.5% per year base adjustment for salary inflation within the program. Additional funds are requested for judges who have not received a salary increase since 1-1-93.



1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: SUPREME COURT OPERATIONS  
ACTIVITY: SUPREME COURT OPERATIONS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	2,801	2,916	2,982	3,043	2,982	3,054	3,115	3,054
OPERATING EXPENSES	1,149	1,194	1,076	1,076	2,282	1,081	1,081	2,287
SUBTOTAL STATE OPERATIONS	3,950	4,110	4,058	4,119	5,264	4,135	4,196	5,341
TOTAL EXPENDITURES	3,950	4,110	4,058	4,119	5,264	4,135	4,196	5,341
AGENCY REQUEST ITEMS:		FUND						
JUDICIAL SALARY INCREASE		GEN		61			61	
TOTAL AGENCY REQUEST ITEMS				61			61	
GOV'S INITIATIVES:		FUND						
(P) SUSTAINABLE GROWTH INITIATIVE		GEN			1,206			1,206
TOTAL GOV'S INITIATIVES					1,206			1,206
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	3,919	4,043	4,018	4,079	5,224	4,095	4,156	5,301
STATUTORY APPROPRIATIONS:								
GIFT	31	67	40	40	40	40	40	40
TOTAL EXPENDITURES	3,950	4,110	4,058	4,119	5,264	4,135	4,196	5,341
REVENUE COLLECTED:								
DEDICATED:								
GIFT	34	46	40	40	40	40	40	40

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: SUPREME COURT OPERATIONS  
ACTIVITY: SUPREME COURT OPERATIONS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
NONDEDICATED:								
CAMBRIDGE DEPOSIT FUND	472	475	475	475	475	475	475	475
TOTAL REVENUES COLLECTED	506	521	515	515	515	515	515	515
FTE BY EMPLOYMENT TYPE:								
REGULAR	48.3	48.3	48.3	48.3	48.3	48.3	48.3	48.3
TOTAL FTE	48.3	48.3	48.3	48.3	48.3	48.3	48.3	48.3

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Supreme Court  
**PROGRAM:** Supreme Court Operations  
**ACTIVITY:** Supreme Court Operations

**ITEM TITLE:** Judicial Salary Increase

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$61	\$61	\$61	\$61

Statutory Change? Yes X No \_\_\_\_

If yes, statutes(s) affected: M.S. xx

\* Non-Executive Branches of Government

**RATIONALE:**

The judges of the state of Minnesota have served since 1-1-93 without any salary increase. During the same period state employees have received 10.5% in cost of living adjustments.

**PROGRAM OUTCOMES:**

A salary supplement greater than 2.5% base adjustment is requested to provide salary growth similar to other state employees.

**LONG-TERM IMPACT:**

The cost of any salary adjustment would be added to the base.

## 1998-99 Biennial Budget

**PROGRAM:** Civil Legal Services  
**AGENCY:** Supreme Court

### PROGRAM DESCRIPTION:

M.S. 480.24-480.244 was enacted in 1982 to counteract the substantial reduction in Legal Services Corporation (LSC) and other federal funding. Funds are used to provide legal assistance (attorney's advice, counsel and representation) in civil cases to indigent persons who are unable to afford private counsel and also to provide alternative dispute resolution services for low-income persons.

### PROGRAM STATUS:

In spite of state and federal funding the legal services programs are unable to meet the total need for civil legal services and turn away 18,000 each year.

Requests for assistance by needy persons nearly doubled during the past 15 years. This combined with the nearly 50% decrease in federal funding (in real dollars) has resulted in a significant unmet need for legal assistance. Federal funds for legal services were reduced in 1996 by 30%.

### PLANNED RESULTS:

This program provides funding for legal services or alternative dispute resolution programs in 2 areas - mandatory and discretionary grants.

1. **MANDATORY GRANTS.** M.S. 480.242, subd. 3, provides that 85% of the funds available for grants shall be distributed to those eligible legal services programs which have demonstrated an ability as of 7-1-82 to provide legal services, with funds provided by the federal LSC to eligible clients.

Recipient identification and eligibility criteria. There are 6 Legal Services Coalition Programs which provide services to low-income residents of every county in Minnesota, as well as to migrant workers and Native Americans. These programs provide services using full-time paid staff in 24 legal aid offices throughout the state. The average program experience is about 7 years with an average annual salary of \$30,500. Also, these programs have organized or contribute to volunteer programs of local private attorneys who donate time in all 87 counties. Some programs also use a "judicare" or "contract" delivery system in which cases are handled by local lawyers on a substantially reduced fee basis.

Criteria and formulas determining amount of payment to recipient. The mandatory 85% funding is allocated to the 6 LSC funded programs based on the number of persons whose incomes are below the poverty level, as established by the United States Census Bureau, residing in the geographical areas serviced by each program.

	<u>F.Y. 1994</u>	<u>F.Y. 1995</u>	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of Clients served	43,000	43,000	43,000	43,000	43,000	43,000

In 1995, the Coalition programs provided advice or representation in 42,910 cases at an average of \$393 per case (when all funds are counted). A 1994 ABA study, "Legal Needs and Civil Justice, A Survey of Americans" estimated 47% of low income households experience one legal problem a year. An estimated 640,000 Minnesotans have incomes low enough to be eligible for legal services. Also estimated is that 300,000 Minnesotans annually have civil legal problems. At current levels, there are nearly 14 times as many poor persons per legal services attorney as there are persons per lawyer in the general population.

Most of the legal problems handled by these programs directly and significantly affect the day-to-day lives of needy people: legal issues involving their homes, family, health and support for their children and personal safety. These legal problems often involve enforcement of legal rights necessary to gain or continue access to basic necessities such as food, clothing, shelter, medical care, citizenship, income, family law, and protection from abuse and other important individual rights. The vast majority of legal service clients are children and families - often female-headed households, the aged, minority race individuals, disabled persons, refugees, family farmers, immigrants, the homeless and other disadvantaged persons.

2. **DISCRETIONARY GRANTS.** M.S. 480.22 provides that 15% of the funds shall be distributed to not-for-profit corporations seeking to provide legal services or alternative dispute resolution projects. In the event that applicants do not use the total amount available, the balance may be distributed among the 6 LSC funded programs. The Legal Services Advisory Committee solicits proposals from non-profit corporations seeking funding for legal services or alternative dispute resolution programs, screens applications for soundness of proposal and fulfillment of unmet needs, and makes recommendations to the court.

In addition to the 6 mandatory programs, this program supports at least 13 other legal service programs serving indigent clients around the state.

### BUDGET AND REVENUE SUMMARY:

Originally funded by dedicated revenue from a \$20 surcharge on each litigant in a civil action, the surcharge as well as a \$4.50 charge on most real estate filings are now deposited to the General Fund, and the program is supported by a General Fund appropriation. In 1995 the Supreme Court in response to a legislative request established a statewide bipartisan committee to study and make recommendations regarding the impacts of the most recent federal funding cuts. The report recommended and the committee has petitioned the Supreme Court for a \$50 assessment from attorneys (\$25 from those practicing law less than 3 years) which would raise approximately \$900,000 annually to support legal services for the poor.

The Supreme Court requests an additional \$1.9 million dollars in funding to address the unmet critical civil legal needs of the poor of this state.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: CIVIL LEGAL SERVICES  
ACTIVITY: CIVIL LEGAL SERVICES

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
OPERATING EXPENSES	1	2						
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	1	2						
LOCAL ASSISTANCE	5,004	5,357	5,007	6,907	5,007	5,007	6,907	5,007
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	5,005	5,359	5,007	6,907	5,007	5,007	6,907	5,007
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY REQUEST ITEMS:								
-----								
CIVIL LEGAL SERVICES INCREASES		GEN		1,900			1,900	
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL AGENCY REQUEST ITEMS				1,900			1,900	
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	5,005	5,359	5,007	6,907	5,007	5,007	6,907	5,007
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	5,005	5,359	5,007	6,907	5,007	5,007	6,907	5,007
=====	=====	=====	=====	=====	=====	=====	=====	=====
FTE BY EMPLOYMENT TYPE:								
-----								
TOTAL FTE								
=====	=====	=====	=====	=====	=====	=====	=====	=====

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Supreme Court  
**PROGRAM:** Civil Legal Services  
**ACTIVITY:** Civil Legal Services

**ITEM TITLE:** Civil Legal Services Increases

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- Local Assistance	\$1,900	\$1,900	\$1,900	\$1,900

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

**RATIONALE:**

The number of low income persons eligible for legal services in Minnesota has increased by more than 16% from 1980 to 640,000 in 1990. An American Bar Association study found that 47% of low income households experience at least one legal problem each year, thus an estimated 300,000 low income persons in Minnesota experience legal problems each year. The Legal Services Coalition Programs are able to serve 43,000 of those persons annually. Other legal services program providers, both volunteer and paid, serve an additional several thousand persons. However, many who request legal services are turned away each year and thousands more never seek those services.

The stability of funding from historic sources is doubtful. Federal funding has been cut in 1996 by 30% and may yet be cut further. Private funding sources continue to make contributions for specific limited purposes, but funds for ongoing operating costs are required if the legal services providers are to address the critical civil legal needs of low income Minnesotans.

**PROGRAM OUTCOMES:**

Additional general fund dollars are required to fund the operating cost increases of the currently existing programs as well as providing new dollars to increase the services to address the unmet need. At a cost of approximately \$400 per client, the requested funding would provide needed legal services for an additional 4500+ Minnesotans. Legal aid services provide constructive resolution of legal problems resulting from family violence, homelessness, substandard housing, malnutrition, lack of access to medical care and discrimination. This enables children and families in crisis to stabilize their lives, strengthens them as an economic unit and moves them down the road to self-sufficiency.

**LONG-TERM IMPACT:**

These funds would be added to the base. By protecting the safety and well-being of children and battered spouses, by keeping people in safe and sanitary housing, by preventing homelessness, and by protecting access to food, clothing, shelter and medical care, legal aid stabilizes families in crisis and addresses factors such as family and school instability, abuse and deprivation which are identified risk factors in producing violent crime. In addition to saving on economic and social costs associated with violent crime and family dislocation, many legal aid cases save taxpayer money and leverage contributions of volunteer attorney time. Family law cases handled by legal aid result in over \$4,000 in new child support orders each year and social security cases bring in as much as \$5,700,000 each year for persons who might otherwise be dependent upon state and county-funded General Assistance or private charity. Legal aid services help to prevent legal problems also which would otherwise further fog the court system, increasing its costs. Legal aid leverages at least \$3,000,000 in donated volunteer attorney services each year.

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## 1998-99 Biennial Budget

**PROGRAM:** Family Law Legal Services  
**AGENCY:** Supreme Court

### **PROGRAM DESCRIPTION:**

The Supreme Court through its Gender Fairness Task Force identified a large unmet need for family law legal services for the indigent. Legal service providers dedicate roughly 30% of their resources to family law problems. Funding is distributed to 6 legal services programs according to the formula specified in M.S. 480.242, Subd. 2(a). These programs provide services in each of the 87 counties.

### **PROGRAM STATUS:**

Despite concentration of resources, an estimated 10,000 persons are turned down for family law service each year, because provider resources must also be used to address critical legal needs for housing, food, safety and medical care. Funds appropriated to address the unmet legal needs of low income clients in family law matters are used for representation in requests for orders for protection, visitation limitations where abuse is documented, post decree custody disputes, and divorces where custody is involved. The need for legal services to the poor in family law matters will continue to exceed the resources available to meet the need.

### **PLANNED RESULTS:**

Without this funding the legal services programs will have to reduce the level of services available to meet family law needs at a time when the current demand for services exceeds the resources available and when federal funding is being cut.

### **BUDGET AND REVENUE SUMMARY:**

While the current level of funding allows legal services providers to serve new clients, the nature of family law cases, especially those involving serious and difficult custody issues, requires repeated court appearances which may extend for the minority of the child. These cases, unlike some other legal cases, continue to require legal services over an extended period. To continue to address the need for family law legal services, the Supreme Court requests continuation of the same level of funding for the next biennium.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: FAMILY LAW LEGAL SERVICES  
ACTIVITY: FAMILY LAW LEGAL SERVICES

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
LOCAL ASSISTANCE	877	877	877	877	877	877	877	877
TOTAL EXPENDITURES	877	877	877	877	877	877	877	877
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	877	877	877	877	877	877	877	877
TOTAL EXPENDITURES	877	877	877	877	877	877	877	877
FTE BY EMPLOYMENT TYPE:								
TOTAL FTE								

## 1998-99 Biennial Budget

**PROGRAM:** State Court Administration  
**AGENCY:** Supreme Court

### PROGRAM DESCRIPTION:

The office of the State Court Administrator was established to plan for and administer the courts of the state. Pursuant to M.S. 480.15, the State Court Administrator examines administrative methods and dockets of the local courts; collects and compiles statistical data relating to the business of the courts for submission to the legislature and the Supreme Court; prepares uniform personnel standards and procedures for the recruitment, evaluation, promotion, in-service training and discipline of all court personnel; and promulgates uniform standards for court budgets, information systems and the collection, storage and use of court records. It develops uniform policies and procedures for trial court management. The office also provides direct administrative support to the Supreme Court and Court of Appeals.

### PROGRAM STATUS:

State Court Administration operates in the following major program areas:

The State Court Administrator supervises the state court administrative staff and functions detailed below. She assists the chief justice in supervising the court operations of the state. For example, the office recommends the reassignment of judges to meet workload demands. Staff assist the judiciary in establishing policies and priorities and in developing a long-range plan for the improvement of the courts. It is responsible for promulgating budget and personnel standards and for informing the legislature and public about the operations and needs of the state courts. The office provides technical assistance to trial courts in a broad range of administrative areas including personnel, financial, and caseload management and facilities design. 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 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 3 years. During every 6-year term of office, judges must attend a Minnesota Sentencing Institute and attend an educational tour of a correctional facility to which they sentence individuals. New judges must complete a 3- part orientation program within the first year on the bench. A court administrator orientation is provided during the first year of service. A judicial college for experienced judges is conducted annually.

The educational program provides basic and advanced statewide training on wide variety of legal and management subjects for court personnel including judges, district administrators, court administrators and their deputies, and court specialist groups such as probate registrars, court reporters, guardians ad litem, and bailiffs. New legislation, case law and changes in court procedures and technological developments necessitate continuous update of the information and skills being used by members of the judicial branch. Courses are designed for statewide use for all court personnel. Curriculum and faculty development training for judges and court personnel have also been conducted. A video introducing new personnel to the state court system has been designed and produced and is currently available in all districts. A major effort has been undertaken to educate and certify mediators statewide to provide alternatives for overloaded civil calendars.

**Research and Planning.** 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 areas of judicial resources, court management, redistricting, alternative dispute resolution processes, and court processes; conducts legal and management research required to draft statewide administrative policies and to respond to requests for legal and policy guidance on administrative procedures in appellate and trial courts; publishes and updates bench books to provide operational reference materials for court personnel; advises the Supreme Court in the exercise of its sunset and transfer authority over trial court judgeships, and presents statistical information on the work of the courts to the legislature, other governmental agencies and the public; and evaluates innovative case management, technology and service improvement programs.

**Research & Information Technology.** This activity designs, implements and operates automated trial and appellate court information systems, both for individual courts and judicial districts, to improve time payments revenue collection, efficiency of judicial and nonjudicial personnel, and accuracy of and access to court records; collects and compiles milestone case information from all courts to monitor case flow, produces caseload statistics, and supports evaluation of judicial resources and policy analysis; and analyzes and improves manual court administrative processes and procedures including office organization, financial management and records retention. With the exception of Hennepin and Ramsey Civil Courts and Hennepin Criminal Court, all courts use this system. Data collected by the courts is used by numerous other judicial agencies to support decision making.

### PLANNED RESULTS:

The State Court Administration will continue to provide these administrative support services to appellate and trial courts statewide.

### BUDGET AND REVENUE SUMMARY:

The Supreme Court, after review of the State Court Administrator budget, has determined that the present level of funding is required to support critical court administrative functions. The court requests \$11,740,000 for hardware and software improvements and staff support.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: STATE COURT ADMINISTRATION  
ACTIVITY: STATE COURT ADMINISTRATION

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	3,765	4,053	4,068	4,847	4,068	4,169	4,948	4,169
OPERATING EXPENSES	2,869	5,636	3,593	8,684	3,593	3,599	8,690	3,599
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	6,634	9,689	7,661	13,531	7,661	7,768	13,638	7,768
LOCAL ASSISTANCE	117							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	6,751	9,689	7,661	13,531	7,661	7,768	13,638	7,768
=====								
AGENCY REQUEST ITEMS:		FUND						
-----		-----						
JUDICIAL BRANCH TECHNOLOGY		GEN		5,870			5,870	
=====		=====		=====			=====	
TOTAL AGENCY REQUEST ITEMS				5,870			5,870	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	6,567	9,264	7,505	13,375	7,505	7,607	13,477	7,607
STATUTORY APPROPRIATIONS:								
GENERAL	6	273	95	95	95	95	95	95
SPECIAL REVENUE	40	52	61	61	61	66	66	66
FEDERAL	137	100						
GIFT	1							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	6,751	9,689	7,661	13,531	7,661	7,768	13,638	7,768
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
GENERAL	127	152	95	95	95	95	95	95
SPECIAL REVENUE	71	61	81	81	81	81	81	81
FEDERAL	125	100						

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: STATE COURT ADMINISTRATION  
ACTIVITY: STATE COURT ADMINISTRATION

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
NONDEDICATED:								
GENERAL		2						
TOTAL REVENUES COLLECTED	325	313	176	176	176	176	176	176
FTE BY EMPLOYMENT TYPE:								
REGULAR	83.0	84.8	84.6	102.6	84.6	84.6	102.6	84.6
OVERTIME	.4	.4	.4	.4	.4	.4	.4	.4
TOTAL FTE	83.4	85.2	85.0	103.0	85.0	85.0	103.0	85.0

## F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Supreme Court  
PROGRAM: State Court Administration  
ACTIVITY: State Court Administration

ITEM TITLE: Judicial Branch Justice Network

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$5,870	\$5,870	\$5,870	\$5,870

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

### RATIONALE:

The effectiveness of the criminal justice system is dependent on prompt and continuous access to information about litigants, their attorneys, the cases, any criminal history or prior court activities, and case disposition. This same interest in prompt accurate information available statewide is shared by other state agencies such as the DNR, DPS, BCA, Corrections and Sentencing Guidelines. Local law enforcement officials, county attorneys, police, sheriffs, are dependent on court data for warrant and sentencing information. Private attorneys and citizens need access to various court records.

With network technology the need for direct and prompt access to court information can be readily available to support case processing, sentencing, court management and public policy needs. The court proposes to establish a local area network in each courthouse, connected statewide to MN/NET, to link courts and other justice system users to court information and data warehouse technology to facilitate manipulation of the vast array of transactional court data for management and policy decisions. Through the judicial branch network a judge and court support staff will be able to access directly legal research data through legal publishers, criminal history information from the BCA, scheduling and filing information from the trial court information system, driving history from the Department of Public Safety, and statewide order for protection information. Court staff will be able to receive mail electronically from other court staff via the local area network (LAN) and wide area network (WAN) linked by MN/NET. This technology will more easily and quickly enable court staff to schedule calendars and meetings by having access electronically to the personal calendars of court system participants, to communicate electronically with lawyers, litigants and others electronically through the Internet.

This same network connection will link court users to a data warehouse shared with other justice system participants. Over time the data warehouse will contain data on the persons who have used

the justice system and their interactions with various components of that system. For example if a defendant were charged with a crime, a single query could be made about the defendant's interaction with the courts in all counties, the Departments of Public Safety and Corrections. This data would be available to conduct research to support managerial and public policy decisions within and across agencies.

Finally, the Supreme Court is working with Hennepin County to program a prototype system in a new relational data base structure that would improve the responsiveness of the Hennepin County information system to local needs, facilitate the integration of the Hennepin County district court into the statewide data network and forecast and pilot test the transfer of other court information users from a proprietary to a relational database environment. This funding request includes hardware and software financed over a four year term, personnel to support the network and the data warehouse and program design and development efforts.

### PROGRAM OUTCOMES:

Once the network is in place, court users will be able to routinely access court transactional data statewide. Warrant, sentencing, order for protection and criminal history information can be available from a statewide database within minutes. Information to support policy decisions of the legislature, courts and other criminal justice agencies can be analyzed in various ways from transactional data stored in the data warehouse without having to write complicated computer programs.

### LONG-TERM IMPACT:

These costs will become a permanent addition to the base. As hardware and software become obsolete, the funds will allow replacement.

## 1998-99 Biennial Budget

**PROGRAM:** Community Dispute Resolution  
**AGENCY:** Supreme Court

### **PROGRAM DESCRIPTION:**

Forty-eight people, including city representatives, the police department, neighbors, a school bus company, and representatives from an apartment complex, were brought together in a mediation. Through the mediation process, the parties were not only able to resolve the immediate issue, but also came up with plans to handle future disputes. The mediation brought together divergent groups and is an example of how early intervention facilitates the prevention of crime and violence. Since their inception in 1982, community mediation programs have mediated thousands of cases including civil, juvenile, and criminal matters. In 1995 alone, the 5 metro and 1 outstate programs served over 10,000 people. To help in this work, the State Court Administrator received matching funding for certified community dispute resolution program grantees.

Community Dispute Resolution programs are a prime example of community involvement. Trained volunteer community mediators, matching funds, and referrals are examples of community collaboration. Locally based mediation programs focus on collective action, equal justice, accountability, mutual responsibility, restitution, and early intervention. It brings closure to the problem and prevents the issue from escalating to police or court intervention. Mediation provides the public with an efficient, fair and low cost means of resolving community disputes outside the courtroom setting.

Pursuant to the enabling legislation, 6 certified mediation programs received Community Dispute Resolution grants to facilitate alternatives to the court process in Anoka, Hennepin, Olmsted, and Ramsey Counties.

The State Court Administrator administers matching funding for qualified community dispute resolution program grantees. To qualify a program must be certified under the State Court Administrator's Office Guidelines for Community Mediation Programs.

### **PROGRAM STATUS:**

If the expansion of these programs is to be encouraged statewide and existing programs are to focus on mediation rather than fund raising, additional funds are required. As additional programs become certified the amount of funding for each existing program is reduced unless additional funding is provided by the legislature.

### **PLANNED RESULTS:**

Existing programs will expand their services to include a 10% increase in cases per year.

### **BUDGET AND REVENUE SUMMARY:**

The court requests a \$55,000 increase per year in the next biennium to expand Alternative Dispute Resolution program services in existing programs.



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: COMMUNITY DISPUTE RESOLUTION  
ACTIVITY: COMMUNITY DISPUTE RESOLUTION

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
LOCAL ASSISTANCE	241	99	95	150	95	95	150	95
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	241	99	95	150	95	95	150	95
=====								
AGENCY REQUEST ITEMS:								
-----								
COMMUNITY DISPUTE RESOLUTION PROGRAMS		GEN		55			55	
=====				=====			=====	
TOTAL AGENCY REQUEST ITEMS				55			55	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	241	99	95	150	95	95	150	95
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	241	99	95	150	95	95	150	95
=====								
FTE BY EMPLOYMENT TYPE:								
-----								
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE								

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Supreme Court  
**PROGRAM:** Community Dispute Resolution  
**ACTIVITY:** Community Dispute Resolution

**ITEM TITLE:** Community Dispute Resolution Programs

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$55	\$55	\$55	\$55

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

**RATIONALE:**

The Supreme Court administers a matching fund grant program for community dispute resolution programs. Each program is required to match state dollars to a cap of \$25,000. As successful programs have been added to the list of grantees the amount of grant money has not increased, thereby decreasing the funding available to each program. The budget request would provide funding so that each of the 6 programs could obtain the maximum state dollars.

**PROGRAM OUTCOMES:**

Programs would be able to focus on program delivery rather than fund raising and expand their service to clients. Anticipated expansion of clientele is 10%.

**LONG-TERM IMPACT:**

This funding would be added to the base.

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**1998-99 Biennial Budget**

**PROGRAM:** Victim Offender Mediation Grants  
**AGENCY:** Supreme Court

**PROGRAM DESCRIPTION:**

In 1995 the Supreme Court funded 9 victim offender mediation programs with funds authorized by M.S. 611A.77 for victims of juvenile and adult offenders. These programs collectively serviced 5300+ clients in 1,665 cases and provided an opportunity for crime victims to meet safely with their offenders and to resolve outside of courts low level crime.

The State Court Administrator administers matching grant funds to encourage the implementation, expansion and evaluation of victim offender mediation programs.

**PROGRAM STATUS:**

With each successive year, the State Court Administrator's office has experienced an increase in the number of applicants interested in implementing a victim offender mediation project. These programs are reliant on state dollars to survive and provide services.

**PLANNED RESULTS:**

An addition of 6 programs is contemplated.

**BUDGET AND REVENUE SUMMARY:**

The court requests an increase of \$240,000 each year of the biennium to expand victim offender mediation services in Minnesota.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: VICTIM OFFENDER MEDIATION  
ACTIVITY: VICTIM OFFENDER MEDIATION

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
LOCAL ASSISTANCE		150	150	390	150	150	390	150
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES		150	150	390	150	150	390	150
=====								
AGENCY REQUEST ITEMS:		FUND						
-----								
VICTIM OFFENDER MEDIATION		GEN		240			240	
=====				=====			=====	
TOTAL AGENCY REQUEST ITEMS				240			240	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL		150	150	390	150	150	390	150
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES		150	150	390	150	150	390	150
=====								
FTE BY EMPLOYMENT TYPE:								
-----								
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE								

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Supreme Court  
**PROGRAM:** Victim Offender Grant Program  
**ACTIVITY:**

**ITEM TITLE:** Victim Offender Grant Program

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- Local Assistance	\$240	\$240	\$240	\$240

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

**RATIONALE:**

The State Court Administrator administers a matching fund grant program for victim offender mediation programs. A coalition of victim offender mediation programs has requested an increase in funding to allow for program expansion. The court has agreed to include the requested \$240,000 for each year in this budget request.

**PROGRAM OUTCOMES:**

This amount would provide more stable funding for existing programs and start up funds for 6 new programs.

**LONG-TERM IMPACT:**

This cost would be added to the base.

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## **1998-99 Biennial Budget**

**PROGRAM:** Law Library Operations  
**AGENCY:** Supreme Court

### **PROGRAM DESCRIPTION:**

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 are 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. The objectives of this program are to promote the collection of authority (laws, statutes, government documents and regulations) and explanations of the authority (journals, law reviews and treaties) that control the relationship between the citizens and society.

### **PROGRAM STATUS:**

1. The public services staff provides reference and circulation assistance so that users may fully utilize library resources. Their expertise is especially useful in suggesting research strategies to locate cases, statutes, regulations and books on point for the 18,000 annual reference requests.
2. The technical services staff handles the acquisitions, processing, cataloging and conservation of the library's resources using the latest in automated technology. In addition, state government libraries, county and academic law libraries, benefit from 3 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.
3. 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.
4. Under contract with the Department of Corrections, the library provides inmates in Minnesota's 5 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's collection.
5. The library is required by law to advise and assist development of county law libraries throughout the state. The librarian assigned to coordinate the project makes on-site visits to the libraries and submits recommendations for solving problems or issues confronting the boards of trustees. The coordinator also provides training in law library management and develops cooperative programs.
6. 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 has introduced CD ROM technology to its collection to save space and increase economical access to materials.

### **PLANNED RESULTS:**

Without adequate funding the Law Library will have to reduce its core collection of materials curtailing access by citizens, government agencies and the courts. With the current funding base, the library will continue operations much as at present, but needs supplemental funds to maintain purchasing power in the face of high inflation rates from legal publishers.

## **BUDGET AND REVENUE SUMMARY:**

The Supreme Court, after reviewing the law library budget, has determined that an annual increase of \$30,000 beyond the current level of funding is required to maintain the collection of the Law Library.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: SUPREME COURT  
PROGRAM: LAW LIBRARY OPERATIONS  
ACTIVITY: LAW LIBRARY OPERATIONS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	602	633	645	645	645	659	659	659
OPERATING EXPENSES	1,110	1,242	1,172	1,202	1,172	1,179	1,209	1,179
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	1,712	1,875	1,817	1,847	1,817	1,838	1,868	1,838
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,712	1,875	1,817	1,847	1,817	1,838	1,868	1,838
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY REQUEST ITEMS:		FUND						
-----		-----						
LAW LIBRARY RESOURCE INFLATION		GEN		30			30	
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL AGENCY REQUEST ITEMS				30			30	
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	1,712	1,761	1,703	1,733	1,703	1,724	1,754	1,724
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE		114	114	114	114	114	114	114
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,712	1,875	1,817	1,847	1,817	1,838	1,868	1,838
=====	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE		114	114	114	114	114	114	114
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED		114	114	114	114	114	114	114
=====	=====	=====	=====	=====	=====	=====	=====	=====
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	15.1	15.1	15.1	15.1	15.1	15.1	15.1	15.1
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	15.1	15.1	15.1	15.1	15.1	15.1	15.1	15.1
=====	=====	=====	=====	=====	=====	=====	=====	=====

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Supreme Court  
**PROGRAM:** Law Library Operations  
**ACTIVITY:** Law Library Operations

**ITEM TITLE:** Law Library Resource Supplement

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	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$30	\$30	\$30	\$30

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

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**RATIONALE:**

Library material inflation exceeds the general inflation rate by approximately 20%. The state Law Library requires additional funds to maintain its core collections, provide limited new acquisitions in emerging areas of the law, and explore the expanded use of CD ROM technology as a method of cost containment.

**PROGRAM OUTCOMES:**

Law Library materials are updated continuously for changes in the law. With changes in technology the Law Library has opportunities to purchase other media which will result in space savings and provide quicker access for building users and the public.

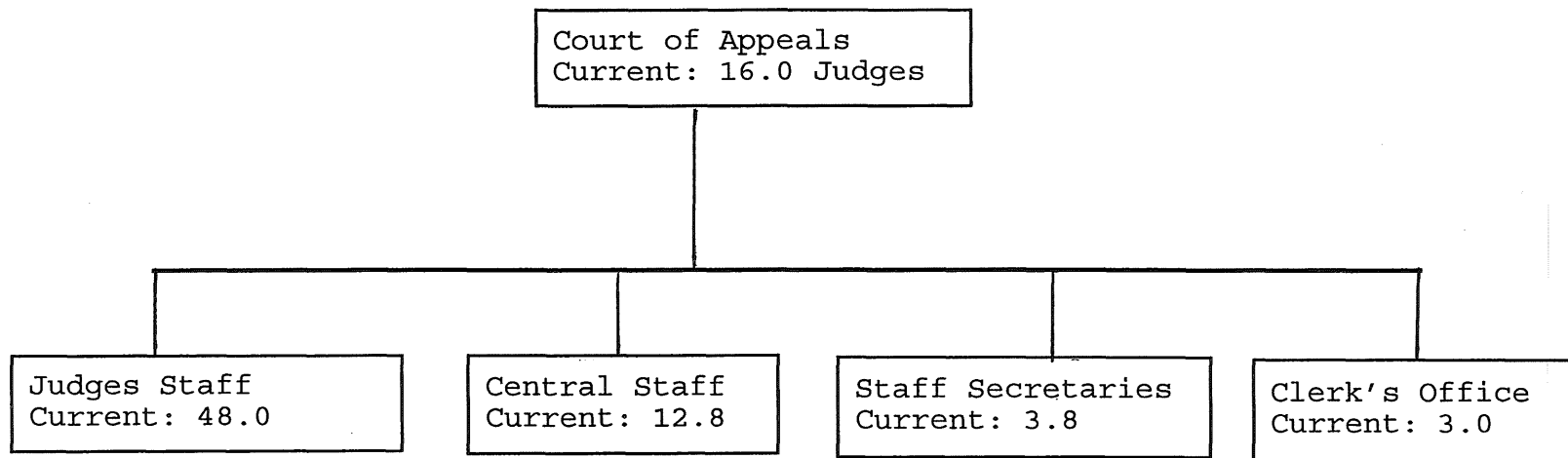
**LONG-TERM IMPACT:**

This funding would be added to the base.

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COURT OF APPEALS<sup>1</sup>  
ORGANIZATION CHART - CURRENT AS OF 12/1/96

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<sup>1</sup>JUNE 30, 1996 FTE Employees: 83.6

**1998-99 Biennial Budget  
Agency Budget Brief  
(\$ in thousands)**

Agency: Court of Appeals

Fund: General

**Summary of Agency Actions:**

	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 98-99</u>
<b><u>BASE-YEAR (F.Y. 1997)</u></b>			
Appropriations (F.Y. 1997)	\$5,832	\$5,832	\$11,664
<b><u>BASE ADJUSTMENT</u></b>			
Salary Adjustment	116	235	351
Rent adjustment	<u>(62)</u>	<u>(55)</u>	<u>(117)</u>
<b><u>BASE LEVEL (for 1998 and 1999)</u></b>	<b>\$5,886</b>	<b>\$6,012</b>	<b>\$11,898</b>
<b><u>AGENCY DECISION ITEMS</u></b>			
Video Hearings Project	80	30	110
Judicial Salary Increase	124	125	249
Administrative Support Costs	<u>111</u>	<u>59</u>	<u>170</u>
<b><u>AGENCY REQUEST (for 1998 and 1999)</u></b>	<b>\$6,201</b>	<b>\$6,226</b>	<b>\$12,427</b>
<b><u>GOVERNOR'S INITIATIVES</u></b>			
Sustainable Growth Initiative	<u>269</u>	<u>269</u>	<u>538</u>
<b>GOVERNOR'S RECOMMENDATIONS</b>	<b>\$6,155</b>	<b>\$6,281</b>	<b>\$12,436</b>

**Brief Explanation of Agency Plan:**

The agency request continues base funding adjusted for rent and the 2.5% salary adjustment and requests.

**Revenue Summary:**

None.

**Affected Statutes:**

None.

**GOVERNOR'S RECOMMENDATION:**

Historically, the courts, the legislature, and other constitutional officers have departed from executive branch budget guidelines and have not fully participated in the executive branch budget process. The Governor respects this separation of powers and the desire of other elected state officials to independently present their budget requests directly to the legislature. However, the Governor is required by law to submit a balanced budget to the legislature, and therefore it is necessary to identify funding for those offices as part of preparing a total, balanced budget.

The Governor is firmly committed to fiscal stability, meaning that spending cannot grow at a greater rate than resources. Therefore, the Governor recommends that the budgets of the courts, the Public Defender, constitutional officers and the legislature grow no more than the rate of growth in General Fund revenues. General Fund revenues for 1998-99 are projected to grow by 7.7% over the current biennium, and the Governor recommends funding increases equal to that growth.

For the Court of Appeals, this amounts to a biennial increase of \$889,000, which includes the base adjustment provided for salaries.

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

**AGENCY:** Court of Appeals

**AGENCY DESCRIPTION:**

The Court of Appeals strives to adjudicate expeditiously all appeals from the trial courts, except first degree murder cases and legislative election contests, and from most administrative agency appeals. The court is charged with correcting errors in those appealed decisions. The court complies with the statutory mandate to dispose of cases within 90 days of hearing or submission of briefs. The court in 1995 has achieved a median case processing time of 160 days from filing to dispositional order or opinion. The records of the Court of Appeals are maintained by the office of the Clerk of Appellate Courts in the Minnesota Judicial Center. To provide convenient access to litigants, the court hears cases at its chambers in the Minnesota Judicial Center, Ramsey County, and in each of the 9 other judicial districts.

**AGENCY ISSUES:**

The Court of Appeals continues to address the need to expeditiously dispose of a constant stream of cases in a timely manner.

	<u>C.Y. 1995</u>	<u>C.Y. 1996</u>	<u>C.Y. 1997</u>	<u>C.Y. 1998</u>	<u>C.Y. 1999</u>
Cases filed	2,403	2,450	2,450	2,450	2,450
Median time from filing to deposition	160	160	160	160	160

**AGENCY STRATEGIES:**

In order to expeditiously dispose of cases, the Court of Appeals uses Central Staff attorneys to research legal issues for special term matters - write procedural motions, summary disposition motions. The Court of Appeals seeks to increase staff attorney positions by one. Staff attorneys specialize in an area of law and can share special expertise with other legal staff on different issues.

In addition, the Court of Appeals seeks to reduce travel time better used in research and deciding cases by using interactive video for selected outstate hearings.

Finally, the court seeks through proactive intervention to minimize lost work time and injury to workers by providing ergonomic seating. With increasing pressure to complete more work with fewer staff, the incidence of worker's compensation claims has increased. The need to protect workers from carpal tunnel injuries has led the court to request funding for ergonomic seating for law clerks.

**REVENUE SUMMARY:**

Revenue is collected by the Clerk of Appellate Courts who is responsible for the Supreme Court and Court of Appeals records. Filing fee revenue is reported through the Supreme Court into the Cambridge State Bank Fund.

**SUMMARY OF BUDGET REQUEST:**

After reviewing its budget, the Court of Appeals has determined that the current budget amount is required to deliver effective appellate services, with the following additions: \$110,000 for interactive video, \$59,000 annually for one staff attorney position, and \$51,000 for equipment including ergonomic chairs for court staff and copier equipment and maintenance for the biennium.

**GOVERNOR'S RECOMMENDATION:**

Historically, the courts, the legislature, and other constitutional officers have departed from executive branch budget guidelines and have not fully participated in the executive branch budget process. The Governor respects this separation of powers and the desire of other elected state officials to independently present their budget requests directly to the legislature. However, the Governor is required by law to submit a balanced budget to the legislature, and therefore it is necessary to identify funding for those offices as part of preparing a total, balanced budget.

The Governor is firmly committed to fiscal stability, meaning that spending cannot grow at a greater rate than resources. Therefore, the Governor recommends that the budgets of the courts, the Public Defender, constitutional officers and the legislature grow no more than the rate of growth in General Fund revenues. General Fund revenues for 1998-99 are projected to grow by 7.7% over the current biennium, and the Governor recommends funding increases equal to that growth.

For the Court of Appeals, this amounts to a biennial increase of \$889,000, which includes the base adjustment provided for salaries.

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

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: COURT OF APPEALS  
PROGRAM: COURT OF APPEALS  
ACTIVITY: COURT OF APPEALS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	4,531	4,659	4,746	4,929	4,746	4,865	5,049	4,865
OPERATING EXPENSES	1,254	1,202	1,140	1,272	1,409	1,147	1,177	1,416
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	5,785	5,861	5,886	6,201	6,155	6,012	6,226	6,281
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	5,785	5,861	5,886	6,201	6,155	6,012	6,226	6,281
=====								
AGENCY REQUEST ITEMS:		FUND						
-----		-----						
ADMINISTRATIVE SUPPORT COSTS		GEN		111			59	
JUDICIAL SALARY INCREASE		GEN		124			125	
VIDEO HEARINGS PROJECT		GEN		80			30	
=====		=====		=====			=====	
TOTAL AGENCY REQUEST ITEMS				315			214	
=====								
GOV'S INITIATIVES:		FUND						
-----		-----						
(P) SUSTAINABLE GROWTH INITIATIVE		GEN			269			269
=====		=====			=====			=====
TOTAL GOV'S INITIATIVES					269			269
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	5,785	5,861	5,886	6,201	6,155	6,012	6,226	6,281
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	5,785	5,861	5,886	6,201	6,155	6,012	6,226	6,281
=====								
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	80.8	80.8	80.8	81.8	80.8	80.8	81.8	80.8
TEMP/SEAS/PART_TIME	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	83.6	83.6	83.6	84.6	83.6	83.6	84.6	83.6



**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Court of Appeals  
**PROGRAM:** Court of Appeals  
**ACTIVITY:** Court of Appeals

**ITEM TITLE:** Administrative Support Costs

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$111	\$59	\$59	\$59-

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

**RATIONALE:**

The Court of Appeals has increased its efficiency through technology in order to dispose of cases in a timely manner. The increased use of PC's by support staff has given rise to an increased number of worker's compensation claims, which the Court is addressing proactively by requesting funding for ergonomic seating. The Court is also requesting funds to replace 6 year old copy equipment and to hire one additional staff attorney position.

**PROGRAM OUTCOMES:**

The staff attorney position is requested so that the court can comply with the statutory and rule time standards for disposing of cases.

**LONG-TERM IMPACT:**

This personnel costs for the staff attorney would be added to the base. The equipment purchases would be one-time costs.

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Court of Appeals  
**PROGRAM:** Court of Appeals  
**ACTIVITY:** Court of Appeals

**ITEM TITLE:** Judicial Salary Increase

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	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$124	\$125	\$125	\$125

Statutory Change? Yes   X   No       

If yes, statutes(s) affected: M.S. 158.083

\* Non-Executive Branches of Government

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**RATIONALE:**

The judges of the state of Minnesota have served since 1-1-93 without any salary increase. During the same period state employees have received 10.5% in cost of living adjustments.

**PROGRAM OUTCOMES:**

A salary supplement greater than the 2.5% base adjustment is requested to provide salary growth similar to other state employees.

**LONG-TERM IMPACT:**

The cost of any salary adjustment would be added to the base.

## F.Y. 1998-99 BUDGET INITIATIVE

**AGENCY:** Court of Appeals  
**PROGRAM:** Court of Appeals  
**ACTIVITY:** Court of Appeals

**ITEM TITLE:** Video Hearings Project

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	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$80	\$30	\$30	\$30

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

\*Non-Executive Branches of Government

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### RATIONALE:

The Court of Appeals hears cases primarily in panels of three judges. The panels travel to locations in each of the judicial districts. The travel time involved in those hearings varies, but for outstate Minnesota locations, judges may be on the road for 3-6 hours. In addition to the travel time being unproductive, the exposure of the judges to Worker's Compensation injuries is also significant. The use of video conferencing technology offers the Court and the parties the immediacy of a personal appearance without the travel and time costs associated with visiting each location. A mobile unit would be available in conference room 230 of the Judicial Center so that all court offices and other groups using that conference room could share the equipment. This project compliments the 9th Judicial District trial court proposal by allowing 9th district judges to remain in the NW corner of the state and still participate in conference of chief judge and other committee meetings held in the Judicial Center in St. Paul. The court has tested this means of hearing appellate cases and finds it effective for reducing travel and satisfactory for hearing oral arguments.

### PROGRAM OUTCOMES:

Lawyers and parties would be able to participate in hearings from their home county if video facilities are available.

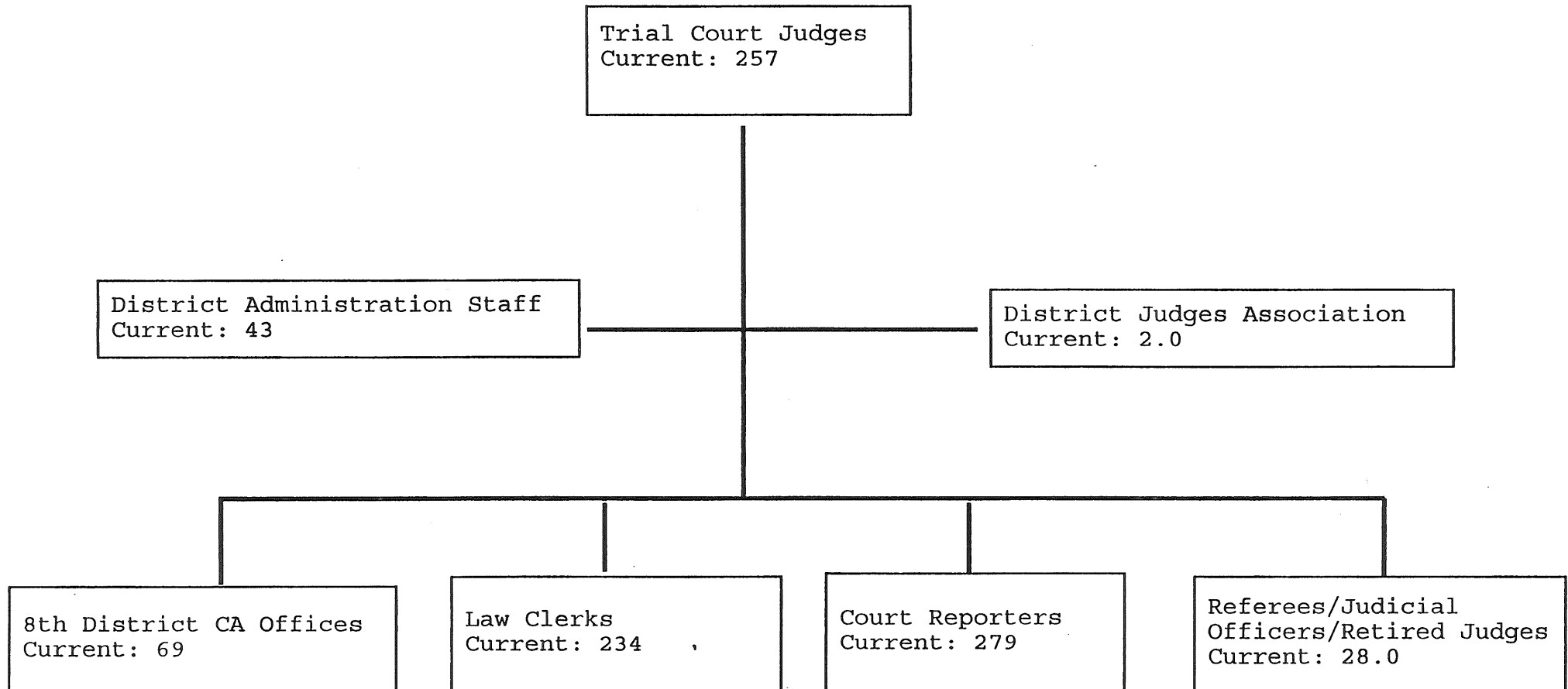
Judges would be able to reduce travel time and costs as well as use the time instead on disposing of cases.

### LONG-TERM IMPACT:

The initial cost of the equipment is a one-time cost. Only the maintenance costs would continue into future biennia. The cost of communications is anticipated to be included in the cost of the MN Net Collaboration and would not be an increase to the state.

TRIAL COURTS<sup>1</sup>  
ORGANIZATION CHART - CURRENT AS OF 12/1/96

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<sup>1</sup>June 30, 1996 FTE Employees: 905.0

# 1998-99 Biennial Budget Agency Budget Brief (\$ in thousands)

Agency: Trial Courts

Fund: General

## Summary of Agency Actions:

	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 98-99</u>
<b><u>BASE-YEAR (F.Y. 1997)</u></b>			
Appropriations (F.Y. 1997)	\$67,020	\$67,020	\$134,040
<b><u>BASE ADJUSTMENT</u></b>			
Salary Base Adjustment	<u>1,424</u>	<u>2,886</u>	<u>4,310</u>
<b><u>BASE LEVEL (for 1998 and 1999)</u></b>	<b>\$68,444</b>	<b>\$69,906</b>	<b>\$138,350</b>
<b><u>AGENCY REQUEST ITEMS</u></b>			
Administrative Support	\$99	\$93	\$192
Judicial Support	1,670	1,681	3,351
8th District Operational Increases	589	589	1,178
9th District Civil Video Project	741	30	771
Judge & Capped Employee Salary Increases	<u>2,161</u>	<u>2,232</u>	<u>4,393</u>
<b><u>AGENCY REQUEST (for 1998 and 1999)</u></b>	<b>\$73,704</b>	<b>\$74,531</b>	<b>\$148,235</b>
<b><u>GOVERNOR'S INITIATIVES</u></b>			
Sustainable Growth Initiative	<u>3,006</u>	<u>3,006</u>	<u>6,012</u>
<b>GOVERNOR'S RECOMMENDATIONS</b>	<b>\$71,450</b>	<b>\$72,912</b>	<b>\$144,362</b>

## Brief Explanation of Agency Plan:

The trial courts are requesting the following new initiatives in addition to the base budget and a salary supplement for judges: administrative support for 2 districts; court reporters and law clerks for judges with shared support; operational overhead increases and professional services for the Eight Judicial District; and a Civil Court Video Pilot project in the Ninth Judicial District, and a program review and evaluation component for the trial court.

## Revenue Summary:

The 8th Judicial District collects approximately \$1,850,000 each biennium in revenue which is deposited through the State Treasurer's Office to the General Fund along with moneys collected from the courts in other judicial districts.

## Affected Statutes:

None

## GOVERNOR'S RECOMMENDATION:

Historically, the courts, the legislature, and other constitutional officers have departed from executive branch budget guidelines and have not fully participated in the executive branch budget process. The Governor respects this separation of powers and the desire of other elected state officials to independently present their budget requests directly to the legislature. However, the Governor is required by law to submit a balanced budget to the legislature, and therefore it is necessary to identify funding for those offices as part of preparing a total, balanced budget.

The Governor is firmly committed to fiscal stability, meaning that spending cannot grow at a greater rate than resources. Therefore, the Governor recommends that the budgets of the courts, the Public Defender, constitutional officers and the legislature grow no more than the rate of growth in General Fund revenues. General Fund revenues for 1998-99 are projected to grow by 7.7% over the current biennium, and the Governor recommends funding increases equal to that growth.

For the Trial Courts, this amounts to a biennial increase of \$10,322,000, which includes the base adjustment provided for salaries.

The Governor makes no recommendation regarding the specific initiatives put forward by the Trial Courts.

## 1998-99 Biennial Budget

AGENCY: Trial Courts

### AGENCY DESCRIPTION:

The Trial Courts of the state 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, trial court law clerks, court reporters, referees and the operations of judicial district administration staff. The state funds the operating expenses of the local court administrators' offices responsible for court records and daily court operations in the 13 counties of the Eighth Judicial District in west central Minnesota. The state also funds jury 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 Judicial 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. The Executive Secretary plans for and coordinates the activities of the meetings of the district judges, keeps association minutes, and informs judges of organizational concerns. The Judicial Advisory Service staff perform legal research on issues of statewide importance to the judges.

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 Court Administrator offices in the Eighth District are included in the judicial budget. The 13 local Court Administrator offices in the Eighth Judicial District 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.

### AGENCY ISSUES:

The trial courts processed nearly 2 million cases in 1996. Crimes for which a person could be incarcerated for up to 1 year increased 26% statewide. Felonies, which carry even stiffer penalties continued to be presented to the courts at previous peak levels. This workload gives rise to the following set of issues for the trial court:

1. Inadequate, incomplete, untimely data upon which to sentence offenders.
2. Inadequate information upon which to base management decisions about the courts.

3. Judicial, legislative and public emphasis on efforts to reduce trial court backlog and delays.
4. Reduced resources for trial court functions at the state and county levels at a time when litigation is becoming increasingly complex.
5. The increase in pro se (self-directed) litigation by persons unknowledgeable in the law or court procedures.
6. Increased need for coordination and integration of justice system and social service agency actions.
7. Enhanced communication between the Court and community concerning justice system issues and needs.

### AGENCY STRATEGIES:

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

1. 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;
2. Set case processing and case management standards and institute monitoring programs for exceptions;
3. Develop alternatives to full court hearings for appropriate cases or as tools to reduce the complexity of cases;
4. Develop programs to allow litigants meaningful access to the court process, i.e., court interpreter programs, free legal services for the poor, self-help programs for persons who choose to guide their own litigation;
5. Develop programs and technologies to provide judges the critical information needed to make timely sound case and policy decisions;
6. Review and evaluate court practices and policies to identify the need for systemic improvement through the Conference of Chief Judges and study commissions established by the Supreme Court.

### REVENUE SUMMARY:

The trial courts in the Eighth Judicial District provide \$925,000 in fee and fine revenues to the General Fund annually. Other fee and fine revenue from court administrators throughout the state is deposited to the Treasury through the State Treasurer's Office and is reported through that budget.

### SUMMARY OF BUDGET REQUEST:

The trial courts are requesting the following new initiatives in addition to the base budget and a salary supplement for judge and staff salary increases, district administrative support, staff positions for 2 districts, 25 new law clerks for judges with shared law clerk support and 2 additional court reporters, operational overhead and program services increases in the Eighth Judicial District.

### GOVERNOR'S RECOMMENDATION:

Historically, the courts, the legislature, and other constitutional officers have departed from executive branch budget guidelines and have not fully participated in the executive branch budget process. The Governor respects this separation of powers and the desire of other elected state officials to independently present their budget requests directly to the legislature. However, the Governor is required by law to submit a balanced budget to the legislature, and therefore it is necessary to identify funding for those offices as part of preparing a total, balanced budget.

**1998-99 Biennial Budget**

**AGENCY:** Trial Courts  
(Continuation)

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The Governor is firmly committed to fiscal stability, meaning that spending cannot grow at a greater rate than resources. Therefore, the Governor recommends that the budgets of the courts, the Public Defender, constitutional officers and the legislature grow no more than the rate of growth in General Fund revenues. General Fund revenues for 1998-99 are projected to grow by 7.7% over the current biennium, and the Governor recommends funding increases equal to that growth.

For the Trial Courts, this amounts to a biennial increase of \$10,322,000, which includes the base adjustment provided for salaries.

The Governor makes no recommendation regarding the specific initiatives put forward by the Trial Courts.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: TRIAL COURTS  
PROGRAM: TRIAL COURTS  
ACTIVITY: TRIAL COURTS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	55,468	57,512	58,777	62,730	58,777	60,239	64,274	60,239
OPERATING EXPENSES	9,605	11,433	9,673	10,980	12,679	9,673	10,263	12,679
SUBTOTAL STATE OPERATIONS	65,073	68,945	68,450	73,710	71,456	69,912	74,537	72,918
TOTAL EXPENDITURES	65,073	68,945	68,450	73,710	71,456	69,912	74,537	72,918
AGENCY REQUEST ITEMS:		FUND						
TRIAL COURT ADMINISTRATIVE SUPPORT		GEN		99			93	
JUDICIAL SUPPORT COSTS		GEN		1,670			1,681	
JUDGE & CAPPED EMPLOYEE SALARY INCREASES		GEN		2,161			2,232	
8TH JUDICIAL DISTRICT OPERATING COSTS		GEN		589			589	
9TH JUD. DISTRICT VIDEO PILOT PROJECT		GEN		741			30	
TOTAL AGENCY REQUEST ITEMS				5,260			4,625	
GOV'S INITIATIVES:		FUND						
(P) SUSTAINABLE GROWTH INITIATIVE		GEN			3,006			3,006
TOTAL GOV'S INITIATIVES					3,006			3,006
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	65,043	68,926	68,444	73,704	71,450	69,906	74,531	72,912
STATUTORY APPROPRIATIONS:								
GENERAL	22							
SPECIAL REVENUE	8	19	6	6	6	6	6	6
TOTAL EXPENDITURES	65,073	68,945	68,450	73,710	71,456	69,912	74,537	72,918



1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: TRIAL COURTS  
PROGRAM: TRIAL COURTS  
ACTIVITY: TRIAL COURTS

			FY 1998			FY 1999		
			-----			-----		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====			=====	=====	=====	=====	=====	=====
REVENUE COLLECTED:								
-----								
DEDICATED:								
GENERAL	22	95						
SPECIAL REVENUE	5	9	6	6	6	6	6	6
FEDERAL	<1>							
=====			=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	26	104	6	6	6	6	6	6
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	905.0	912.0	912.0	942.0	912.0	912.0	942.0	912.0
OVERTIME	.1	.1	.1	.1	.1	.1	.1	.1
=====			=====	=====	=====	=====	=====	=====
TOTAL FTE	905.1	912.1	912.1	942.1	912.1	912.1	942.1	912.1

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Trial Courts  
**PROGRAM:** Trial Courts  
**ACTIVITY:** Trial Courts

**ITEM TITLE:** Administrative Support

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$99	\$93	\$75	\$75

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

**RATIONALE:**

The judicial district administrator's office is responsible for the local administrative coordination of the Trial Courts, usually in a multi-county district. The district office develops court administrative policy, maintains district administrative records for court personnel, provides budgeting and accounting services, and schedules and staffs court meetings and committees, all of which require secretarial and clerical support. The Sixth Judicial District is requesting a secretarial position to assist in these efforts. The Fourth Judicial District is requesting a Human Resource position to advise the 147 state court employees in the Hennepin County District Court about their rights, responsibilities and benefits.

Additionally, the trial courts are requesting funding to develop instructional video and self help materials for litigants who come to court without an attorney. These materials will be developed cooperatively among the districts and distributed for statewide use. Courts are encountering an increasing number of litigants who choose, or are forced by economic necessity, to conduct their own litigation. Because they are usually uninformed about the court process extraordinary time is required for each pro se litigant. By providing limited generic assistance at the outset, the courts hope that these litigants would more effectively and efficiently utilize the judicial system.

**PROGRAM OUTCOMES:**

The positions are necessary to complete the administrative functions in the 2 affected districts. In the absence of these positions accounting, personnel, and administrative records are difficult to maintain and access. Telephone calls are not answered in a prompt manner as support staff are absent from work, or are out of the office performing other tasks. Court personnel and the public have difficulty getting operational information in a timely manner. Personnel issues for state employees in the Fourth District are often inappropriately referred to the county human resources office which is unfamiliar with state programs. These administrative difficulties would be eliminated by the 2 requested staff positions.

**LONG-TERM IMPACT:**

The funding for these 2 positions would be added to the budget base.

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Trial Courts  
**PROGRAM:** Trial Courts  
**ACTIVITY:** Trial Courts

**ITEM TITLE:** Judicial Support

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	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$1,670	\$1,681	\$1,681	\$1,681

**Statutory Change?** Yes \_\_\_\_ No X

**If yes, statutes(s) affected:**

\* Non-Executive Branches of Government

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**RATIONALE:**

As the caseload has increased in the past decade, judges have been required to compress hearing times significantly for all case types in order to dispose of cases in compliance with time standards. For example, in 1992 an average judge disposed of a gross misdemeanor in 23% less time than in 1986. To assist judges by conducting legal research, preparing draft orders, and ordering and reviewing case files for unusual legal issues, the Trial Courts are requesting 24 law clerks for those judges who currently must share access to a law clerk, often at a remote location. A salary equity adjustment for law clerks whose starting salary is \$21,400 is required to provide pay equity. Trial Court law clerks are law school graduates. At the entry level salary they are paid less than the lowest entry level for other state professional employees. The requested adjustment would raise the entry level to \$23,000. Two court reporter positions to create the court record are required for referees in Hennepin County and an additional \$68,000 for conversion of three referees to judges is requested.

**PROGRAM OUTCOMES:**

With this funding, required written decisions can be prepared sooner, the quality of legal decisions can be improved, and decisions can be supported by in-depth legal research incorporating constantly changing statutory and case law. The court record will be prepared by qualified court reporters. Court professional employees will be paid at a salary level comparable to other state employees.

**LONG-TERM IMPACT:**

This additional cost will be a permanent increase to the base budget.

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Trial Courts  
**PROGRAM:** Trial Courts  
**ACTIVITY:** Trial Courts

**ITEM TITLE:** Judge and Capped Employee Salary Increase

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	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$2,161	\$2,232	\$2,232	\$2,232

Statutory Change? Yes  X  No \_\_\_\_\_

If yes, statutes(s) affected: M.S. 15A.083

\* Non-Executive Branches of Government

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**RATIONALE:**

The judges of the state of Minnesota have served since 1-1-93 without any salary increase. During the same period state employees have received 10.5% in cost of living adjustments.

**PROGRAM OUTCOMES:**

A salary supplement greater than the 2.5% base adjustment is requested to provide salary growth similar to other state employees.

**LONG-TERM IMPACT:**

The cost of any salary adjustment would be added to the base.

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Trial Courts  
**PROGRAM:** Trial Courts  
**ACTIVITY:** Trial Courts

**ITEM TITLE:** Operational Overhead Increases

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$589	\$589	\$589	\$589

**Statutory Change?** Yes \_\_\_\_\_ No  X

**If yes, statutes(s) affected:**

\* Non-Executive Branches of Government

**RATIONALE:**

Salary absorption in the last 3 biennia has eliminated the capacity of the Eighth Judicial district to fund these operating increases and equipment replacement from existing budgets. Most offices have a minimal 3-5 person staff, necessary to keep the offices open and provide basic services. Turnover among court staff is low and therefore salary savings are not usually available to fund equipment. This request also includes one position to provide Spanish interpreter services in Willmar and elsewhere in the district. The use of the guardian ad litem program in this district continues to grow and if training and supervision standards recommended by the Legislative Auditor are adopted they will result in increased operating costs to maintain the current level of service.

**PROGRAM OUTCOMES:**

These overhead costs are required to maintain basic Court operations such as communicate court decisions to the litigants, schedule cases, obtain services of witnesses, conduct psychiatric exams and Rule 20 competency examinations in criminal cases, and provide guardian ad litem services required by statute.

**LONG-TERM IMPACT:**

These costs will be added to the base.

## F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Trial Courts  
PROGRAM: Trial Courts  
ACTIVITY: Trial Courts

ITEM TITLE: 9th Judicial District Court Video Pilot Project

	1998-99 Biennium		2000-01 Biennium	
	F.Y. 1998	F.Y. 1999	F.Y. 2000	F.Y. 2001
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$741	\$30	\$30	\$30

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

### RATIONALE:

As the judiciary struggles with issues of how to use its resources to deliver justice in the most effective and efficient manner, it is exploring technology as a means to overcome the barriers of geographic distance in appropriate circumstances in rural Minnesota. This exploration encompasses both the technical and the logistical application of technology to court process. In 1991, the Supreme Court appointed a 13 member task force to evaluate the possible use of closed circuit television to conduct arraignments and other initial criminal appearances under separate proposals from three Minnesota judicial districts. The task force was split, with a majority recommending approval of a pilot project subject to certain guidelines, and a minority opposing any pilot program because, among other things, of concerns that closed circuit television creates closed courtrooms, precluding participation by counsel, family and friends, use of television robs defendants of their humanity by loss of human contact, and the process disparately affects minority and indigent persons who are unable to post bail. The court also studied the cost benefit implications of the proposals and found that cost savings alone could not be used to justify or overcome opposition to the use of video technology for criminal arraignments. Issues beyond cost are critical to the successful introduction of video technology in the courts.

Yet, the judiciary is sympathetic to the unique justice issues of rural Minnesota and is proposing to explore technological means to respond to the scarcity of resources in sparsely populated areas of the state where hundreds of miles separate county seats. The judiciary proposes an interactive video pilot project in the Ninth Judicial District to reduce the amount of time spent driving between court locations to hear civil court matters in the 25,678 square mile northwest corner of the state. A video connection would link video equipment in 12 counties in that region of the state and allow the judges in that area to hear motions and conduct trials by video.

Civil commitment and implied consent hearings could be held by interactive video. Motion and scheduling hearings in civil, family, and probate matters could be handled by interactive video.

Parties and judicial staff could remain in their home counties and participate in the video hearings. Paperwork in support of the matters being considered could be transmitted by the video system as well. Courts would need the opportunity to explore the staffing and scheduling implications of video hearings.

Counties in the Ninth Judicial District have few interpreter resources. Experimentation with interactive video would allow the courts to explore its potential for expanding access to interpreter resources throughout the state. Where more than one interpreter is required in a court hearing, resources are severely strained and frequently unavailable especially where those few interpreters who are used by some courts are unwilling or unable to travel to other counties. Interactive video could alleviate the travel barrier to service, but experimentation would be required to determine the logistics for its maximal use.

In addition, interactive video could facilitate training opportunities for court personnel across the district. The district regularly conducts training on the recording of court information into TCIS, the reporting and querying of that information to generate court calendars, the orientation and training of new court staff, financial management training, personal computer training, subject specific training in the area of guardian ad litem responsibilities, domestic violence matters, sexual harassment prevention, ergonomics, court security. The district estimates that annually 400-1000 hours of travel for training programs could be avoided by using interactive video.

### PROGRAM OUTCOMES:

The judiciary proposes a comprehensive study of the technical, logistical and administrative issues involved with the use of interactive video in civil matters in the northwest corner of the state. In an area of the state with increasing judge need, the use of video technology could expedite timely case disposition and minimize the need to locate new judicial resources in sparsely populated but geographically vast areas of the state. The impact on court personnel, as well as litigants could be fully explored.

The use of video in addressing the administrative training needs of court personnel could also be explored. The judiciary would propose a 3-year evaluation period with a report to the legislature about the implications for this technology for delivery of justice in rural Minnesota.

This project would be linked to the video project for the Judicial Center in the Court of Appeals budget request and would link the Ninth District with St. Paul for meetings and training.

### LONG-TERM IMPACT:

On-going maintenance costs would need to be added to the base budget.

**1998-99 Biennial Budget**

**AGENCY:** Client Security Board

**AGENCY DESCRIPTION:**

The Client Security Board reviews claims by clients who have been defrauded by lawyers and reimburses clients for losses up to \$100,000. In F.Y. 1996, the board resolved 43 claims, approving 22 for payment in the amount of \$716,695. Significant payouts to claimants against two attorneys resulted in higher than usual payments in F.Y. 1996. The usual reason for denying payment is that the claim is based on negligence rather than dishonesty. The board contemplates continuing reimbursements to clients at \$160,000 per year.

**AGENCY ISSUES:**

The agency continues to review and authorize payment in the event of attorney dishonesty within the funds available to it from attorney registration fees or subrogation of claims.

**REVENUE SUMMARY:**

The board revenue is derived from an annual \$20 attorney assessment and the interest on the assessment. These revenues are used for operations and to pay claims. No General Fund monies are requested as this agency is funded by an assessment from attorneys.

**SUMMARY OF BUDGET REQUEST:**

In exercising its constitutional responsibility to supervise the practice of law, the Supreme Court has created a regulatory board to monitor compliance with its rules. The Supreme Court is responsible for the fees assessed attorneys which fund the regulatory operations.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's request.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CLIENT SECURITY BOARD  
PROGRAM: CLIENT SECURITY BOARD  
ACTIVITY: CLIENT SECURITY BOARD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	7	8	8	8	8	8	8	8
OPERATING EXPENSES	734	182	182	182	182	182	182	182
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	741	190	190	190	190	190	190	190
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	741	190	190	190	190	190	190	190
EXPENDITURES BY FUND:								
-----								
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	741	190	190	190	190	190	190	190
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	741	190	190	190	190	190	190	190
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	482	480	480	480	480	480	480	480
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	482	480	480	480	480	480	480	480
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	.2	.2	.2	.2	.2	.2	.2	.2
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	.2	.2	.2	.2	.2	.2	.2	.2



**1998-99 Biennial Budget**

**AGENCY:** Continuing Legal Education Board

**AGENCY DESCRIPTION:**

Under the supervision and direction of the Supreme Court, the State Board of Continuing Legal Education accredits courses and programs which will satisfy continuing legal education requirements, discovers and encourages the offering of such courses and programs, and ensures compliance by lawyers licensed by the court. The objective is to ensure that practicing attorneys continue their legal education throughout the period of their active practice of law.

**AGENCY ISSUES:**

The board monitors the compliance of the 20,000+ state attorneys with the continuing legal education program requirements.

Each year the agency must monitor the completion of education requirements for 7,200 attorneys.

**AGENCY STRATEGIES:**

The agency has utilized computerization to maintain compliance records and prepare delinquency reports. Current staff are thus able to manage the expanding workload.

**REVENUE SUMMARY:**

Dedicated funds from attorney registration fees and fees for certifying legal specialties support this agency. No monies are from the General Fund.

**SUMMARY OF BUDGET REQUEST:**

In exercising its constitutional responsibility to supervise the practice of law, the Supreme Court has created a regulatory board to monitor compliance with its rules. The Supreme Court is responsible for the fees assessed attorneys which fund the regulatory operations.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's request.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CONTINUING LEGAL EDUCATION BD  
PROGRAM: CONTINUING LEGAL EDUCATION BD  
ACTIVITY: CONTINUING LEGAL EDUCATION BD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	114	122	129	129	129	137	137	137
OPERATING EXPENSES	52	158	56	56	56	58	58	58
SUBTOTAL STATE OPERATIONS	166	280	185	185	185	195	195	195
TOTAL EXPENDITURES	166	280	185	185	185	195	195	195
EXPENDITURES BY FUND:								
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	166	280	185	185	185	195	195	195
TOTAL EXPENDITURES	166	280	185	185	185	195	195	195
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE	169	168	171	171	171	175	175	175
TOTAL REVENUES COLLECTED	169	168	171	171	171	175	175	175
FTE BY EMPLOYMENT TYPE:								
TEMP/SEAS/PART_TIME	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
TOTAL FTE	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5

**1998-99 Biennial Budget**

**AGENCY:** Law Examiners, Board of

**AGENCY DESCRIPTION:**

Under the supervision and direction of the Supreme Court, the State Board of Law Examiners screens and tests candidates for admission to the practice of law in the State of Minnesota and advises the Court of developments in the field of bar admissions.

**AGENCY ISSUES:**

The Board of Law Examiners screens an average of 1,200 applicants for admission to the practice of law each year, administers standardized national and locally developed tests and recommends to the Supreme Court the admission of successful applicants.

**AGENCY STRATEGIES:**

The objective of the agency is to administer procedures and develop standards which reasonably guard against the admission to the practice of law of unqualified persons.

**REVENUE SUMMARY:**

Funds are derived from attorney registration fees and admission fees; no monies are from the General Fund.

**SUMMARY OF BUDGET REQUEST:**

In exercising its constitutional responsibility to supervise the practice of law, the Supreme Court has created a regulatory board to monitor compliance with its rules. The Supreme Court is responsible for the fees assessed attorneys which fund the regulatory operations.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's request.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: LAW EXAMINERS BOARD  
PROGRAM: LAW EXAMINERS BOARD  
ACTIVITY: LAW EXAMINERS BOARD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	369	402	424	424	424	449	449	449
OPERATING EXPENSES	372	418	437	437	437	470	470	470
SUBTOTAL STATE OPERATIONS	741	820	861	861	861	919	919	919
TOTAL EXPENDITURES	741	820	861	861	861	919	919	919
EXPENDITURES BY FUND:								
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	741	820	861	861	861	919	919	919
TOTAL EXPENDITURES	741	820	861	861	861	919	919	919
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE	801	853	891	891	891	902	902	902
TOTAL REVENUES COLLECTED	801	853	891	891	891	902	902	902
FTE BY EMPLOYMENT TYPE:								
REGULAR	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6
OVERTIME	.1	.1	.1	.1	.1	.1	.1	.1
TOTAL FTE	8.7	8.7	8.7	8.7	8.7	8.7	8.7	8.7

**1998-99 Biennial Budget**

**AGENCY:** Lawyers Professional Responsibility Board

**AGENCY DESCRIPTION:**

Under the supervision and direction of the Supreme Court, the Lawyers Professional Responsibility Board advises lawyers about ethical questions arising from the practice of law and responds to citizen complaints about the actions of lawyers.

The board receives, investigates and assists in the disposition of complaints about the 18,000 lawyers licensed to practice law in Minnesota.

The objective of the Lawyers Professional Responsibility Board is to insure that the public is served by lawyers whose legal practices conform to the Code of Professional Responsibility adopted by the Supreme Court.

	<u>F.Y. 1995</u>	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Complaints Filed	1,290	1,500	1,500	1,500	1,500
Complaints Closed	1,268	1,473	1,475	1,475	1,475

**AGENCY ISSUES:**

The agency is exploring alternatives to address the increasing age and number of pending cases.

**AGENCY STRATEGIES:**

The agency continues to invest significant time in prevention efforts by advising attorneys about ethical practice concerns and by monitoring attorney overdrafts of trust accounts in cooperation with financial institutions.

**REVENUE SUMMARY:**

Dedicated funds support this agency, earned from attorney registration and legal corporation registration fees. Revenue also is obtained from collection of judgments against disciplined attorneys and a contract with the Client Security Board for staff services.

**SUMMARY OF BUDGET REQUEST:**

No General Fund monies are requested as this agency is funded from attorney registration.

In exercising its constitutional responsibility to supervise the practice of law, the Supreme Court has created a regulatory board to monitor compliance with its rules. The Supreme Court is responsible for the fees assessed attorneys which fund the regulatory operations.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's request.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: LAWYERS PROFESSIONAL RESP BD  
PROGRAM: PROFESSIONAL RESPONSIBILITY BD  
ACTIVITY: PROFESSIONAL RESPONSIBILITY BD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	1,211	1,296	1,387	1,387	1,387	1,484	1,484	1,484
OPERATING EXPENSES	403	648	419	419	419	436	436	436
SUBTOTAL STATE OPERATIONS	1,614	1,944	1,806	1,806	1,806	1,920	1,920	1,920
TOTAL EXPENDITURES	1,614	1,944	1,806	1,806	1,806	1,920	1,920	1,920
EXPENDITURES BY FUND:								
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	1,614	1,944	1,806	1,806	1,806	1,920	1,920	1,920
TOTAL EXPENDITURES	1,614	1,944	1,806	1,806	1,806	1,920	1,920	1,920
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE	1,704	1,833	1,929	1,929	1,929	1,984	1,984	1,984
TOTAL REVENUES COLLECTED	1,704	1,833	1,929	1,929	1,929	1,984	1,984	1,984
FTE BY EMPLOYMENT TYPE:								
REGULAR	24.2	24.2	24.2	24.2	24.2	24.2	24.2	24.2
TOTAL FTE	24.2	24.2	24.2	24.2	24.2	24.2	24.2	24.2

## 1998-99 Biennial Budget

**AGENCY:** Judicial Standards Board

### AGENCY DESCRIPTION:

The Judicial Standards Board investigates and acts upon complaints which involve judicial misconduct or disability in order to protect the public and ensure confidence in the integrity and impartiality of the judiciary. The agency monitors the ethical conduct of the entire judiciary branch of government under statutory authority of M.S. 490.15. Its responsibilities are twofold:

- To investigate complaints of judge's disability interfering with the performance of their duties and actions, inactions, or incompetence that may constitute failure to perform duties, habitual intemperance, or conduct prejudicial to the administration of justice that brings the judiciary into disrepute or other improper behaviors that violate the Code of Judicial Conduct.
- To review complaints and investigations of alleged misconduct or disability to determine whether there is sufficient cause to proceed to a public complaint against a judge, to request hearings and to recommend disciplinary disposition to the Minnesota Supreme Court, including retirement, censure or removal from office.

The board does assure the investigation process recognizes the unique role of elected judges in our state and conducts its proceedings to preserve the rights and dignities of the complainants and individual judges. When the alleged conduct is insufficient to support a public complaint, the board may impose private warnings, or public reprimands and may direct the judge to professional counseling or impose conditions on the judge's conduct. Thus, this agency provides a procedure for the public, the constituency most affected by the justice system, to contribute to the fairness, impartiality and integrity of the judiciary by requiring judges to adhere to established standards of ethical conduct.

### ISSUES AFFECTING AGENCY'S OPERATIONS:

The primary activity of the Judicial Standards Board is the prompt and efficient investigation and disposition of complaints received. Two major uncontrollable factors affect operations:

- the number of and seriousness of complaints filed; and
- agency resources which must be expended in the consideration, investigation and prosecution of serious judge misconduct.

The board's finding to proceed to a public hearing concerning a complaint alleging serious misconduct requires the agency to retain counsel and court reporters. In past years, requests to the Legislative Advisory Commission and the legislature were made to provide for additional funds to proceed in these matters.

A trend has developed where complaints received have leveled off. This is due, in part, we believe in educating the public and the judges concerning the board and judicial ethics. The complaints received this past year reflect fewer frivolous complaints but an increase of more serious ones. This is borne out by the recent statistics for the past 2 years. A more serious complaint usually requires greater investigation, incurs additional expenditures and may require court reporter and attorney services. Based on the last 3 years, the board estimates 130 complaints will be received in each budget year. Even though fewer complaints are received than in previous years, investigations have increased. In the last 2 years, 38 investigations were made along with 75 inquiries. This is compared

to an average of 8 investigations in past years. Further, results from educating the judges on judicial ethics are reflected by the judges seeking guidance from the board concerning the Code of Judicial Conduct. The board responded to 122 judge inquiries this last calendar year.

### GOALS AND OBJECTIVES:

In order to assure and instill the public's confidence in the integrity and independence of the judges in Minnesota, the Judicial Standards Board has the following objectives:

- to promptly investigate, review and act upon all complaints of judicial misconduct received;
- to investigate and prosecute charges of serious judge misconduct;
- to respond promptly to inquiries of potential complaints directed to the board's staff, discouraging the filing of spurious complaints, advising dissatisfied litigants that the board cannot act as a court of appeals on judges' rulings and decisions, and advising on the filing of complaints of apparent merit that justify investigation;
- to monitor judges' conduct in certain instances;
- to monitor monthly judges' compliance with M.S. 546.27 in issuing rulings and decisions in a timely manner;
- to complete statistical analysis of complaint type and frequency, to bring these to the attention of judges, and to encourage modification of conduct causing repeated minor conduct complaints;
- to assist and educate the public and judges in areas involving the Code of Judicial Conduct.

### EXPLANATION OF AGENCY'S BUDGET PLAN:

Present salary and fixed operating expenses are the major factors in determining the budget. The agency has operated on only a minimal budget for over 10 years. There have been no increases in staffing in spite of the increased scope of operations and responsibilities. Necessary operating expenses are fixed by contract or statute. Thus, planning is based on operating expenses and salaries of the agency.

A new factor, not previously included in other years and to be absorbed by the agency, is the cost for connectivity and operation of MAPS, SEMA4, BBS, web page and other new systems of technology. With the development of the ever changing technology, operating expenses are increased to add and maintain these new environments. This would include training costs, technical assistance, equipment and basic operation and upkeep. This is a developing consideration in this small agency's plan.

### GOVERNOR'S RECOMMENDATION:

The Governor concurs with the agency's request.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: JUDICIAL STANDARDS BOARD  
PROGRAM: JUDICIAL STANDARDS BOARD  
ACTIVITY: JUDICIAL STANDARDS BOARD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	132	136	141	141	141	143	143	143
OPERATING EXPENSES	129	131	82	82	82	85	85	85
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	261	267	223	223	223	228	228	228
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	261	267	223	223	223	228	228	228
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	261	267	223	223	223	228	228	228
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	261	267	223	223	223	228	228	228
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0



STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
BIENNIAL BUDGET SYSTEM - BASE RECONCILIATION REPORT  
BY SEC SEQ

AGENCY: JUDICIAL STANDARDS BOARD

	ALL FUNDS		GENERAL FUND		OTHER STATE FUNDS		FEDERAL FUNDS	
	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99
F.Y.97 APPROPRIATIONS	209	209	209	209				
BASE ADJUSTMENTS								
1997 SALARY SUPPLEMENT TRANSF	6	6	6	6				
1998-99 COMPENSATION INFLATIO	1	3	1	3				
ANNUALIZATION OF NEW PROGRAM	4	4	4	4				
SMALL AGENCY S & E INFLATION	3	6	3	6				
SUBTOTAL BASE ADJ.	14	19	14	19				
BASE LEVEL	223	228	223	228				

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**AGENCY:** Legal Certification Board

**AGENCY DESCRIPTION:**

Under the supervision and direction of the Supreme Court, the Board of Legal Certification approves the designation of areas of legal specialization, specifies the certification requirements and accredits the certifying agency.

**AGENCY STRATEGIES:**

The board receives petitions from 2 or 3 certifying agents annually. These petitions specify areas of legal specialty and identify required qualifications for attorneys to be certified as a specialist. The designation of a legal specialization assists the public in identifying lawyers with experience and expertise in handling particular types of legal claims.

The board reviews the experience and education proposed for certification of a specialty and the ability of the certifying agency to assess compliance with the criteria. The board approves the certifying agency which in turn examines applicants seeking to qualify as specialists.

**REVENUE SUMMARY:**

No General Fund monies are requested as this agency is funded by fees generated in the process of certifying legal specialists.

**SUMMARY OF BUDGET REQUEST:**

In exercising its constitutional responsibility to supervise the practice of law, the Supreme Court has created a regulatory board to monitor compliance with its rules. The Supreme Court is responsible for the fees assessed attorneys which fund the regulatory operations.

The Supreme Court monitors the revenues and expenditures of this agency and adjusts both as required.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's request.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: LEGAL CERTIFICATION BOARD  
PROGRAM: LEGAL CERTIFICATION BOARD  
ACTIVITY: LEGAL CERTIFICATION BOARD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	18	25	26	26	26	27	27	27
OPERATING EXPENSES	9	12	13	13	13	15	15	15
SUBTOTAL STATE OPERATIONS	27	37	39	39	39	42	42	42
TOTAL EXPENDITURES	27	37	39	39	39	42	42	42
EXPENDITURES BY FUND:								
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	27	37	39	39	39	42	42	42
TOTAL EXPENDITURES	27	37	39	39	39	42	42	42
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE	27	28	27	27	27	26	26	26
TOTAL REVENUES COLLECTED	27	28	27	27	27	26	26	26
FTE BY EMPLOYMENT TYPE:								
REGULAR	.4	.4	.4	.4	.4	.4	.4	.4
TOTAL FTE	.4	.4	.4	.4	.4	.4	.4	.4

1998-99 Biennial Budget

AGENCY: Tax Court

**AGENCY DESCRIPTION:**

The Minnesota Tax Court was established as a full-time court of record in 1977. The Tax Court is a specialized trial court in the executive branch with statewide jurisdiction to hear and determine all matters arising out of Minnesota's tax laws. The Court's mission is to provide timely and equitable disposition of appeals of orders issued by the Commissioner of Revenue and local property tax valuations, classifications, equalization and/or exemptions.

The Tax Court has primary jurisdiction for appeals from Commissioner's orders (M.S. Chapter 271). For property tax matters, District Courts delegate their jurisdiction to the Tax Court (M.S. Chapter 278). The District Courts routinely transfer all Chapter 278 property tax petitions, as well as other miscellaneous tax cases, to the Tax Court.

The Tax Court docket, tracks, schedules and disposes of all cases filed. Property tax cases are heard by the Court in the county where the property is located and commissioner appeals are heard either in Ramsey County or the county where the taxpayer resides. Most appeals are scheduled and disposed of within one year of filing. The Tax Court provides a judge and the support functions to issue and disseminate a written decision on every case heard by the court.

**REVENUES:**

This activity generates non-dedicated revenue. Claims filed under the Court's regular division are charged a fee of \$122. Small claims, generally those involving personal property or small dollar claims filed with the Court, are charged a fee of \$25.

All filing fee revenue is deposited into the General Fund.

**WORKLOAD/EFFICIENCY MEASUREMENTS:**

**Appeals filed by Calendar Year**

<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
5,642	4,543	3,711	2,490

**Number of Trials Held by Fiscal Year**

<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
144	86	91	88

**Number of Motions and Pretrial Conferences Held by Fiscal Year**

<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
331	358	465	501

The workload of the Tax Court is determined largely by the number of property tax appeals filed and the number of trials actually held. Property tax appeals fluctuate with the economic conditions of the real estate market. The number of appeals due to orders from the Commissioner of Revenue has decreased slightly in recent years.

The number of trials has been consistent over the last three years. However, the number of motions and pretrial conferences has increased due to the increasing complexity of many property tax appeals.

**EXPLANATION OF AGENCY'S BUDGET PLAN:**

The agency's plan includes a 2.5% inflationary-increase each year. Virtually all of the Tax Court's budget pays for the salaries of judges and staff (71%) and rent (22%). The Court has not increased its complement of 6 full-time and 1 part-time employees since 1977.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan. In addition, the Governor recommends \$350,000 for the Court's Information Systems Enhancement initiative.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: TAX COURT  
PROGRAM: TAX COURT  
ACTIVITY: TAX COURT

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	427	430	441	441	441	453	453	453
OPERATING EXPENSES	171	190	189	189	189	192	192	192
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	598	620	630	630	630	645	645	645
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	598	620	630	630	630	645	645	645
=====								
GOV'S INITIATIVES:		FUND						
-----								
(B) INFORMATION SYSTEMS ENHANCEMENT		GEN			350			
=====					=====			=====
TOTAL GOV'S INITIATIVES					350			
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	598	620	630	630	630	645	645	645
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	598	620	630	630	630	645	645	645
=====								
REVENUE COLLECTED:								
-----								
NONDEDICATED:								
GENERAL	11	10	10	10	10	10	10	10
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	11	10	10	10	10	10	10	10
=====								
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
TEMP/SEAS/PART TIME	.5	.5	.5	.5	.5	.5	.5	.5
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5

STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
BIENNIAL BUDGET SYSTEM - BASE RECONCILIATION REPORT  
BY SEC SEQ

AGENCY: TAX COURT

	ALL FUNDS		GENERAL FUND		OTHER STATE FUNDS		FEDERAL FUNDS	
	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99
F.Y.97 APPROPRIATIONS	592	592	592	592				
BASE ADJUSTMENTS								
1997 SALARY SUPPLEMENT TRANSF	22	22	22	22				
1998-99 COMPENSATION INFLATIO	11	22	11	22				
SMALL AGENCY S & E INFLATION	5	9	5	9				
SUBTOTAL BASE ADJ.	38	53	38	53				
BASE LEVEL	630	645	630	645				

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Tax Court  
**PROGRAM:** Tax Court  
**ACTIVITY:** Tax Court

**ITEM TITLE:** Information Systems Enhancement

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$350	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No   X  

If yes, statutes(s) affected:

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends an appropriation of \$350,000 for enhancements to the Court's information systems.

**RATIONALE:**

The Tax Court's core information systems are old and incapable of managing current demands for case management and data and word processing. Most of the Court's software is no longer being supported or developed by the vendors, including SCO Unix System 5, Release 3.2v4.2, SCO Foxbase+ database language, ZyIndex legal research tool, and Lotus 123. The Court's central operating system, SCO Unix System 5, will not run the latest generation desktop software. As a result, the Court is not able to contract for outside support and maintenance.

Additionally, the Court's systems are not Year 2000 compliant. Failure to replace or fix systems by the year 2000 could result in the failure of our mission- critical Case Management System. There are also documented Year 2000 problems with our SCO Unix Operating System. Funding of this initiative will address these potential failures.

Finally, the changing needs of our customers, the taxpayers, dictates that we maintain and improve our Case Management System capabilities.

**PROGRAM OUTCOMES:**

Funding of this initiative will result in:

- A Year 2000 compliant system.
- Current technology that will support future enhancements and improvements.
- The ability to select and contract with qualified outside support and maintenance of the whole system.

- Electronic capabilities to communicate and share data with the 87 Minnesota district courts and other stakeholders.

- Accessible court data for taxpayers and customers and for judges at remote locations.

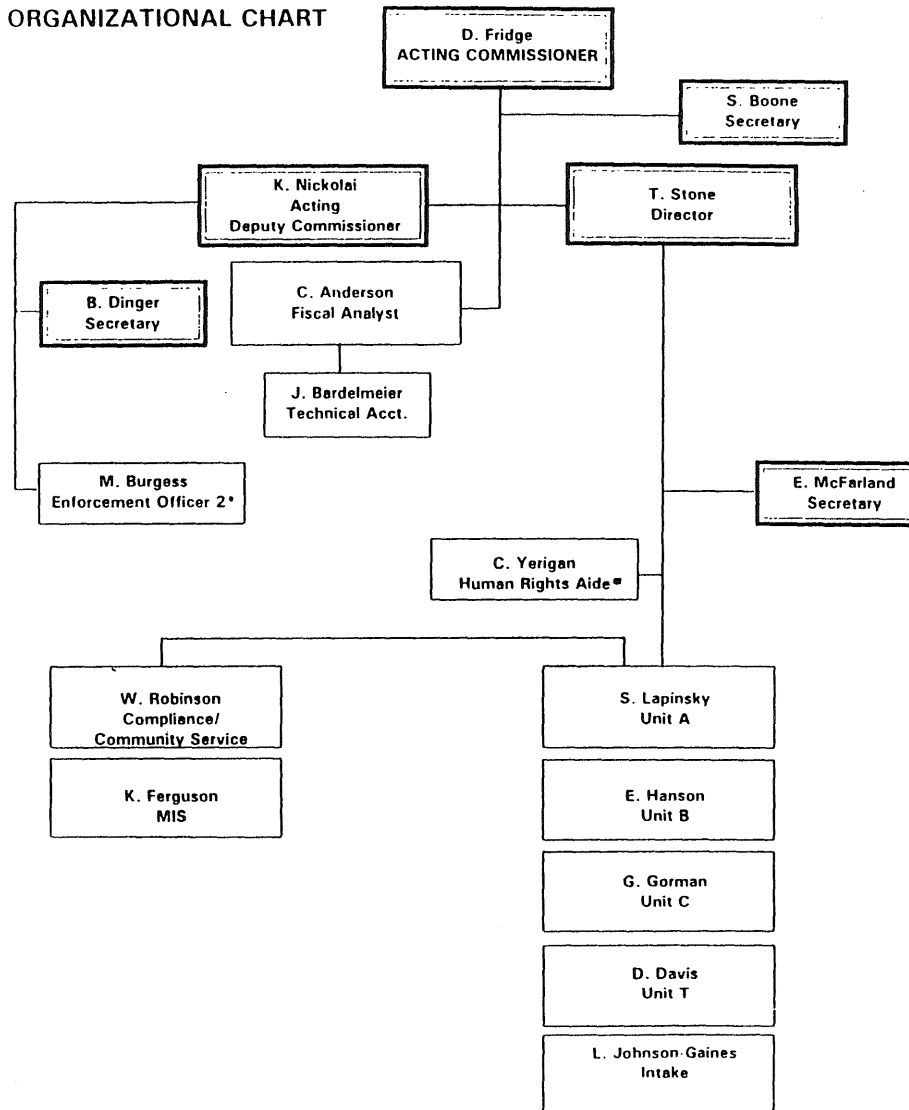
**LONG-TERM IMPACT:**

This initiative will build a capable and reliable core information infrastructure that will position the Court to adapt to changes in their information processing needs and provide taxpayers with accurate and efficient disposition of their cases.



# Minnesota Department of Human Rights

## ORGANIZATIONAL CHART



June 30, 1996 Employees: 53.6

- Executive Management Team member
- \* Carries half a caseload and does legal research for Policy and Legal Affairs Director associated with the Case Processing Units
- Human Rights Aide supports Case Processing Units

A Supervisory Work Team is comprised of the Case Processing Supervisors

**1998-99 BIENNIAL BUDGET**

**PROGRAM STRUCTURE**

**AGENCY:**    Human Rights, Department of

**PROGRAM**

**PAGE**

CONTRACT COMPLIANCE

H-76

COMPLAINT PROCESSING

H-79

MANAGEMENT SERVICES AND ADMINISTRATION

H-82

**1998-99 Biennial Budget  
Agency Budget Brief  
(\$ in thousands)**

Agency: Human Rights, Department of

Fund: General

**Summary of Agency Actions:**

	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 98-99</u>
<b><u>BASE-YEAR (F.Y. 1997)</u></b>			
Appropriations (F.Y. 1997)	\$3,563	\$3,563	\$7,126-
<b><u>BASE ADJUSTMENT</u></b>			
1998-99 Compensation Inflation	73	150	223
Documented Space Rent Increase	<u>77</u>	<u>77</u>	<u>154</u>
<b><u>BASE LEVEL (for 1998 and 1999)</u></b>	<b>\$3,713</b>	<b>\$3,790</b>	<b>\$7,503</b>
<b><u>AGENCY DECISION ITEMS</u></b>			
Fees for Affirmative Action Plans	<u>(40)</u>	<u>(80)</u>	<u>(120)</u>
<b><u>AGENCY PLAN (for 1998 and 1999)</u></b>	<b>\$3,673</b>	<b>\$3,710</b>	<b>\$7,383</b>
<b><u>GOVERNOR'S INITIATIVES</u></b>			
	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>GOVERNOR'S RECOMMENDATIONS</b>	<b>\$3,673</b>	<b>\$3,710</b>	<b>\$7,383</b>

**Brief Explanation of Agency Plan:**

The Department of Human Rights budget plan is constructed to:

- reduce the time for reaching a determination on a discrimination charge to 12 months;
- dismiss cases "not warranting resources" within 6 months of filing;
- better inform people of their rights and obligations under the Human Rights Act; and
- increase opportunities for women, minorities, and persons with disabilities in firms conducting business with government agencies.

**Revenue Summary:**

The agency is proposing to offer technical assistance in preparing affirmative action plans to private firms on a fee basis. The proposal would reduce the agency's General Fund appropriation for the 1998-99 biennium by \$120,000 and is estimated to generate dedicated receipts in the Special Revenue Fund of \$150,000 for the biennium.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

## 1998-99 Biennial Budget

**AGENCY:** Human Rights, Department of

### AGENCY DESCRIPTION:

The Department of Human Rights is responsible for 2 programs:

- Processing, investigating and resolving allegations of unlawful discrimination, and
- Reviewing affirmative action plans submitted by firms seeking to do business with the state of Minnesota and certifying their compliance with state regulations.

These 2 programs are means to fulfilling Minnesota's commitment to non-discrimination. They provide individuals who believe they have been discriminated against an opportunity for an impartial investigation into the facts. The second program facilitates using government's purchasing power to increase employment opportunities for groups whose members have often historically had their employment opportunities limited due to discrimination.

The goal of the agency is to provide citizens the opportunity to resolve alleged unlawful discrimination through fair and timely action of the agency, as well as to assist in providing increased employment opportunities by reviewing and monitoring affirmative action efforts of firms doing business with government.

The department is organized into 3 programmatic areas: 1) Contract Compliance, 2) Complaint Processing, and 3) Management Services and Administration.

The clientele for these programs includes businesses which contract with the state, individuals who believe they have been discriminated against, respondents charged with discriminatory conduct, and the members of the general public.

### AGENCY CHALLENGES:

The following factors are shaping the development of policies and programs at the Human Rights Department:

- **Re-engineering service delivery.** Throughout calendar year 1996, the department worked hard to improve the quality of services offered to the public through re-engineering the basic processes that had been used for many years. The legislature created new performance objectives for the agency during the 1996 session and provided additional financial resources on condition the performance standards were met. In addition, the Supreme Court, in its September 1996 decision in *Beaulieu v. Jose's American Bar and Grill* created yet additional standards for the agency to meet. Failure to meet the Supreme Court's standards may jeopardize rights of persons alleging discrimination.

The 1996 supplemental appropriation established goals for the agency to review, classify and dismiss 75% of all cases not warranting resources within 6 months of their filing. It also required a plan to eliminate any backlog of cases and required that the average time taken to reach a determination on a case be reduced to 13 months. See Laws of Minnesota 1996, Ch. 390, Sec. 8.

In September, 1996, the Supreme Court ruled that unless the agency makes a determination of whether or not there is probable cause to believe discrimination exists within 12 months in every

case, a person charged with discrimination may raise the issue of prejudice from the delay. The court also ruled that any case older than 31 months without a determination would be dismissed and prejudice assumed.

During calendar year 1995 the agency had begun making fundamental changes its case processing system by establishing a formal system for training new investigators, encouraging attorney drafted charges and establishing a mediation project. But the funding decisions of the legislature and the decision of the Supreme Court in September, 1996 provided impetus for more dramatic changes.

Beginning 4-1-96, every case pending was reviewed and specific instructions for completing work on the case was provided to the investigator. In addition, every new case filed after 4-1-96 has been screened by a committee and 1 of 3 recommendations is made: investigate, refer to mediation, or dismiss as not warranting resources. The goal is that every case filed since 4-1-96 will have a determination made by the agency within 12 months.

After 6 months experience proving the improvement to case processing offered by this system, the agency established an ad hoc group of investigators with responsibility to complete work on any cases older than 12 months still pending with the agency. Beginning with the oldest first, that group should complete its work by the end of the second quarter of 1997. By that time, it is anticipated that all cases pending with the agency will receive a determination of either probable cause, no probable cause or dismissal as not warranting resources within 12 months of their filing.

- **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 need to monitor contractors' recruitment and hiring practices is receiving greater emphasis. It is through monitoring activities that the Human Rights Department can assess contractors' compliance with the state's affirmative action/equal employment opportunity laws.

### AGENCY GOALS AND STRATEGIES:

The Human Rights Department's budget plan is constructed to achieve the following outcomes:

#### **Complaint Processing:**

- Reduce the time for reaching a determination on a discrimination charge to 12 months.
- Cases to be dismissed as not warranting resources are to be dismissed within 6 months of their filing.
- Better inform people of their rights and obligations under the Human Rights Act.

#### **Contract Compliance:**

- Increase employment opportunities for women, minorities and persons with disabilities within businesses doing business with government by increasing the number of affirmative action plans which are correct when submitted..
- Increase to ten the number of contractors who are audited by the Department for compliance with their submitted plans.

Details on the specific actions being taken by the Department of Human Rights to achieve these goals and strategic efforts are provided in the Executive Summary of the Performance Report.

AGENCY: Human Rights, Department of  
(Continuation)

---

**REVENUE SUMMARY:**

The agency receives \$220,000 annually from the federal government 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.

\$50,000 in non-dedicated General Fund revenues are estimated for civil penalties for violations of the Minnesota Human Rights Act.

Dedicated special revenue of \$35,000 is anticipated for reimbursements of hearing costs by losing respondents.

Agency revenues from all sources are covered in this section of narrative; as a result, the Agency Revenue Narrative and Federal Funds summary pages have been intentionally omitted from the agency budget.

**BUDGET REQUEST:**

The primary work of the agency is provided through personnel. The plan includes continuation of base funding with 83% of the agency's budget being personnel cost.

The agency is moving to the Corps of Engineers Building (as approved in the 1996 Capital Budget) and rent costs associated with that move are included in the base.

The agency is proposing to offer technical assistance in preparing affirmative action plans to private firms on a fee basis, and will propose statutory changes necessary to impose a fee structure. The proposal would reduce the agency's General Fund appropriation for the 1998-99 biennium by \$120,000 and is estimated to generate dedicated receipts of \$150,000 for the biennium.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: HUMAN RIGHTS DEPT

	FY 1998			FY 1999				
	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
PROGRAM RESOURCE ALLOCATION:								
CONTRACT COMPLIANCE	316	387	386	396	396	395	415	415
COMPLAINT PROCESSING	2,153	2,631	2,661	2,661	2,661	2,715	2,715	2,715
MANAGEMENT SERVICES AND ADMIN	753	847	721	721	721	735	735	735
TOTAL EXPENDITURES BY PROGRAM	3,222	3,865	3,768	3,778	3,778	3,845	3,865	3,865
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	3,207	3,802	3,713	3,673	3,673	3,790	3,710	3,710
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	15	62	54	104	104	54	154	154
AGENCY		1	1	1	1	1	1	1
TOTAL EXPENDITURES	3,222	3,865	3,768	3,778	3,778	3,845	3,865	3,865
FTE BY EMPLOYMENT TYPE:								
REGULAR	52.9	61.5	63.5	63.5	63.5	63.5	63.5	63.5
TEMP/SEAS/PART_TIME	.7	.7	.7	.7	.7	.7	.7	.7
TOTAL FTE	53.6	62.2	64.2	64.2	64.2	64.2	64.2	64.2

**1998-99 Biennial Budget**

**PROGRAM:** Contract Compliance  
**AGENCY:** Human Rights, Department of

**PROGRAM DESCRIPTION:**

The contract compliance program encourages the creation of employment opportunities 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.

Contract compliance program activities include:

- reviewing affirmative action plans and providing technical assistance to business seeking to contract with the state;
- issuing certificates of compliance; and
- monitoring contractors' compliance with their affirmative action plans.

**PROGRAM STATUS:**

Minnesota law prohibits state agencies from accepting any bid or proposal from a contract in excess of \$50,000 with any business having more than 20 full-time employees, unless the business has an affirmative action plan approved by the Department of Human Rights. The department reviews contractor's affirmative action plans, provides technical assistance to contractors whose plans are deficient, and issues certificates of compliance to those businesses deemed to be equal opportunity/affirmative action employers.

**PLANNED RESULTS:**

The agency budget plan will allow :

- the agency to continue timely review of all affirmative action plans submitted for approval,
- the agency to increase technical assistance services through the agency initiative described below,
- the agency to increase monitoring of compliance with approved affirmative action plans.

**BUDGET AND REVENUE SUMMARY:**

The agency proposes to expand the services it offers to contractors assisting them in preparing affirmative action plans necessary for their qualification for bidding for government contracts. Currently, the agency provides technical assistance to private firms without a fee. This proposal will establish a fee schedule and will then use staff resources and technical materials paid from the fee schedule, to work directly with private firms to prepare necessary affirmative action plans.

This will be phased in over the biennium to allow the agency to communicate with potential clientele about the service and the fee structure. The agency currently provides this service to private firms

when requested, but without a fee. Since private consultants also provide this service to business, this establishes a more level playing field and assures that some private businesses are not being subsidized by services being provided by the state while others are unaware of the service.

The agency will propose statutory changes necessary to impose a fee structure. This proposal would reduce the agency's General Fund appropriation by \$40 thousand the first year and \$80 thousand the second year. It is estimated that the fees generated would be \$50 thousand the first year and \$100 thousand the second year.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: HUMAN RIGHTS DEPT  
PROGRAM: CONTRACT COMPLIANCE  
ACTIVITY: CONTRACT COMPLIANCE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	292	343	352	362	362	361	381	381
OPERATING EXPENSES	24	44	34	34	34	34	34	34
SUBTOTAL STATE OPERATIONS	316	387	386	396	396	395	415	415
TOTAL EXPENDITURES	316	387	386	396	396	395	415	415
AGENCY PLAN ITEMS:		FUND						
FEES FOR AFFIRMATIVE ACTION PLANS		GEN		<40>			<80>	
FEES FOR AFFIRMATIVE ACTION PLANS		SR		50			100	
TOTAL AGENCY PLAN ITEMS				10			20	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	316	387	386	346	346	395	315	315
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE				50	50		100	100
TOTAL EXPENDITURES	316	387	386	396	396	395	415	415
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE				50	50		100	100
TOTAL REVENUES COLLECTED				50	50		100	100
FTE BY EMPLOYMENT TYPE:								
REGULAR	6.9	7.0	7.0	7.0	7.0	7.0	7.0	7.0
TOTAL FTE	6.9	7.0	7.0	7.0	7.0	7.0	7.0	7.0



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## 1998-99 Biennial Budget

**PROGRAM:** Complaint Processing  
**AGENCY:** Human Rights, Department of

### PROGRAM DESCRIPTION:

#### **Intake.**

M.S. Chapter 363 requires that the agency investigate complaints of alleged unlawful discrimination. To accomplish that objective, the agency provides information to between 18,000-20,000 individual telephone or personal inquiries each year. Agency staff dedicated to the intake of discrimination charges, provides basic information about what types of conduct may constitute illegal discrimination and the type of evidence necessary to establish discrimination. If the individual decides to pursue the case, intake staff gather the essential facts of the incident and then, if basic legal thresholds are met, draft a charge for signature by the charging party. During F.Y. 1996, 1,284 charges were drafted, signed and filed. Once a charge is signed by the complaining party, the agency is required to formally serve the charge on the individual or company who allegedly discriminated against the charging party and to require a written answer to the charge. To increase efficiency, the agency now encourages private attorneys to submit charges ready for filing on forms developed by the department. Approximately 5% of the charges filed are prepared by private attorneys. This allows agency intake staff to concentrate on serving members of the public not represented by the private bar when they come to the agency with a discrimination complaint.

#### **Case Processing.**

The Case Processing system at the agency was completely re-engineered during 1996. The first case processing activity is now to prepare the case for an initial screening. Once the answer to the charge and the rebuttal of the charging party are submitted to the agency, the case is forwarded to the Case Screening Committee. This committee (composed of experienced supervisors and our attorneys from the Attorney General's Office) screens each case to determine whether the case should be assigned to investigation, offered the opportunity to participate in the agency mediation program, or that the case should be dismissed as not warranting further use of agency resources. (Examples of cases dismissed include those where the files reflect an un-rebutted, non-discriminatory reason for the action such as theft or insubordination or a trivial issue; e.g., objections to the name of an item on a restaurant menu.)

When a case is assigned to investigation, the parties are contacted, documents reviewed and witnesses interviewed. Once the facts are established, the agency makes a decision as to whether or not there was "probable cause" to believe the discrimination occurred. If probable cause is found, agency attorneys in the Attorney General's Office litigate the case on behalf of the Department of Human Rights.

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 and the general public.

#### **Agency Litigation.**

Litigation activity identifies those cases where investigation found evidence of unlawful discrimination appropriate for vigorous enforcement by litigation as well as litigation costs which the agency must pay by statute but over which it has no control. See M.S. 363.071, subd. 1a.

Cases which the commissioner concludes are suitable for litigation enforcement are referred to the Office of the Attorney General, which collaborates with the department to pursue action in the interests of public policy. This litigation activity also includes the costs of filing "Friend of the Court"

briefs in private lawsuits which the commissioner has concluded need agency intervention because they involve significant public policy issues affecting human rights enforcement and interpretation of the Minnesota Human Rights Act. (A recent example is the agency's amicus brief successfully urging the Court of Appeals to reverse a district court decision that the Human Rights Act barred sexual harassment only if a male or female harassed members of the other gender.)

#### **180 Day Hearings.**

The 180-Day Administrative Hearing activity refers to the Office of Administrative Hearing cases in which the charging party requests a hearing because the department has not issued a determination within 180 days after filing the discrimination charge. The department is not a party to this administrative hearing, and does not direct or participate in the proceedings. Under statute the agency's role is to pay for the hearing when it is requested by a charging party if the agency has not completed work and issued a determination within six months of filing.

### PLANNED RESULTS:

The agency budget plan will affect delivery of services for these activities as follows:

- Intake activity will ensure continued timely screening and filing of jurisdictional discrimination charges. The department also automatically files all cases (including those drafted by private attorneys) that meet the federal jurisdictional limits with the Equal Employment Opportunities Commission. Intake now seeks to ensure that charges are drafted and filed to meet both the state and federal statutes of limitations.
- Intake will continue to identify potential discriminatory conduct that has a widespread impact on the public which are appropriate for commissioner's charges.
- Case Processing activity will resolve all cases that have been pending with the agency for more than 12 months without a probable cause decision during calendar year 1997. Any case where it has taken the agency more than 12 months to reach a determination and the Respondent claims prejudice from the delay under the Jose's case, will be referred to the EEOC for action under federal law if necessary to resolve the case. (The EEOC and Department entered into a Memorandum of Understanding covering these cases and the use of ADR in November of 1996).
- Case Processing will reach a determination on all cases filed after 4-1-96 within 12 months. If additional time is necessary, the reasons for delay will be documented. (For example, if a respondent refuses to provide information and court action is necessary to enforce subpoenas, a determination within 12 months from the date of initial filing of the case may not be possible. But, documenting the reason prevents the respondents from successfully claiming prejudice under the Jose's case.)
- Case Processing will continue to refine its criteria for referring cases to mediation to increase the rate of successful resolution. Currently, cases where the parties have an on-going relationship are the primary candidates for the mediation program being managed for the Department by the Office of Dispute Resolution, Bureau of Mediation Services.
- At least 75% of cases not warranting the use of agency resources will be dismissed within 6 months of their filing.
- The Litigation activity will continue as discriminatory conduct is identified and deemed suitable for rigorous action. Legal services are provided by the Office of the Attorney General to prepare for and represent the agency on behalf of charging parties at legal proceedings initiated by the agency to enforce the Human Rights Act.

**1998-99 Biennial Budget**

**PROGRAM:** Complaint Processing

**AGENCY:** Human Rights, Department of  
(Continuation)

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- The agency will continue to pursue litigation enforcement and identification of cases suitable for friend of the court briefs to shape public policy issues affecting human rights.
- The 180-Day Administrative Hearing activity is likely to increase as the number of filed charges and caseloads per investigator increase. The agency pays for the costs of these administrative hearings.. The costs for the 180-Day Administrative Hearing activity is expected to increase.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: HUMAN RIGHTS DEPT  
PROGRAM: COMPLAINT PROCESSING  
ACTIVITY: COMPLAINT PROCESSING

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	1,671	2,093	2,083	2,083	2,083	2,137	2,137	2,137
OPERATING EXPENSES	482	538	578	578	578	578	578	578
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	2,153	2,631	2,661	2,661	2,661	2,715	2,715	2,715
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	2,153	2,631	2,661	2,661	2,661	2,715	2,715	2,715
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	2,153	2,595	2,625	2,625	2,625	2,679	2,679	2,679
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE		35	35	35	35	35	35	35
AGENCY		1	1	1	1	1	1	1
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	2,153	2,631	2,661	2,661	2,661	2,715	2,715	2,715
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE		35	35	35	35	35	35	35
AGENCY		1	1	1	1	1	1	1
NONDEDICATED:								
GENERAL	42	50	50	50	50	50	50	50
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	42	86	86	86	86	86	86	86
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	38.2	46.0	46.0	46.0	46.0	46.0	46.0	46.0
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	38.2	46.0	46.0	46.0	46.0	46.0	46.0	46.0

**1998-99 Biennial Budget**

**PROGRAM:** Management Services and Administration  
**AGENCY:** Human Rights, Department of

**PROGRAM DESCRIPTION:**

The Management Services and Administration activity includes the offices of the commissioner, deputy commissioner, fiscal services, and human resource services.

Agency management anticipates continuing the process of re-engineering the basic systems of the agency to ensure that discrimination complaints are processed fairly and in a timely fashion in addition to expanding agency services to companies seeking to prepare affirmative action plans necessary for bidding on state contracts.

During 1996 the Human Resources Director position was eliminated and those services are now provided by the Department of Employee Relations under a contractual arrangement.

**PLANNED RESULTS:**

The agency budget plan provides funding to maintain current activity services, which are sufficient to support the agency's mission and functions.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: HUMAN RIGHTS DEPT  
PROGRAM: MANAGEMENT SERVICES AND ADMIN  
ACTIVITY: MANAGEMENT SERVICES AND ADMIN

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	511	543	595	595	595	609	609	609
OPERATING EXPENSES	242	304	126	126	126	126	126	126
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	753	847	721	721	721	735	735	735
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	753	847	721	721	721	735	735	735
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	738	820	702	702	702	716	716	716
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	15	27	19	19	19	19	19	19
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	753	847	721	721	721	735	735	735
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	15	19	19	19	19	19	19	19
FEDERAL	175	220	220	220	220	220	220	220
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	190	239	239	239	239	239	239	239
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	7.8	8.5	10.5	10.5	10.5	10.5	10.5	10.5
TEMP/SEAS/PART_TIME	.7	.7	.7	.7	.7	.7	.7	.7
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	8.5	9.2	11.2	11.2	11.2	11.2	11.2	11.2

**1998-99 Biennial Budget**

**AGENCY:** Private Detective and Protective Agent Services, Board of

**AGENCY DESCRIPTION:**

The mission of the Private Detective and Protective Agent Services Board is to ensure investigative and security practitioners meet statutory qualifications and training for licensure, and maintain standards set forth in M.S. 326.32-339. The board is comprised of industry professionals, law enforcement and the public. It is the regulatory authority dedicated to ensuring industry skill and competency that provide crucial assistance to, and compliment for, Minnesota law enforcement efforts. These activities contribute to the safety and protection of the state's people and property.

The board's revenue is generated from a variety fee sources; license applicants, reissuances of licenses, qualified position changes, and other administrative items. The fees assessed provide for the administration and management of a sound regulatory program, serving community confidence in privately provided security and investigative services. With increased numbers of practitioners, the scope of activity to oversee has increased. Confidence in business services of crime prevention, detection and deterrence can be seen in maintenance and enhancement of this regulatory program.

Vulnerability to crime is of utmost concern to our communities. The diminished visibility and availability of public law enforcement has caused the private sector to respond to community and business needs. By the year 2000, the ratio of private security to public law enforcement will be more than 3 to 1.

Beyond fear of crime, citizens are concerned with a burdened court system. Criminal and civil violations are frequently prevented or minimized when private security or investigators are operating. As these positions of trust become more visible, there is increased potential for abuse of perceived power. Through board licensing, training and disciplinary processes there is active monitoring, and response when abuses of power occur, or when there is a failure to maintain standards. The citizen community is assured, through process of qualification and training, that license holders and their employees have met standards.

The board has structured required training for both license holders and their employees. Training encompasses both entry level and continuing training, germane to environments where services are provided. Industry participation in adoption of training standards for courses and instructors has proven invaluable.

As a result of required training program administration, a new fee structure is being implemented to meet the expenditures of the program. The board is committed to contributing to safe environments for the citizens of Minnesota by the regulation of these industries as they assume more protection services and trusted positions in our communities.

**EXPLANATION OF AGENCY'S BUDGET PLAN:**

The advancement of the regulatory program through mandatory training is significant. Specialty training will establish a level of confidence in privately provided security and investigative services. Program annualization (F.Y. 1996-97) allowed the board to dedicate funding to expenses of administrative rules development and implementation, and office automation. Continuing budget expenditures are the primary licensing program; personnel, professional/technical services, administration/monitoring of licensing operations, regulatory association expenses, communications, and the training program. The agency plan totals \$130,000 in F.Y. 1998, and \$132,000 in F.Y. 1999.

The board is seeking authorization to implement a fee structure for certification of training instructors and courses. The increased revenue would bring the board's recovery of costs through fees up to 100%.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PRIVATE DETECTIVES BOARD  
PROGRAM: PRIV DETECT/PROTECT AGENTS BD  
ACTIVITY: PRIV DETECT/PROTECT AGENTS BD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	58	86	88	88	88	90	90	90
OPERATING EXPENSES	31	62	42	42	42	42	42	42
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	89	148	130	130	130	132	132	132
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	89	148	130	130	130	132	132	132
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	89	148	130	130	130	132	132	132
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	89	148	130	130	130	132	132	132
REVENUE COLLECTED:								
-----								
NONDEDICATED:								
GENERAL		1	1	1	1	1	1	1
CAMBRIDGE DEPOSIT FUND	81	96	96	139	139	96	140	140
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	81	97	97	140	140	97	141	141
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	1.3	2.2	2.2	2.2	2.2	2.2	2.2	2.2
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	1.3	2.2	2.2	2.2	2.2	2.2	2.2	2.2



STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
BIENNIAL BUDGET SYSTEM - BASE RECONCILIATION REPORT  
BY SEC SEQ

AGENCY: PRIVATE DETECTIVES BOARD

	ALL FUNDS		GENERAL FUND		OTHER STATE FUNDS		FEDERAL FUNDS	
	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99
F.Y.97 APPROPRIATIONS	115	115	115	115				
BASE ADJUSTMENTS								
1997 SALARY SUPPLEMENT TRANSF	3	3	3	3				
1998-99 COMPENSATION INFLATIO	2	4	2	4				
DOC SPACE RENT/LEASE INCR/DEC	9	9	9	9				
SMALL AGENCY S & E INFLATION	1	1	1	1				
SUBTOTAL BASE ADJ.	15	17	15	17				
BASE LEVEL	130	132	130	132				

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STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
BIENNIAL BUDGET SYSTEM - AGENCY BRIEF REPORT  
BY SEC SEQ

Agency: PEACE OFFICERS BOARD (POST)

Fund: SPECIAL REVENUE  
DIRECT APPROPRIATIONS

	F.Y. 98	F.Y. 99	F.Y. 98-99
DIRECT APPROPRIATIONS (F.Y. 97)	4,225	4,225	8,450
BASE ADJUSTMENT			
ONE-TIME APPROPRIATIONS	<50>	<50>	<100>
TRANSFERS BETWEEN AGENCIES	<850>	<850>	<1,700>
ATTORNEY GENERAL FUNDING CHANGES	80	80	160
1997 SALARY SUPPLEMENT TRANSFERS	19	19	38
1998-99 COMPENSATION INFLATION	17	35	52
DOC SPACE RENT/LEASE INCR/DECREASES	22	24	46
SMALL AGENCY S & E INFLATION	6	6	12
BASE LEVEL	3,469	3,489	6,958
AGENCY PLAN ITEMS			
ADMINISTRATIVE LAW JUDGE COSTS	56	56	112
NON-SALARY SUPPORT FOR MINORITY RECRU	42	16	58
TRNG, MAIN, EQUIP SUP FOR NEW COMPUTE	15	15	30
AGENCY PLAN	3,582	3,576	7,158
GOV'S RECOMMENDATIONS	3,582	3,576	7,158

**AGENCY:** Peace Officer Standards and Training, Board of (POST Board)

**AGENCY DESCRIPTION:**

The Board of Peace Officer Standards and Training (POST Board) regulates the practice of law enforcement in Minnesota by providing the following services: 1) developing pre-service educational learning objects which are delivered through the Professional Peace Officer Education Program and monitoring the instruction provided by institutions offering professional peace officer education; 2) screening applicants applying for admission into professional peace officer education programs; 3) testing those applicants who have successfully completed professional peace officer programs to ensure minimum competency prior to certifying as eligible to be licensed; 4) ensuring compliance with minimum selection standards for individuals applying for peace officer positions; 5) enforcing standards of conduct and investigating allegations that departments have failed to comply with policy or training mandates; 8) ensuring that all practicing peace officers have successfully completed required continuing education; 9) ensuring that continuing education courses offered provide meaningful learning experiences for peace officers; 10) issuing and reissuing licenses to peace officers who meet continuing education requirements; and 11) fulfilling legislative mandates to develop model policies and research emerging issues affecting the industry.

**REVENUES:**

The POST Board currently generates \$97,000 in non-dedicated revenue annually from examination and license fees. In F.Y. 1998 and 1999, the board will increase fees by \$314,000 per year to fully recover costs and eliminate annual operating deficits. This fee change is intended to comply with the cost recovery provisions of M.S. 16A.1285.

**ISSUES AFFECTING AGENCY'S OPERATIONS:**

The agency is currently funded solely from a surcharge on all moving traffic fines that go into an account named the penalty assessment fund. This fund generates approximately \$5 million annually. The fund also supports aid to local jurisdictions through a reimbursement process as well as \$850,000 per year in General Fund appropriations to MnSCU for peace officer training programs.

The board is continually given mandates from the legislature on issues involving the industry. Because these mandates cover a wide range of issues and requires varied expertise, no single staff member can be assigned to fulfill them. These mandates will require commensurate funding for maximum results.

In October of 1995, new and stricter rules concerning industry standards of conduct were enacted. These rules, in conjunction with the publishing of a model policy covering conduct unbecoming, has laid the groundwork for more industry action in the area of peace officer misconduct. Many of these incidents could result in licensing sanctions. The end result will be more challenges and reviews by administrative law judges in the future. More funds will be needed to cover the expense of the hearings.

The POST Board was mandated by the 1996 Legislature (Chapter 408, The Omnibus Crime Bill, Article 5) to create a model policy regarding the release of convicted sex offenders from the Department of Corrections (DOC). As issues arise around implementing this policy, the POST Board staff will likely coordinate discussions and resolutions involving affected parties.

**GOALS AND OBJECTIVES:**

The goal of the board is to provide assurance to citizens of the state that those charged with the important duty of upholding the law and providing police services will be adequately educated, trained, and monitored. The board seeks to ensure that only those with the potential for rendering high levels of public service are admitted to the profession. This is accomplished by pre-screening of applicants, professional peace officer education, license testing, and enforcement of minimum selection standards and standards of conduct. Through these methods, the board seeks to ensure the highest level of professionalism in public service by those individuals licensed as peace officers. The board further seeks to provide citizens with confidence in law enforcement officials by assuring citizens that agencies comply with mandates of the legislature pertaining to policy and training requirements. These goals set the stage for the current budget. The board will continue to work with pre-service education providers to ensure highly educated and qualified candidates. Finally, the board continues its emphasis on peace officer behavior by enforcing the standards of conduct which promote and protect the public's best interest.

**EXPLANATION OF AGENCY'S BUDGET PLAN:**

By the end of F.Y. 1999, the budget plan will allow POST Board goals to be accomplished as follows: 1) to continue work with higher education to develop education and training programs that produce high quality police candidates and to standardize professional peace officer education to maximize educational opportunities for all candidates; 2) to administer licensing exams to about 900 candidates annually; 3) to implement a system for conducting criminal history background inquiries on all candidates for professional peace officer education; 4) to develop new standards of conduct for peace officers; and 5) to approve continuing education courses and track the continuing education hours of over 8,000 active peace officers.

**Agency Plan Decision Items:**

■ **Use of Administrative Law Judges (ALJ) (\$56,000 each year)**

Since the new standards of conduct implemented in October of 1995 have greater licensing impact, more challenges will be forthcoming and will require the services of an ALJ. A 25% increase in cases has occurred in F.Y. 1996 over F.Y. 1995. Refinements in the appeals process will also require the use of services of an ALJ to sort through the legal issues impacting a licensee. The POST Board uses the services of an ALJ when taking action against a licensee through a complaint resolution process as well as in the implementation of new rules or changes in current rules.

The board will use the rule making process to set fees commensurate with expenses beginning in late January. This process will likely require the services of an ALJ as well.

■ **Non-salary support for Minority Recruiter Position (\$42,000 in 1995, \$16,000 in 1999)**

There are not sufficient operating dollars currently budgeted to cover the expenses of the minority recruiter position. This position is expected to be filled by Spring 1997. The incumbent in this position will need to develop a series of recruitment brochures appropriate for audiences ranging from junior high school through college graduates seeking a career in law enforcement. Modern technology is needed to capture peoples interest via a video presentation that would have wide appeal and could explain the variety of options available in Minnesota.

**1998-99 Biennial Budget**

**AGENCY:** Peace Officer Standards and Training, Board of (POST Board)  
(Continuation)

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A free standing floor display supplemented with a table top version will be necessary to give a visual message explaining the profession. A camera would allow the use of timely photos for the display, altering the message to fit the audience.

■ **Support for new computer system (\$15,000 each year)**

The board's current operating budget does not have sufficient funds to pay for hardware, software, training and maintenance support for its computer system through the biennium. Although the backbone structure is new, added capability is needed as new questions are asked and more research of the industry is required.

The upgrades and maintenance of this system are critical to provide the industry as well as policy makers accurate information to guide future decisions. This system is needed to track and evaluate individuals from the time they apply for the Professional Peace Office Education (PPOE) program to licensure and beyond. It is necessary for our records to be accurate in the areas of license status to include continuing education credits, mandated training, complaints and tri-annual renewal. All of these factors impact an individual's future as a licensed peace officer. Post Board records will serve as the official status of every licensee and must be accurate.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PEACE OFFICERS BOARD (POST)  
PROGRAM: PEACE OFFICERS STANDARDS&TRAIN  
ACTIVITY: PEACE OFFICERS STANDARDS&TRAIN

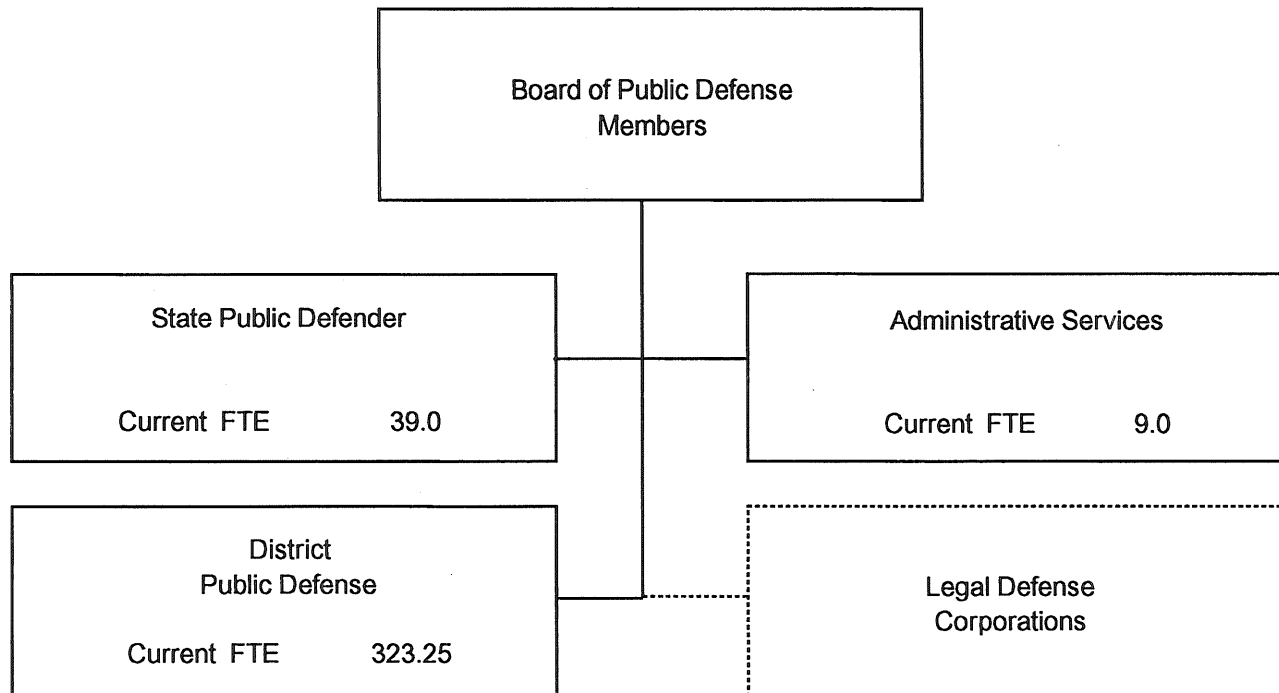
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	435	651	739	739	739	757	757	757
OPERATING EXPENSES	310	417	227	340	340	229	316	316
SUBTOTAL STATE OPERATIONS	745	1,068	966	1,079	1,079	986	1,073	1,073
LOCAL ASSISTANCE	3,322	3,403	2,503	2,503	2,503	2,503	2,503	2,503
TOTAL EXPENDITURES	4,067	4,471	3,469	3,582	3,582	3,489	3,576	3,576
AGENCY PLAN ITEMS:		FUND						
ADMINISTRATIVE LAW JUDGE COSTS		SR		56			56	
NON-SALARY SUPPORT FOR MINORITY RECRUITE		SR		42			16	
TRNG, MAIN, EQUIP SUP FOR NEW COMPUTERS		SR		15			15	
TOTAL AGENCY PLAN ITEMS				113			87	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
SPECIAL REVENUE	4,012	4,386	3,469	3,582	3,582	3,489	3,576	3,576
TRUNK HIGHWAY		5						
OPEN APPROPRIATIONS:								
SPECIAL REVENUE	55	80						
TOTAL EXPENDITURES	4,067	4,471	3,469	3,582	3,582	3,489	3,576	3,576
REVENUE COLLECTED:								
NONDEDICATED:								
CAMBRIDGE DEPOSIT FUND	88	97	97	411	411	97	411	411
TOTAL REVENUES COLLECTED	88	97	97	411	411	97	411	411

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PEACE OFFICERS BOARD (POST)  
PROGRAM: PEACE OFFICERS STANDARDS&TRAIN  
ACTIVITY: PEACE OFFICERS STANDARDS&TRAIN

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FTE BY EMPLOYMENT TYPE:								
REGULAR	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0
OVERTIME	.1	.1						
TOTAL FTE	16.1	16.1	16.0	16.0	16.0	16.0	16.0	16.0

BOARD OF PUBLIC DEFENSE  
Organizational Chart 7/1/96



Total FTE Employees: 371.25



# 1998-99 Biennial Budget Agency Budget Brief (\$ in thousands)

Agency: Public Defense Board

Fund: General

**Summary of Agency Actions:**

	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 98-99</u>
<b><u>BASE-YEAR (F.Y. 1997)</u></b>			
Appropriations (F.Y. 1997)	\$38,781	\$38,781	\$77,562
<b><u>BASE ADJUSTMENT</u></b>			
Rental Rate Adjustment	18	37	55
Program Annualization	50	50	100
1998-99 Salary Inflation	<u>540</u>	<u>1,096</u>	<u>1,636</u>
<b><u>BASE LEVEL (for 1998 and 1999)</u></b>	<b>\$39,389</b>	<b>\$39,964</b>	<b>\$79,353</b>
<b><u>AGENCY DECISION ITEMS</u></b>			
Human Resources/Training Director	83	80	163
Caseload Equity	4,587	4,292	8,879
Information Systems Unit	836	575	1,411
Appellate Caseloads	187	178	365
Structural Deficiency	778	1,591	2,369
Public Defense Corporations	<u>45</u>	<u>71</u>	<u>116</u>
<b><u>AGENCY REQUEST (for 1998 and 1999)</u></b>	<b>\$45,905</b>	<b>\$46,751</b>	<b>\$92,656</b>
<b><u>GOVERNOR'S INITIATIVES</u></b>			
Sustainable Growth Initiatives	<u>2,174</u>	<u>2,174</u>	<u>4,348</u>
<b>GOVERNOR'S RECOMMENDATIONS</b>	<b>\$41,563</b>	<b>\$42,138</b>	<b>\$83,701</b>

**Brief Explanation of Agency Plan:**

The budget plan includes a request for:

- \$83,000 in F.Y. 1998 and \$80,000 in F.Y. 1999 for a Human Resources/Training Director.
- \$4,587,000 in F.Y. 1998 and \$4,292,000 in F.Y. 1999 to reduce caseloads in the juvenile and felony area to the current statewide average, to accommodate a 5% growth in these case types over the next 2 years, to provide investigator and paralegal staff to those Judicial Districts not currently at the statewide average for cases per full-time equivalent investigator and paralegal, and to provide caseload relief to supervising attorneys.

- \$836,000 in F.Y. 1998 and \$575,000 in F.Y. 1999 for the establishment of information technology positions, a network time and case management system, and remote access.
- \$187,000 in F.Y. 1998 and \$178,000 in F.Y. 1999 to accommodate the continued increase in inmate populations and the resulting appeals in the State Public Defender Office.
- \$778,000 in F.Y. 1998 and \$1,591,000 in F.Y. 1999 to provide regularly scheduled increases for personnel.
- \$45,000 in F.Y. 1998 and \$71,000 in F.Y. 1999 for a 2.5% increase in the grants to the public defense corporations, and a community worker in the area of Children In Need of Protective Services (CHIPS) cases.

**Affected Statutes:**

None.

**GOVERNOR'S RECOMMENDATION:**

Historically, the courts, the legislature, and other constitutional officers have departed from executive branch budget guidelines and have not fully participated in the executive branch budget process. The Governor respects this separation of powers and the desire of other elected state officials to independently present their budget requests directly to the legislature. However, the Governor is required by law to submit a balanced budget to the legislature, and therefore it is necessary to identify funding for those offices as part of preparing a total, balanced budget.

The Governor is firmly committed to fiscal stability, meaning that spending cannot grow at a greater rate than resources. Therefore, the Governor recommends that the budgets of the courts, the Public Defender, constitutional officers and the legislature grow no more than the rate of growth in General Fund revenues. General Fund revenues for 1998-99 are projected to grow by 7.7% over the current biennium, and the Governor recommends funding increases equal to that growth.

For the Public Defense Board, this amounts to a biennial increase of \$5,984,000, which includes the base adjustment provided for salaries. 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 makes no recommendation regarding the specific initiatives put forward by the Public Defense Board.

AGENCY: Public Defense Board

**AGENCY DESCRIPTION:**

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 responsibilities of the Board include: Appointing the State Public Defender, selecting a trial court District Public Defender in each of the 10 Judicial Districts, and distribution of 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 3 programs: State Public Defender, Public Defense Board, and District Public Defense.

The State Public Defender's Office provides service to indigent prisoners appealing their criminal cases to the Minnesota Court of Appeals and Supreme Court, post conviction proceedings in the District Courts throughout the state, parole revocation proceedings, and addresses civil legal problems for defendants in our state prisons, including prison disciplinary proceedings. In addition, legal assistance, education and information regarding changes in the law are provided to court-appointed and Judicial District Public Defenders.

The Board of Public Defense's Administrative Services Office provides policy direction and guidance for the agency's overall programs and overall management of its activities. It provides general staff support to all public defender organizations in Minnesota, as well as implements the board's policies, regulations, training, personnel, budget, and intergovernmental functions. In addition, it is responsible for implementation and upkeep of management information systems relating to the agency's budget, data, and personnel. This office also directs and coordinates all agency relationships with the Legislature, other state agencies and governmental units.

There are 10 Judicial District Public Defender Offices in Minnesota. The primary purpose of these offices is to provide trial court criminal defense services to indigent clients charged with crimes in felony, gross misdemeanor, misdemeanor and juvenile cases.

The Public Defense Corporations are community based legal service entities which predominantly serve the minority communities in the state. The primary purpose of these corporations is to provide high quality, independent criminal and juvenile defense services to minority indigents.

**AGENCY ISSUES:**

- **Weighted Caseload Standards.** In order to properly administer the statewide public defender system, the Legislature in 1989 directed the board to conduct a weighted caseload study. The basic design of the weighted caseload study was to determine the estimated time that it takes the average public defender in the State of Minnesota to perform various case-related and non-case-related activities and provide competent representation. The design of the study permitted the Board to develop appropriate caseload standards. To date, the board has not received the full funding necessary to implement these standards.
- **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, local government decisions regarding police and prosecution, Constitutional mandates, legislative policies, Supreme Court Rules, sentencing guideline changes, statutory changes, judicial calendaring changes and Department of Corrections policies, all of which the

board does not direct. 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 and demonstrates an inability to afford such services, the Court will appoint a public defender to represent that individual. The defense of accused persons is constitutionally mandated and must be provided even when such costs are borne by the public.

- **Societal Values, Legislation, Funding.** In the past several years, there have been significant influxes of monies to local prosecutors and police on a local, state and national level to combat crime. There has not been the same funding balance accorded to the public defense field. There also have been new judges and prosecutors added to process those defendants accused of committing crimes.

The political and economic issues that will continue to affect the public defense field are related to social values and funding sources. Currently, on a national, state, and local level, there is an emphasis on crime reduction. Funding on a local, state, and national level has increased significantly for police, prosecution, and judicial staff, as well as penal institutions. In recent years, there has been a significant emphasis on both the local and national level to increase the penalties for crimes against persons, especially in the categories involving women and children. Stiffer penalties and stricter enforcement have resulted in a significant increase in public defense caseloads and in the population of our jails and prisons.

**AGENCY STRATEGIES:**

The public defense system cannot control its caseload or workload. They are controlled by other parts of the criminal justice system, such as the police, prosecution, courts and corrections.

The agency's budget request is constructed to achieve the following:

- To ensure effective provision of counsel by pursuing the resources necessary to provide equitable caseloads in felony and juvenile cases.
- To set caseload standards and apportion resources in a manner that lowers current attorney caseloads to a more manageable level;
- To maximize client contact early in cases, which may facilitate early settlement of cases saving all parts of the criminal justice system time and resources;
- Increase the use of non-attorney professionals such as paralegals, investigators, and law clerks;
- To work with the courts and other criminal justice agencies to ensure that the system continues to function uninterrupted. M.S. 611.27 allocates up to 4% of county criminal justice aid to be used for trial level cases not funded by legislative appropriations (\$336,000). During F.Y. 1996, 11 new cases were referred out and approximately \$178,000 was expended;
- To provide policy makers and stakeholders with the most accurate information possible regarding the caseloads, hours, and resources in the public defender system; and
- To increase the diversity of the agency staff by opening up opportunities for recruitment and hiring of women and people of color.

## 1998-99 Biennial Budget

AGENCY: Public Defense Board  
(Continuation)

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### **SUMMARY OF BUDGET REQUEST:**

The budget plan includes a request for:

- \$83,000 in F.Y. 1998 and \$80,000 in F.Y. 1999 for a Human Resources/Training Director.
- \$4,587,000 in F.Y. 1998 and \$4,292,000 in F.Y. 1999 to reduce caseloads in the juvenile and felony area to the current statewide average, to accommodate a 5% growth in these case types over the next 2 years, to provide investigators and paralegals to those Judicial Districts not currently at the statewide average for cases per full time equivalent investigator and paralegal, and to provide caseload relief to supervising attorneys.
- \$836,000 in F.Y. 1998 and \$575,000 in F.Y. 1999 for the establishment of information technology positions, a network time and case management system, and a remote access information system.
- \$187,000 in F.Y. 1998 and \$178,000 in F.Y. 1999 to accommodate the continued increase in inmate populations and the resulting appeals in the State Public Defender Office.
- \$778,000 in F.Y. 1998 and \$1,591,000 in F.Y. 1999 to provide regularly scheduled increases for personnel.
- \$45,000 in F.Y. 1998 and \$71,000 in F.Y. 1999 for a 2.5% increase in the grants to the public defense corporations, and a community worker in the area of Children In Need of Protective Services (CHIPS) cases.

### **GOVERNOR'S RECOMMENDATION:**

Historically, the courts, the legislature, and other constitutional officers have departed from executive branch budget guidelines and have not fully participated in the executive branch budget process. The Governor respects this separation of powers and the desire of other elected state officials to independently present their budget requests directly to the legislature. However, the Governor is required by law to submit a balanced budget to the legislature, and therefore it is necessary to identify funding for those offices as part of preparing a total, balanced budget.

The Governor is firmly committed to fiscal stability, meaning that spending cannot grow at a greater rate than resources. Therefore, the Governor recommends that the budgets of the courts, the Public Defender, constitutional officers and the legislature grow no more than the rate of growth in General Fund revenues. General Fund revenues for 1998-99 are projected to grow by 7.7% over the current biennium, and the Governor recommends funding increases equal to that growth.

For the Public Defense Board, this amounts to a biennial increase of \$5,984,000, which includes the base adjustment provided for salaries. 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 makes no recommendation regarding the specific initiatives put forward by the Public Defense Board.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PUBLIC DEFENSE BOARD

			FY 1998			FY 1999		
		Est.						
PROGRAM RESOURCE ALLOCATION:	FY 1996	FY 1997	Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
STATE PUBLIC DEFENDER	2,969	3,052	3,123	3,389	5,297	3,188	3,528	5,362
PUBLIC DEFENSE BOARD	735	941	900	1,004	900	915	1,038	915
DISTRICT PUBLIC DEFENSE	33,094	36,025	35,525	41,671	35,525	36,020	42,344	36,020
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES BY PROGRAM	36,798	40,018	39,548	46,064	41,722	40,123	46,910	42,297
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	36,691	39,817	39,389	45,905	41,563	39,964	46,751	42,138
STATUTORY APPROPRIATIONS:								
FEDERAL	107	198	159	159	159	159	159	159
GIFT		3						
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	36,798	40,018	39,548	46,064	41,722	40,123	46,910	42,297

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PUBLIC DEFENSE BOARD

			FY 1998			FY 1999		
SUMMARY OF AGENCY REVENUES	FY 1996	Est. FY 1997	Forecast	Agency Request	Governor Recomm.	Forecast	Agency Request	Governor Recomm.
=====								
NON-DEDICATED REVENUE:								
-----								
OTHER REVENUES:								
GENERAL	5	31	35	35	35	35	35	35
=====								
TOTAL NON-DEDICATED RECEIPTS	5	31	35	35	35	35	35	35
=====								
DEDICATED RECEIPTS:								
-----								
GRANTS:								
FEDERAL	116	159	159	159	159	159	159	159
OTHER REVENUES:								
GIFT		3						
=====								
TOTAL DEDICATED RECEIPTS	116	162	159	159	159	159	159	159
=====								
AGENCY TOTAL REVENUES	121	193	194	194	194	194	194	194
=====								

STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
BIENNIAL BUDGET SYSTEM - BASE RECONCILIATION REPORT  
BY SEC SEQ

AGENCY: PUBLIC DEFENSE BOARD

	ALL FUNDS		GENERAL FUND		OTHER STATE FUNDS		FEDERAL FUNDS	
	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99
F.Y.97 APPROPRIATIONS	38,940	38,940	38,781	38,781			159	159
BASE ADJUSTMENTS								
1998-99 COMPENSATION INFLATIO	540	1,096	540	1,096				
ANNUALIZATION OF NEW PROGRAM	50	50	50	50				
DOC SPACE RENT/LEASE INCR/DEC	18	37	18	37				
SUBTOTAL BASE ADJ.	608	1,183	608	1,183				
BASE LEVEL	39,548	40,123	39,389	39,964			159	159

## F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Public Defense Board

PROGRAM:

ACTIVITY:

ITEM TITLE: Structural Deficiency

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$778	\$1,591	\$1,591	\$1,591

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

### RATIONALE:

In the past several years, the board has received funding by the Legislature through the transfer of HACA aids for the assumption of public defense services from the Counties. By supplementing the existing part-time public defenders with new hires (both full and part-time), the board has had a difficult time managing its ever increasing caseloads. Due to these rapidly increasing caseloads, and the need to keep fully staffed, the board has been unable to provide its employees with scheduled step increases called for in its personnel plan.

This structural deficiency is similar to that experienced in recent years by the Department of Corrections. Full staffing is needed to ensure that the Courts continue to operate efficiently, that justice is delivered in a swift manner, and ever increasing caseloads do not overwhelm the criminal justice system. These factors, combined with the fact that every Judicial District currently has caseloads in excess of the board's adopted Weighted Caseload Standards, means that vacant positions must be filled quickly, or temporary employees hired immediately upon termination or resignation. This restricts the flexibility of managers, and eliminates their ability to provide the funding for regularly scheduled salary step increases.

### PROGRAM OUTCOMES:

This request would allow the board to keep its salaries competitive with other public agencies. It would also serve to reduce staff turnover keeping the most effective and experienced defenders. The request would provide, on average, a one step increase in employee salaries in accordance with the board's personnel plan.

### LONG-TERM IMPACT:

The long term impact of this proposal will be to keep the most experienced staff. It will increase efficiency by reducing turnover and the need for the training of new personnel. Finally, it will help

keep the board's salaries at least within some reasonable range of other public agencies, allowing the board to attract and retain staff.

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## 1998-99 Biennial Budget

**PROGRAM:** State Public Defender  
**AGENCY:** Public Defense Board

### PROGRAM DESCRIPTION:

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; post conviction proceedings in the District Courts throughout the state; parole revocation proceedings; assistance with legal problems (Legal Assistance to Minnesota Prisoners(LAMP)); and prison disciplinary and parole proceedings (Legal Advocacy Project (LAP)).

### PROGRAM STATUS:

In recent years, there has been a major Legislative effort to increase penalties for existing crimes. In addition, new statutory penalties have been enacted to deal with specific populations or issues. Increased penalties and stronger enforcement have resulted in a significant increase in the population of the state's prisons and jails. The Minnesota Department of Corrections estimates that by F.Y. 1999, there will be almost 6,000 inmates in the state's correctional facilities, a 42% increase over the F.Y. 1994 population. This population is the client base for the SPD. The increase in the prison population is almost a mirror image of the increase in the caseload of the SPD. From F.Y. 1992 to F.Y. 1996, the number of appellate files opened increased 48%, the number of briefs filed increased 33%, and the number of parole revocation hearings increased by 109%.

In addition, the Juvenile Justice Bill, passed during the 1994 Legislative Session, expanded the rights of juveniles to appeal their sentences. It also required the SPD to provide these appellate services. However, a line item veto of the bill eliminated \$400,000 (annual basis) in funding for this function. The office is not able to provide this mandated service without this funding.

Associated with the increased number and complexity of cases is the increased cost of trial transcripts. The office cannot control the costs of the transcripts which must be ordered. In the first 9 months of F.Y. 1996, the office expended its entire transcript allocation of \$325,000. Transcript bills during April, May and June (\$148,000) were held until after F.Y. 1997 funding became available. This means that the office has expended 46% of its allocation on prior year obligations. There is a very real possibility that the office will have to stop ordering transcripts in the near future, bringing the Court of Appeals to a stand still.

The issue of transcript costs continues to be one of eligibility, and is not a controllable cost. The SPD cannot control the costs of the transcripts it must order. By law transcripts must be ordered in every case. Predicting the biennial cost of these is very difficult. The board is seeking legislation to fund this item through an open appropriation.

### PLANNED RESULTS:

The most important result is to provide competent representation and to fulfill the legal responsibilities required for appellate representation. Cases here often "make law" and time to prepare properly insures that the development of case law is a thoughtful process.

The SPD has attempted to accomplish this within its limited resources by using law clerks where possible. These have been hired through a University of Minnesota program, thereby, reducing the costs and freeing up additional attorney time. During the past year, 1 law clerk position was

discontinued due to a lack of funding. Currently, the office staff has 15.5 FTE attorneys, an increase of only 1 FTE over the past 3 years.

### BUDGET AND REVENUE SUMMARY:

- Provide caseload relief through use of student attorneys and job sharing with district public defenders.
- Attempt to keep up with the increases in caseloads resulting from increased numbers of inmates sentenced to Minnesota correctional facilities. The SPD is seeking \$185,000 in F.Y. 1998 and \$176,000 in F.Y. 1999 to fund 2 attorneys and 4 law clerks in an attempt to keep pace with the rapidly increasing caseloads.
- Adequately fund the cost of trial transcripts.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PUBLIC DEFENSE BOARD  
PROGRAM: STATE PUBLIC DEFENDER  
ACTIVITY: STATE PUBLIC DEFENDER

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	2,083	2,203	2,286	2,516	2,286	2,344	2,663	2,344
OPERATING EXPENSES	886	849	837	873	3,011	844	865	3,018
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	2,969	3,052	3,123	3,389	5,297	3,188	3,528	5,362
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	2,969	3,052	3,123	3,389	5,297	3,188	3,528	5,362
=====								
AGENCY REQUEST ITEMS:		FUND						
-----		-----						
APPELLATE CASELOAD RELIEF		GEN		187			178	
STRUCTURAL DEFICIENCY		GEN		79			162	
=====		=====		=====			=====	
TOTAL AGENCY REQUEST ITEMS				266			340	
=====								
GOV'S INITIATIVES:		FUND						
-----		-----						
(P) SUSTAINABLE GROWTH INITIATIVE		GEN			2,174			2,174
=====		=====			=====			=====
TOTAL GOV'S INITIATIVES					2,174			2,174
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	2,952	2,991	3,085	3,351	5,259	3,150	3,490	5,324
STATUTORY APPROPRIATIONS:								
FEDERAL	17	61	38	38	38	38	38	38
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	2,969	3,052	3,123	3,389	5,297	3,188	3,528	5,362
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PUBLIC DEFENSE BOARD  
PROGRAM: STATE PUBLIC DEFENDER  
ACTIVITY: STATE PUBLIC DEFENDER

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
FEDERAL	36	38	38	38	38	38	38	38
TOTAL REVENUES COLLECTED	36	38	38	38	38	38	38	38

# F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Public Defense Board  
PROGRAM: State Public Defender  
ACTIVITY: State Public Defender

ITEM TITLE: Appellate Case Relief

	1998-99 Biennium		2000-01 Biennium	
	F.Y. 1998	F.Y. 1999	F.Y. 2000	F.Y. 2001
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$187	\$178	\$178	\$178

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

## RATIONALE:

Increased penalties and stronger enforcement have resulted in a significant increase in the population of the state's prisons and jails. The Minnesota Department of Corrections estimates that by F.Y. 1999, there will be almost 6,000 inmates in the state's correctional facilities, a 42% increase over the F.Y. 1994 population. This population is the client base for the Office of the State Public Defender (SPD). The increase in the prison population is almost a mirror image of the increase in the caseload of the SPD.

*F.Y. 1992 to F.Y. 1996*

- Appellate files Opened - Up 48%
- Briefs Filed - Up 33%
- Parole Revocation Hearings - Up 109%

The board is requesting funding for appellate representation in adult and juvenile cases to meet increases in case numbers and complexity. Funding is sought for 2 appellate lawyers and four half-time appellate paralegals.

In addition, the Juvenile Justice Bill passed during the 1994 Legislative Session expanded the rights of juveniles to appeal their sentences. It also required the SPD to provide these appellate services. However, a line item veto of the bill eliminated \$400,000 (annual basis) in funding for this function. The office is not able to provide this mandated service without this funding.

## PROGRAM OUTCOMES:

Unfortunately, the SPD has not been able to grow at the same pace as the caseload. In the time period illustrated, the SPD has added one appellate lawyer to handle juvenile cases, and has added a second full-time position by moving funds from its part-time budget. Thus, it has actually realized a net gain of one appellate lawyer during this time period. The low growth has been aggravated by termination of the 2 SPD appellate law clerk positions. This was necessitated by the SPD otherwise having insufficient funds to meet its other salary obligations. The result of this case growth is reflected most vividly in the SPD's ability to handle juvenile cases. Juvenile appellate files have grown from 20 opened in F.Y. 1995, to 55 opened in F.Y. 1996. The SPD has only one full-time lawyer assigned to juvenile appeals. This lawyer is responsible for providing statewide trial-support to juvenile court trial defenders and for training trial defenders in juvenile law and procedure.

The juvenile caseload has been handled by asking the Court of Appeals for additional time. It has also been addressed by hiring a part-time temporary lawyer to assist with juvenile cases. This contract is also being terminated due to lack of funds.

The requested funding will enable the SPD to meet its present adult and juvenile appellate responsibilities by hiring 2 additional lawyers and four law clerks. This will allow the SPD to cope with the caseload increases noted, and those anticipated in the next 2 years.

## LONG-TERM IMPACT:

Failure to do so could seriously jeopardize the office's ability to meet court imposed deadlines for appellate review. This would have the effect of limiting the courts ability to move its cases, or to stop the Court of Appeals altogether.

## 1998-99 Biennial Budget

**PROGRAM:** Public Defense Board  
**AGENCY:** Public Defense Board

### **PROGRAM DESCRIPTION:**

The board's Administrative Services Office provides policy direction for the agency's programs, and overall management of its activities. It provides staff support to all public defender organizations, as well as implement the board's policies. In addition, it is responsible for management of the agency systems related to caseloads, budget, personnel and information systems.

### **PROGRAM STATUS:**

Over the past few years, the State Public Defender and board staff have been working to complete State assumption of public defense services, and implement the policy changes and mandates that the Legislature has passed. Specifically, statewide standards have been adopted by the board covering personnel, compensation, budgeting, training, client eligibility, conflict cases, and MIS systems, as well as the creation of full-time public defender positions and offices. Caseload standards have also been adopted. The board has also completed work on a strategic plan and an information systems plan, and is going about the task of implementing these plans. The state assumption of public defense services was completed on January 1, 1995.

### **PLANNED RESULTS:**

During the 1992 Legislative Session, the board requested and received funding to plan and develop a case and time reporting management information system. Since that time, the state has assumed the cost of juvenile and misdemeanor services in 7 additional Judicial Districts. Annually, 1.4 million forms come through the time and case management reporting system. The board is seeking to improve its management, data, and budgeting systems. This will take additional resources in the form of a management information systems office needed to develop in-agency expertise, and assure the continued operation and accuracy of the case management and budgeting information system. Finally, now that the assumption is completed, there is a need to ensure that the agency is taking advantage of technology that can better utilize current resources both internally and externally through the use of remote communication access.

### **BUDGET AND REVENUE SUMMARY:**

- The board is seeking additional funding to provide for continued accountability and proper management of the public defense system. This would be in the form of a Human Resources/Training Director. This position (which the board does not currently have) would have primary responsibility in personnel management, staffing, personnel administration, personnel claims, and training programs.
- The board is seeking additional funding for an Information Systems Department, network time, case management system and remote communications.

The board's Information Resource Plan identifies resource needs and associated costs, including the need for information systems personnel to properly maintain and develop the caseload, case time, and budgetary information systems. The Plan also identifies additional resources needed to upgrade and expand technology capability among board office units statewide for local area networks and communications.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: PUBLIC DEFENSE BOARD  
PROGRAM: PUBLIC DEFENSE BOARD  
ACTIVITY: PUBLIC DEFENSE BOARD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	453	570	589	681	589	604	720	604
OPERATING EXPENSES	282	371	311	323	311	311	318	311
SUBTOTAL STATE OPERATIONS	735	941	900	1,004	900	915	1,038	915
TOTAL EXPENDITURES	735	941	900	1,004	900	915	1,038	915
AGENCY REQUEST ITEMS:		FUND						
HUMAN RESOURCES DIRECTOR		GEN		83			80	
STRUCTURAL DEFICIENCY		GEN		21			43	
TOTAL AGENCY REQUEST ITEMS				104			123	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	735	941	900	1,004	900	915	1,038	915
TOTAL EXPENDITURES	735	941	900	1,004	900	915	1,038	915

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Public Defense Board  
**PROGRAM:** Public Defense Board  
**ACTIVITY:** Public Defense Board

**ITEM TITLE:** Human Resources/Training Director

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$83	\$80	\$80	\$80

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

**RATIONALE:**

On 1-1-95, the state completed the assumption of public defense services. This task involved transferring many county-based public defense functions and associated employees, under state's auspices. The Public Defense Board now has jurisdiction for approximately 450 full and part-time employees. During the developmental stage of this assumption and currently in effect now, the Chief Administrator, along with his other responsibilities, must develop policies and procedures dealing with all personnel, subject to the approval of the State Public Defender and Public Defense Board. Some of these tasks include, but are not limited to, personnel policies, employment classifications, salary plans, hiring and termination procedures, disciplinary proceedings, affirmative action and equal employment opportunities, as well as a host of other personnel issues. Also, all of the policies, procedures and processes related to employees must be monitored on a regular basis to ensure their equal application statewide.

In addition to the above issues, there is also a greater demand and need for training of employees. While legal training for the attorney staff has been expanding, there now is an increasing need to train employees in areas such as budgeting, accounting, personnel management, payroll functions, information systems, employment law, affirmative action, sexual harassment, and other areas.

**PROGRAM OUTCOMES:**

The Human Resource/Training position will provide for a more structured and uniform development and application of personnel policies and procedures, and equally important, allow for the implementation and monitoring that is necessary in an agency that employs a significant number of people. It is important to note that in many agencies the areas of personnel administration and training are handled by different positions. In the interest of keeping administrative costs low, the board is requesting that these two functions be combined into one position.

**LONG-TERM IMPACT:**

The Human Resources/Training position will help ensure equal application of board policies and state law in the personnel administration of the board. In addition, it will provide for a uniform and structured training program for all employees under the direction of the board.

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## 1998-99 Biennial Budget

**PROGRAM:** District Public Defense  
**AGENCY:** Public Defense Board

**PROGRAM DESCRIPTION:** The 10 Judicial District Public Defender offices provide defense services to indigent persons in felonies, gross misdemeanors, misdemeanors, juvenile delinquency, and Children In Need of Protective Services (CHIPS). In the last 6 years, the state has assumed the cost of providing these services from the counties. This process was completed on 1-1-95.

This program also funds 5 non-profit public defense corporations that provide trial defense services, primarily to the minority communities throughout the state, and a minority law clerk program that provides caseload relief and opportunities for minority law students to experience public sector law.

- **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. By these standards, in 1 year a full-time equivalent attorney should handle no more than 125 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 for overall cases. Only 2 Judicial Districts meet the standards in the 2 most serious case types, felony and juvenile.
- **Equity of Justice.** Part of the rationale for state assumption of public defense costs was to bring about equity within the judicial system. The quality of representation was not to be determined by the property value in a particular Judicial District or county. After now having a full year of data regarding all case types, it has become clear that equity is not being achieved.

In the 2 most serious case types, felony and juvenile, 5 Judicial Districts exceed the statewide average for cases per full time equivalent attorney. Of these, 3 Judicial Districts currently average nearly twice the board's adopted standards for felony cases per attorney. In the area of juvenile cases, 3 Judicial Districts have caseloads double the caseload standard.

In addition, the board lacks the resources to provide equity in the use of paralegals and investigators. These 2 elements are critical in holding down costs both for the defense and the criminal justice system, by doing much of the case work up front. Use of these positions save attorney time, as well as court time, and help insure that only sound cases go to trial. Currently, 6 Judicial Districts exceed the statewide average for the number of public defense cases per full-time equivalent investigator, while 4 Judicial Districts exceed the average for cases per paralegal.

- **Technology, Time and Caseload Information.** Recent advances in information technology in the criminal justice system have largely bypassed the public defense system. As the criminal justice system increasingly relies on technology to speed up the processing of cases, and the reporting of information, there is a danger that an integral part of the system, public defense, will not be able to keep with these advances.

Currently, the agency has no specific resources dedicated to information systems maintenance or development at the district or board level. Automated time and case reporting, critical for district resource and personnel allocation decisions, does not exist. Communication to and from assistant public defenders through information networks also does not exist. Access to applications, such as the Trial Court Information Systems, or other state of Minnesota applications is minimal at best and very cumbersome.

The board's **Information Resource Systems Plan**, developed in 1996 and submitted to the Information Policy Office, identifies resource needs and associated costs, including the need for information systems personnel to properly maintain and continue to develop the caseload, case time, and other information systems, and additional resources to upgrade and expand technology capability among board office units statewide.

- **Penalties and Enforcement.** In recent years, there has been an emphasis on increasing criminal penalties and enacting new laws to deal with specific categories of offenses. These changes have significantly increased the number and difficulty of cases for public defense. At the same time, there has been expansion of funding for local prosecutors and police at all levels of government, resulting in an imbalance of funding the criminal justice system.
- **Increased Judgeships/Control of Caseloads.** Additional court calendars must be covered by public defenders when there are new judgeships created. This places an enormous strain on the public defense system since defenders are expected to be in front of judges at an appointed time. In multi-county Districts, public defenders must be in 2 courts at the same time and often experience increased travel costs as well.

Proposals for special courts or night courts need to be examined as to their financial and resource implications for the public defense system.

**PROGRAM STATUS:** Caseload equity adopted by the Legislature as a goal with state assumption of public defense costs has not yet been achieved. The reasons for this are: Due to the lack of funding provided by the counties; the "war on drugs", getting tough on crime, and adding new police, prosecutors, and judges; Legislative mandates that juvenile offenders have an absolute right to counsel and right to appeal; and, a line-item veto of \$5,300,000. The result has been a system which cannot meet the standards for caseloads, or provide equitable representation across the state.

**PLANNED RESULTS:** The single most important result for the public defense system is to have caseloads which allow for competent representation of clients. The State Public Defender, board staff, and District Chiefs have been meeting with the Supreme Court, Conference of Chief Judges, and District Administrators to improve and streamline procedures. Investments in information systems technology will ultimately reduce the time necessary to process cases. These investments have the potential to save vast amounts of attorney and administrative time in the future both for the public defense system and the criminal justice system as a whole.

**BUDGET AND REVENUE SUMMARY:** The summary of the program request is as follows:

- Fund an additional \$4,188,000 in F.Y. 1998 and \$3,911,000 in F.Y. 1999 to provide equity in caseloads in felony and juvenile cases, provide equity of support staff, and accommodate caseload growth.
- Fund an additional \$399,000 in F.Y. 1998 and \$381,000 in F.Y. 1999 to reduce caseloads for supervising attorneys who must supervise, train, and mentor anywhere from 8-12 attorneys.
- Provide an additional \$45,000 in F.Y. 1998 and \$71,000 in F.Y. 1999 to the public defense corporations which provide competent cost effective legal representation to members of the minority communities throughout Minnesota.
- Provide an additional \$836,000 in F.Y. 1998 and \$575,000 in F.Y. 1999 for a network time and case management system, information systems department, and a remote communications system.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PUBLIC DEFENSE BOARD  
PROGRAM: DISTRICT PUBLIC DEFENSE  
ACTIVITY: DISTRICT PUBLIC DEFENSE

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
=====								
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	16,611	18,840	19,347	21,853	19,347	19,831	23,090	19,831
OPERATING EXPENSES	2,694	3,405	2,385	3,318	2,385	2,396	2,903	2,396
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	19,305	22,245	21,732	25,171	21,732	22,227	25,993	22,227
LOCAL ASSISTANCE	13,788	13,780	13,793	16,500	13,793	13,793	16,351	13,793
OTHER EXPENSES	1							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	33,094	36,025	35,525	41,671	35,525	36,020	42,344	36,020
=====								
AGENCY REQUEST ITEMS:								
		FUND						
=====		=====						
INFORMATIONS SYSTEMS DEPT/SYSTEMS		GEN		836			575	
PUBLIC DEFENSE CORPORATIONS		GEN		45			71	
DISTRICT CASELOAD EQUITY		GEN		4,587			4,292	
STRUCTURAL DEFICIENCY		GEN		678			1,386	
=====		=====		=====			=====	
TOTAL AGENCY REQUEST ITEMS				6,146			6,324	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	33,004	35,885	35,404	41,550	35,404	35,899	42,223	35,899
STATUTORY APPROPRIATIONS:								
FEDERAL	90	137	121	121	121	121	121	121
GIFT		3						
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	33,094	36,025	35,525	41,671	35,525	36,020	42,344	36,020
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
FEDERAL	80	121	121	121	121	121	121	121

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: PUBLIC DEFENSE BOARD  
PROGRAM: DISTRICT PUBLIC DEFENSE  
ACTIVITY: DISTRICT PUBLIC DEFENSE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Request	Governor Recomm.	Base Level	Agency Request	Governor Recomm.
GIFT		3						
NONDEDICATED:								
GENERAL	5	31	35	35	35	35	35	35
TOTAL REVENUES COLLECTED	85	155	156	156	156	156	156	156

## F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Public Defense Board  
PROGRAM: District Public Defense  
ACTIVITY: District Public Defense

ITEM TITLE: Information System Office

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$836	\$575	\$575	\$575

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

### RATIONALE:

The primary goal of the Administrative Services Office and board has been to create a sound public defense system, which would be properly staffed and adequately funded. While full funding for attorney and support staff will always be a goal for the board, it also recognizes that there is a need for sufficient support staff to carry out its policies, standards, and administrative functions.

Statewide, there are approximately 29 full-time public defender offices. These offices are required to report case activity and budget related information. In regard to case reporting, the board's current system is primarily based on a paper form system and requires handling over 1.4 million forms per year. Because of a limitation of administrative support staff related to budgeting, it has been the goal of the board to decentralize as many of these functions as possible to its full-time offices.

In 1996, the board developed an **Information Resource Systems Plan** which identifies the needs of the public defense system relating to caseload, case time, personnel, payroll, accounting and budgeting.

The board is requesting the necessary funding for an Information Systems Office, a time and case management reporting system, and the ability to network its statewide offices. The board is proposing that the Legislature allow it to employ 4 additional positions, prioritized as follows: One Information Systems Director, one Information Systems Specialist (LAN Administrator), one Programmer Analyst, and one Information Systems Specialist (Help Desk). These positions would be supplemented as needed for cost effective coverage with technical contract support. In addition, the board is proposing to upgrade and expand technology capability among board office units on a phased in basis.

Public defense in Minnesota is now a \$39 million a year enterprise, encompassing almost 700 employees. Proper development of systems relating to budgeting, personnel, data collection,

networking, and other associated programs are necessary to make the public defense organization work in a manner which can aide in resource allocation decisions.

### PROGRAM OUTCOMES:

Presently, there is no technology personnel to develop, operate, and maintain the caseload, case time, and other information systems. Comparable agencies such as the Minnesota Supreme Court or Attorney General's Office have from 7 up to 70 computer related personnel currently employed to assist in the operation of their agency information systems. The provision of these positions, systems upgrade and technology expansions will ensure compatibility and coordination of the board's information systems with other systems in the state and among board office units, and the ability to fulfill the goals identified in the strategic and information systems plan.

### LONG-TERM IMPACT:

Should the board not receive these allocations, it will be severely handicapped in moving forward in developing the **Information Resource Systems Plan**. The board will be unable to continue with future policy development and advances in the criminal justice and court systems. The board and the Legislature will also be severely handicapped in their resource allocation decisions, and ability to provide for equal justice across the state.

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Public Defense Board  
**PROGRAM:** District Public Defense  
**ACTIVITY:** District Public Defense

**ITEM TITLE:** Public Defense Corporations Funding

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>AGENCY REQUEST*</b>				
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$45	\$71	\$71	\$71

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

**RATIONALE:**

There are 5 public defense corporations across the state. These non-profits provide cost effective quality legal defense services primarily to the state's minority communities. This request would provide a 2.5% adjustment to each corporation's grant in F.Y. 1998 and F.Y. 1999. In addition, it would fund a case worker in the area of Children In Need of Protective Services (CHIPS) cases at the Minneapolis Legal Rights Center. These cases often involve intervention with families for termination of parental rights and/or reunification.

**PROGRAM OUTCOMES:**

The public defense corporations play a valuable role throughout the state's criminal justice system. They serve a 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 getting tough on crime, along with the increased resources going to police and prosecution, has placed a great demand on the corporations. It is important to note that most, if not all, of the criminal cases which these corporations handle would end up on the public defense system if the corporations are not adequately funded.

**LONG-TERM IMPACT:**

The funding would help ensure the continued viability of the corporations.

## F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Public Defense Board  
PROGRAM: District Public Defense  
ACTIVITY: District Public Defense

ITEM TITLE: Caseload Equity

	1998-99 Biennium		2000-01 Biennium	
	F.Y. 1998	F.Y. 1999	F.Y. 2000	F.Y. 2001
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$4,587	\$4,292	\$4,292	\$4,292

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

\* Non-Executive Branches of Government

### RATIONALE:

To provide equitable public defense services across the state in the 2 most serious case types, felony and juveniles. This request is an attempt to keep up with the increasing caseloads brought about by increases in law enforcement, prosecution, criminal penalties, and a rising juvenile population. It would bring the 5 Judicial Districts that currently exceed the state-wide average for felony (174) and juvenile (289) cases per full-time equivalent to that average (juvenile cases include delinquency and Children In Need of Protective Services (CHIPS) cases). Also, 3 Judicial Districts now exceed the state-wide average for the number of cases (units) per paralegal (11,859), and 2 Judicial Districts exceed the statewide average for the number of cases units per investigator (6,112). (Case units are arrived at by weighing case types according to the Weighted Caseload Standards). The request would provide staff to bring these Judicial Districts to the state-wide average. It would also provide for funding a 5% growth in felony and juvenile cases over the next 2 years. Finally, it would provide funding to reduce caseloads for attorneys who must supervise 8-12 staff attorneys. It is important to note that every Judicial District exceeds the board's caseload standards for all case types.

### PROGRAM OUTCOMES:

One of the main reasons behind the state's assumption of county public defense costs was to provide equal access to justice. For a variety of reasons, including past funding practices prior to state assumption, increasing juvenile populations, emphasis on juvenile crime, and the increase in numbers of arrests and prosecutions, there is not an equal level of service across the state. There is a marked disparity among Judicial Districts in the number of cases per full time equivalent attorney. This proposal would attempt to provide equitable resources across the state in these 2 case areas, along with accommodating for the growth in caseloads over the next 2 years.

This proposal would provide funding to bring all Judicial Districts to the current state-wide average for cases per attorney in felony and juvenile cases. It would provide the funding to accommodate a

projected 5% increase in the number of felony and juvenile cases over the next 2 years. In addition, it would provide funding to bring all Judicial Districts to the statewide average for cases per paralegal and cases per investigator. Finally, the proposal would provide for entry level attorneys to reduce caseloads for supervising attorneys. Many of these attorneys are handling caseloads in excess of the Weighted Caseload Standards, supervising 8-12 attorneys, providing training, and mentoring young attorneys. This funding would be the first step in providing equity of public defense services across the state.

### LONG-TERM IMPACT:

The long term goal is to bring all Judicial Districts into conformance with the board's adopted Weighted Caseload Standards. Recognizing limitations, however, the board is taking a first step in this process by requesting that funding be provided to bring all Judicial Districts to a statewide average for the most serious case types, felony and juvenile. Failure to address this issue in the long term will result in a continued disparity in service, and delays in Court proceedings.

AGENCY: Automobile Theft Prevention, Board of

**AGENCY DESCRIPTION:**

The Automobile Theft Prevention Board consists of 7 members appointed by the governor and includes representatives of law enforcement, prosecuting attorneys, the Department of Public Safety, automobile insurers, and the public. The board annually elects a chair from among its members and is budgeted for 3 professional staff. The automobile theft prevention program is established under M.S. 168A.40 and its board activities are governed by M.S. 15.0575, except that the terms of the members are 2 years. The commissioner of public safety provides office space and administrative support to the board.

**GOALS AND OBJECTIVES:**

The Automobile Theft Prevention Board was established on 7-1-96 (Laws of Minnesota 1996, Chapter 408, Art. 2, Sect. 1) to:

- Develop and sponsor the implementation of statewide plans, programs, and strategies to combat automobile theft, improve the administration of the automobile theft laws, and provide a forum for identification of critical problems for those persons dealing with automobile theft.
- Coordinate the development, adoption, and implementation of plans, programs, and strategies relating to interagency and intergovernmental cooperation with respect to automobile theft enforcement.
- Audit at its own discretion the plans and programs that it has funded in whole or in part to evaluate the effectiveness of the plans and programs, and withdraw funding should the board determine that a plan or program is ineffective or is no longer in need of further financial support from the fund.
- Develop a plan of operation including an assessment of the scope of the problem of automobile theft, including areas of the state where the problem is greatest; an analysis of various methods of combating the problem of automobile theft; a plan for providing financial support to combat automobile theft and an estimate of the funds required to implement the plan.
- Distribute money from the automobile theft prevention special revenue account for automobile theft prevention activities, including: 1) Paying the administrative costs of the board; 2) providing financial support to the state patrol and local law enforcement agencies for automobile theft enforcement teams; 3) providing financial support to state or local law enforcement agencies for programs designed to reduce the incidence of automobile theft; 4) providing financial support to local prosecutors for programs designed to reduce the incidence of automobile theft; 5) providing financial support to judicial agencies for programs designed to reduce the incidence of automobile theft; 6) providing financial support for neighborhood or community organizations or business organizations for programs designed to reduce the incidence of automobile theft; 7) providing financial support for automobile theft educational and training programs for state and local law enforcement officials, and inspections staff, and members of the judiciary; and 8) conducting educational programs designed to inform automobile owners of methods of preventing automobile theft and to provide equipment, for experimental purposes, to enable automobile owners to prevent automobile theft.

**EXPLANATION OF AGENCY'S BUDGET PLAN:**

Each insurer engaged in the writing of policies of automobile insurance is required by law to collect a surcharge, at the rate of 50 cents per vehicle for every 6 months of coverage, on each policy of automobile insurance providing comprehensive insurance coverage issued or renewed in Minnesota. Insurers remit the revenue derived from this surcharge at least quarterly to the board for purposes of the automobile theft prevention program and a special revenue account has been created in the state treasury to be credited with the surcharge proceeds.

The agency's budget plan includes an increase from \$930,000 in F.Y. 1997 to \$1,865,000 in F.Y. 1998 and \$1,869,000 in F.Y. 1999 as a result of a full year's collection of revenue from the automobile insurance surcharge, which began on 1-1-97.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: AUTOMOBILE THEFT PREVENTION BD  
PROGRAM: AUTO THEFT PREVENTION BOARD  
ACTIVITY: AUTO THEFT PREVENTION BOARD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES		64	154	154	154	158	158	158
OPERATING EXPENSES		79	83	83	83	95	95	95
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS		143	237	237	237	253	253	253
LOCAL ASSISTANCE		787	1,628	1,628	1,628	1,616	1,616	1,616
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES		930	1,865	1,865	1,865	1,869	1,869	1,869
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
SPECIAL REVENUE		930	1,865	1,865	1,865	1,869	1,869	1,869
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES		930	1,865	1,865	1,865	1,869	1,869	1,869
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE		930	1,865	1,865	1,865	1,869	1,869	1,869
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED		930	1,865	1,865	1,865	1,869	1,869	1,869
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR		1.0	3.0	3.0	3.0	3.0	3.0	3.0
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE		1.0	3.0	3.0	3.0	3.0	3.0	3.0



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1998-99 BIENNIAL BUDGET

PROGRAM STRUCTURE

AGENCY: Corrections, Department of

PROGRAM

PAGE

CORRECTIONAL INSTITUTIONS

H-131

MCF-Faribault  
MCF-Lino Lakes  
MCF-Shakopee  
MCF-Willow River  
MCF-Moose Lake  
MCF-Stillwater  
MCF-St. Cloud  
MCF-Oak Park Heights  
MCF-Brainerd  
Health Care  
Education  
Institution Support Services

JUVENILE SERVICES

H-184

MCF-Red Wing  
MCF-Sauk Centre  
Thistledew Camp  
Juvenile Support Services

COMMUNITY SERVICES

H-209

Probation and Supervised Release  
Community Corrections Act  
Community Correctional Alternatives  
Sentencing to Service  
Facilities Planning and Inspection  
Community Services Support

CRIME VICTIM AND PREVENTION SERVICES

H-234

Crime Victim and Prevention Services

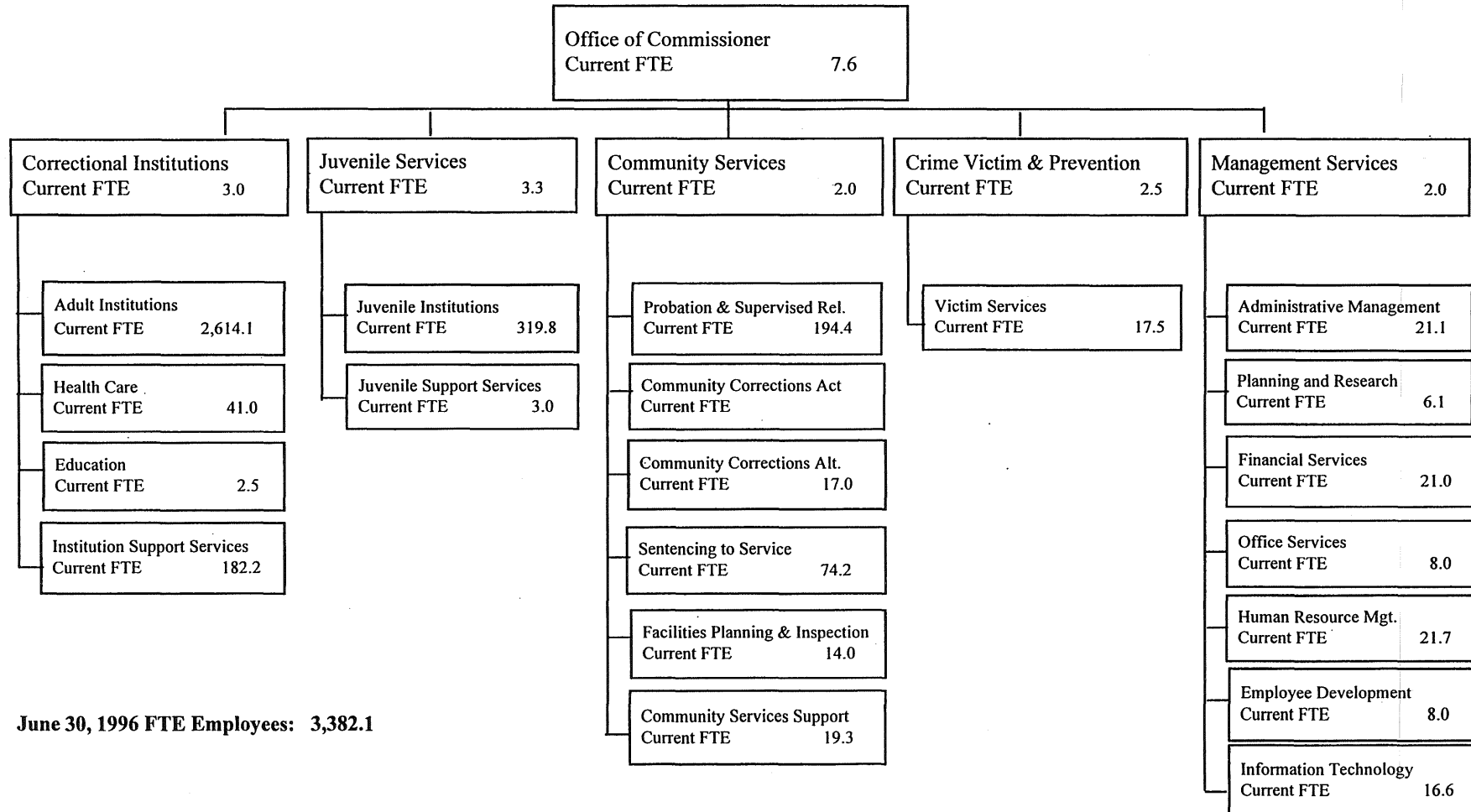
MANAGEMENT SERVICES

H-240

Administrative Management  
Planning and Research  
Financial Services  
Office Services  
Human Resource Management  
Employee Development  
Information Technology

## Department of Corrections Organization Chart

9/96



**1998-99 Biennial Budget  
Agency Budget Brief  
(\$ in thousands)**

Agency: Corrections, Department of

Fund: General

**Summary of Agency Actions:**

	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 98-99</u>
<b><u>BASE-YEAR (F.Y. 1997)</u></b>			
Appropriations (F.Y. 1997)	\$276,645	\$276,645	\$553,290
<b><u>BASE ADJUSTMENT</u></b>			
One-time Appropriations	(824)	(824)	(1,648)
Transfers Between Agencies	(1,122)	(1,122)	2,244
1998-99 Compensation Inflation	3,961	8,017	11,978
Annualization of New Program Costs	6,713	10,509	17,222
DOC Space Rent/Lease Inc/Decreases	39	77	116
Caseload, Enrollment Changes	<u>2,930</u>	<u>4,616</u>	<u>7,546</u>

<b><u>BASE LEVEL (for 1998 and 1999)</u></b>	<b>\$288,342</b>	<b>\$297,918</b>	<b>\$586,260</b>
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**AGENCY DECISION ITEMS**

Preservation of Corr. Svcs. - Comm. Svcs.	1,591	1,591	3,182
Preservation of Corr. Svcs. - Corr. Inst.	1,300	1,300	2,600
Preservation of Corr. Svcs. - Juv. Svcs.	108	108	216
Medical Director	165	165	330
Planning for Juvenile Services	367	367	734
Legal Settlement and Assessment Costs	300	300	600
Crime Victim & Prevention Services	198	198	396
Probation/Supervised Release Agents	300	530	830
Retirement Changes	163	208	371
County Probation Reimbursement	290	613	903
Residential Services	237	237	474
Intensive Supvd. Release Agents	150	150	300
CIP Agent	72	72	144
Facilities Planning and Inspection	123	83	206
Local Restorative Justice	-0-	120	120
Sentencing to Service Expansion	100	100	200
Community-Based Sex Offender Treatment	-0-	80	80
Work Release Expansion	<u>100</u>	<u>150</u>	<u>250</u>

<b><u>AGENCY PLAN (for 1998 and 1999)</u></b>	<b>\$293,906</b>	<b>\$304,290</b>	<b>\$598,196</b>
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**GOVERNOR'S INITIATIVES**

Facility Repair and Maintenance	400	400	800
Special Needs of Juveniles	800	900	1,700
Evaluation of MCF-RW's PREPARE Prog.	100	-0-	100
Wilderness Endeavors Program Building	320	-0-	320
Automated Victim Notification System	80	60	140
Juvenile Aftercare Services	130	130	260
Expand Fugitive Unit	225	225	450
Weekend Work Camp at Camp Ripley	400	600	1,000
Three-Week Camp at Camp Ripley	750	1,000	1,750
Vision Quest and Aftercare Prog.	500	500	1,000
Drug, Night, and Family Court	1,500	1,500	3,000
Innovation Grants			
Statewide Probation Caseload Reduction	<u>1,686</u>	<u>1,686</u>	<u>3,372</u>

<b><u>GOVERNOR'S RECOMMENDATIONS</u></b>	<b>\$300,797</b>	<b>\$311,291</b>	<b>\$612,088</b>
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**Brief Explanation of Agency Plan:**

- The plan calls for the preservation of correctional services in the amount of \$2,999,000 in both years of the biennium. This funding is essential to maintain the base operations of the correctional institutions, juvenile services and community services programs and to enhance public safety.
- The plan calls for the addition of a department medical director in the amount of \$165,000 in both years of the biennium.
- The plan calls for the establishment of a planning and coordinating unit for the delivery of juvenile services in the amount of \$367,000 in both years of the biennium.
- The plan includes \$300,000 in both years of the biennium to cover legal settlement and assessment costs incurred in the operation of the department.
- The plan includes \$198,000 in both years of the biennium to provide planning and support to the crime victim and prevention services program.
- The plan calls for the addition of five probation agents in F.Y. 1998 and four additional agents in F.Y. 1999 at a cost of \$300,000 in F.Y. 1998 and \$530,000 in F.Y. 1999.
- The plan includes changes in the correctional employees retirement plan in the amount of \$163,000 in F.Y. 1998 and \$208,000 in F.Y. 1999.

**Agency Budget Brief**

Agency: Corrections, Department of  
(Continuation)

**1998-99 Biennial Budget**

Fund: General

- The plan calls for additional county probation reimbursement funding of \$290,000 in F.Y. 1998 and \$613,000 in F.Y. 1999.
- The plan calls for additional residential programming in the amount of \$237,000 in both years of the biennium
- The plan calls for the addition of two intensive supervised release agents at a cost of \$150,000 in both years of the biennium.
- The plan calls for the addition of a Challenge Incarceration Program (CIP) agent at a cost of \$72,000 in both years of the biennium.
- The plan includes additional support for the facilities planning and inspection activity in the amount of \$123,000 in F.Y. 1998 and \$83,000 in F.Y. 1999.
- The plan includes funding to support local restorative justice efforts in the amount of \$120,000 in F.Y. 1999.
- The plan includes the addition of four Sentencing to Service crews in the amount of \$100,000 in both fiscal years of the biennium.
- The plan calls for additional community-based sex offender treatment funds in the amount of \$80,000 in F.Y. 1999.
- The plan includes the purchase of additional work release beds in the amount of \$100,000 in F.Y. 1998 and \$150,000 in F.Y. 1999.

**Revenue Summary:**

See separate page "Agency Level Revenue Summary".

**Affected Statutes:**

- M.S. 624.714, Subd. 13.
- M.S. 352.91.

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends additional funding of \$13,892,000 above the agency plan level, which includes the following items:

**The Governor's Anti-Crime Initiative:** This statewide initiative, which total \$58.2 million, includes \$9,720,000 for the Department of Corrections.

- Special Needs of Juveniles and Evaluation of PREPARE Program: \$1,800,000 to improve programs for juveniles at the Red Wing and Sauk Centre facilities and to evaluate the department's newly created PREPARE Program for serious/chronic youthful offenders.

- Wilderness Endeavors Program Building: \$320,000 to construct a new building to house the new Wilderness Endeavors program at Thistledeew Camp.
- Juvenile Aftercare Services: \$260,000 to improve aftercare services for juveniles released from juvenile correctional facilities.
- Weekend Work Camp at Camp Ripley: \$1,000,000 to implement a juvenile work camp program at Camp Ripley.
- Three-Week Camp at Camp Ripley: \$1,750,000 to implement a 3-week juvenile camp program at Camp Ripley.
- Vision Quest and Aftercare Program: \$1,000,000 for the implementation of a 3-month juvenile camp and aftercare program.
- Automated Victim Notification System: \$140,000 for an automated victim notification system.
- Drug, Night, and Family Courts: \$3,000,000 for the funding of innovation grants for drug, night, and family courts.
- Expand Fugitive Unit: \$450,000 to expand the fugitive unit.

**Repair and Maintenance of State Facilities:** This statewide initiative includes \$800,000 for the Department of Corrections for the repair and maintenance of state correctional facilities.

**Probation Caseload Reduction:** \$3,372,000 for probation caseload reduction.

## 1998-99 Biennial Budget

**AGENCY:** Corrections, Department of

### AGENCY DESCRIPTION:

The mission of the Minnesota Department of Corrections is to ensure that sanctions and services of the criminal justice system are designed and delivered to create a safer Minnesota. The department is authorized under M.S. 241.

To achieve this mission, the department currently operates 10 correctional facilities including 7 for adults (1 female and 6 male), 2 for juveniles, and 1 that serves both adults and juveniles. In addition, the department contracts for about 210 beds with a private prison and local jails. Adult prison populations currently total 5,082 inmates, and juvenile offenders total 210. The department is also responsible for nearly 15,000 adult and juvenile offenders on probation, supervised release and parole who are supervised by department agents. Through the state Community Corrections Act (CCA) the department also administers grant funds to units of local government for correctional services. Through grant funding provided by the department, programs serve battered women, victims of sexual assault, and general crime victims.

The department is organized into 5 programmatic divisions: correctional institutions; juvenile services; community services; crime victim and prevention services; and management services. Numerous volunteer citizen advisory groups play key roles in the department in areas such as victim services, community corrections, women offender issues and correctional industries.

The responsibilities of the department have grown significantly in recent years as offender populations have increased in volume and sentence lengths have increased substantially. These changes have greatly influenced department activities and resulted in prison bed expansion, additional agents for probation and supervised release, growth in the CCA subsidy, and the coordination of juvenile services.

### AGENCY ISSUES:

The following primary factors influence the department's operations and performance.

- **Agency changes.** With the appointment of a new commissioner of corrections in August, 1996, new policies and initiatives have been implemented. A new juvenile services division has been developed to coordinate juvenile activities within the department. A new planning and research unit will provide inmate population and trend analysis.
- **Increases in adult inmate population.** Because of increases in the adult male inmate population the department continues to add state prison beds and is in the process of constructing a new close custody facility. The adult female inmate population is also increasing.

Minnesota prisons are under control and must remain so. Many states operate prison systems that are unconstitutionally overcrowded and face federal court orders mandating expensive improvements or release of prisoners. In overcrowded, understaffed prisons, control of the institution is limited by an inability to adequately separate inmates and monitor their activities.

- **Juvenile population.** The juvenile population at Minnesota Correctional Facility(MCF)-Red Wing and MCF-Sauk Centre has averaged from 210 to 220. While the delinquent juvenile population cannot be forecast like the adults, the increase in the number of juveniles from age 10

through 17 in the general population might indicate an increase in juvenile delinquents. The new juvenile services division will plan and coordinate programming for juveniles.

- **Community corrections.** Minnesota's relatively low rate of incarceration when compared to other states is reflected in the correctional system's reliance on local sanctions. Community corrections programs in Minnesota provide a wide range of sentencing options. Examples include restitution, community service, diversion and jail/workhouse programs. Adequate community based supervision must be in place to assure that these sanctions are realized.

The Minnesota Community Corrections Act of 1973 authorizes the commissioner of corrections to award subsidy grants to a county or group of counties for the provision of local correctional services. The act is designed to encourage development of a local correctional system which includes sanctions for offenders and a variety of community programs. Thirty-one counties representing over 70% of the state's population participate in the CCA.

- Just as the state prison offender population has been increasing, so too, has the number of offenders on probation and supervised release. The department is continually challenged to maintain agents' caseloads at an appropriate level.
- The department's newly restructured crime victim and prevention services division includes the Victim Services Unit and the Community Preservation Unit. Its goal is to ensure a partnership with communities most impacted by crime and to administer victim service resources throughout the state.

### AGENCY STRATEGIES:

The agency budget plan is constructed to achieve the following program outcomes:

- to provide a safe, secure and humane environment for offenders committed to the commissioner of corrections,
- to provide a safe, secure and humane environment for staff,
- to create an environment conducive to rehabilitation for those offenders inclined to want to make change in their lives,
- to hold offenders accountable through supervision and surveillance,
- to assist offenders in the development of skills necessary to function in the community,
- to assist local units of government with the responsible use of state subsidy funds and the responsible delivery of correctional services in the community,
- to provide program services for female offenders, due process for inmates and grants administration for victims.

Correctional strategies focus on planning, policy development, restorative justice and working with other public and private organizations on correctional issues.

Planning is provided by the newly created planning and research unit, and includes assessing offender population trends and other areas impacting the correctional services provided by the department.

Policy development provides direction, consistency and effectiveness within the department.

## 1998-99 Biennial Budget

### AGENCY: Corrections, Department of (Continuation)

Restorative justice defines the response to crime and requires offender accountability and community involvement.

Working with others includes counties, private, non-profit agencies providing correctional services or victim services, communities and the many volunteers who serve on task forces.

The department's program and administrative base budgets are essential to maintain the ongoing functions as prescribed by statute. Funding increases through the annualization of programs started but not fully funded maintain basic services and caseload changes provide resources to deal with offender population increases. The 1998-99 compensation inflation at 2.5% each year is essential to maintain operations of the department and is included in each budget activity.

#### REVENUE SUMMARY:

The department's operations are primarily funded through general fund appropriations except for Thistledeew Camp which operates on reimbursements of per diems from counties and school districts. The department's limited miscellaneous receipts are generally based on cost recovery. The department houses up to 30 federal inmates at MCF-Oak Park Heights and Sentencing to Service receives county match funds for its programs. Special revenue accounts for 2% of the total budget.

The industry work program or MINNCOR is expected to generate between \$15.8 million and \$17.2 million, which is less than 5% of the department's operating budget, from the sale of goods produced by inmates participating in the program with receipts dedicated to supporting the program.

Federal funds provide only 3% of the department's budget. A new federal grant from the violent offender incarceration program in the amount of \$4.2 million over a 3-year period will provide for state prison and local jail bed expansion.

In accordance with statute, the department collects approximately \$5 million annually in non-dedicated receipts from Community Corrections Act counties utilizing the department's juvenile facilities. The department also collects approximately \$1.8 million of non-dedicated receipts per year, reflecting county reimbursement of juvenile probation and parole services provided by the state to contracting counties.

#### SUMMARY OF BUDGET REQUEST:

The agency budget plan includes funding for the following:

- for the maintenance of operations through the preservation of correctional services for correctional institutions, juvenile services and community services;
- for a medical director position for inmate health care;
- for juvenile services division staff;
- for legal settlement and assessment costs incurred by the department;

- for community preservation unit staff;
- for probation and supervised release agents;
- for corrections early retirement coverage changes;
- for county probation reimbursement to maintain 50% reimbursement;
- to increase community residential services for offenders in the community;
- to add intensive supervised release agents;
- for an additional challenge incarceration agent;
- to continue the children's mental health integrated services, clerical support and travel, and one-time funding for juvenile facility rulemaking under the facilities planning and inspection activity;
- to add a local restorative justice matching program to increase the number of programs in the community;
- to expand the Sentencing to Service program;
- to expand community-based sex offender programming; and
- to expand work release beds.

#### GOVERNOR'S RECOMMENDATION:

The Governor recommends an alternative funding level of \$612,088,000 for the biennium from the General Fund, which incorporates initiatives for the following purposes:

**Institutions:** \$800,000 for the repair and maintenance of state correctional facilities and \$450,000 to expand the fugitive unit proposed in the Governor's Anti-Crime initiative.

**Juvenile Services:** \$6,130,000 for items proposed in the Governor's Anti-Crime initiative, which include improving programs for juveniles in state facilities, providing aftercare services for juveniles released from those facilities, establishing a weekend work camp and a three-week juvenile camp program at Camp Ripley, adding a facility for the Wilderness Endeavors program at Thistledeew Camp, and evaluating the newly created PREPARE program for serious/chronic youthful offenders.

**Community Services:** \$3,372,000 for probation caseload reduction and \$3,000,000 for drug, night, and family court innovation grants proposed in the Governor's Anti-Crime initiative.

**Crime Victim and Prevention Services:** \$140,000 for an automated victim notification system proposed in the Governor's Anti-Crime initiative.

The Governor's Anti-Crime initiative, which totals \$58.2 million statewide, includes \$9,720,000 for the Department of Corrections. The other agencies funded in that initiative are the departments of Public Safety, Military Affairs, and Children, Families and Learning, and the Office of Planning.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT

PROGRAM RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
CORRECTIONAL INSTITUTIONS	189,585	218,971	218,681	220,309	220,934	228,728	230,401	231,026
JUVENILE SERVICES	18,143	20,393	19,865	20,340	23,340	20,404	20,879	24,009
COMMUNITY SERVICES	65,322	83,246	75,075	78,038	81,224	75,439	79,165	82,351
CRIME VICTIM & PREVENTION SVCS	12,414	14,274	16,320	16,518	16,598	17,219	17,417	17,477
MANAGEMENT SERVICES	7,308	9,990	10,666	10,966	10,966	10,854	11,154	11,154
TOTAL EXPENDITURES BY PROGRAM	292,772	346,874	340,607	346,171	353,062	352,644	359,016	366,017
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	253,622	298,560	288,342	293,906	300,797	297,918	304,290	311,291
STATUTORY APPROPRIATIONS:								
GENERAL	26	103	92	92	92	92	92	92
SPECIAL REVENUE	7,076	9,886	9,100	9,100	9,100	9,292	9,292	9,292
FEDERAL	3,393	6,743	9,632	9,632	9,632	10,401	10,401	10,401
AGENCY	16,449	17,139	17,650	17,650	17,650	17,650	17,650	17,650
GIFT	92	85	33	33	33	33	33	33
CORRECTIONAL INDUSTRIES	12,114	14,358	15,758	15,758	15,758	17,258	17,258	17,258
TOTAL EXPENDITURES	292,772	346,874	340,607	346,171	353,062	352,644	359,016	366,017
FTE BY EMPLOYMENT TYPE:								
REGULAR	3,296.3	3,538.2	3,574.5	3,594.9	3,618.9	3,574.0	3,601.9	3,625.9
TEMP/SEAS/PART_TIME	22.4	22.2	22.2	22.2	22.2	22.2	22.2	22.2
OVERTIME	63.4	61.5	61.5	61.5	61.5	61.5	61.5	61.5
TOTAL FTE	3,382.1	3,621.9	3,658.2	3,678.6	3,702.6	3,657.7	3,685.6	3,709.6



## 1998-99 Biennial Budget Agency Level Revenue Summary

Agency: Corrections, Department of

### DECISION ITEMS:

Not applicable.

### 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 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 Cambridge Deposit Fund and are estimated to be \$6.8 million for F.Y. 1997.

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 \$6.5 million and \$14.2 million respectively in F.Y. 1997.

The department actively seeks grants from the federal government and as a result was awarded 19 separate grants in F.Y. 1997 totaling \$6.6 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 21 product lines.

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. MCF-Red Wing and MCF-Sauk Centre provide juvenile detention and pre-disposition evaluation services to meet county needs.

### RECENT CHANGES:

The prices charged for MINNCOR products and services are based on market demand and change rapidly.

### FORECAST BASIS:

The department is anticipating a 46% increase in F.Y. 1998 and F.Y. 1999 over F.Y. 1997 in federal grant revenue due to the anticipated increases in funding for victim services, education, and maximum security prison construction.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT

			FY 1998			FY 1999		
		Est.						
SUMMARY OF AGENCY REVENUES	FY 1996	FY 1997	Forecast	Agency Plan	Governor Recomm.	Forecast	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
NON-DEDICATED REVENUE:								
-----								
DEPARTMENTAL EARNINGS:								
CAMBRIDGE DEPOSIT FUND	6,594	6,820	6,820	6,820	6,820	6,820	6,820	6,820
OTHER REVENUES:								
GENERAL	38							
TAXES:								
GENERAL	238							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL NON-DEDICATED RECEIPTS	6,870	6,820	6,820	6,820	6,820	6,820	6,820	6,820
DEDICATED RECEIPTS:								
-----								
DEPARTMENTAL EARNINGS:								
SPECIAL REVENUE	6,428	6,548	7,129	7,129	7,129	7,431	7,431	7,431
CORRECTIONAL INDUSTRIES	11,709	14,211	15,615	15,615	15,615	17,115	17,115	17,115
GRANTS:								
GENERAL	86	92	92	92	92	92	92	92
FEDERAL	3,367	6,599	9,622	9,622	9,622	10,401	10,401	10,401
GIFT	60							
OTHER REVENUES:								
SPECIAL REVENUE	2,612	2,274	2,274	2,274	2,274	2,274	2,274	2,274
AGENCY	11,326	11,820	12,705	12,705	12,705	12,705	12,705	12,705
GIFT	26	33	33	33	33	33	33	33
CORRECTIONAL INDUSTRIES	141	143	143	143	143	143	143	143
OTHER SOURCES:								
AGENCY	5,577	5,217	5,320	5,320	5,320	5,320	5,320	5,320
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL DEDICATED RECEIPTS	41,332	46,937	52,933	52,933	52,933	55,514	55,514	55,514
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY TOTAL REVENUES	48,202	53,757	59,753	59,753	59,753	62,334	62,334	62,334

**1998-99 Biennial Budget  
Federal Funds Summary  
(\$ in Thousands)**

**Agency:** Corrections, Department of

**DESCRIPTION:**

Federal funds comprise approximately 3% of the department's budget. Program areas with considerable federal funding include child nutrition, education and victim services. Federal receipts are projected to be level except for Violent Offender Incarceration and some victims programs. The Violent Offender Incarceration grant provides funding to increase the capacity to house violent offenders through remodeling or construction of prison space. Additional funding may be available in future years but has not been appropriated yet. Victims of Crime Act grants are funded from criminal fines at the federal level. Large increases are available in F.Y. 1998, but it is not known whether that level will continue. STOP Violence Against Women grant is expected to increase significantly.

**1998-99 Biennial Budget  
Federal Funds Summary  
(\$ in Thousands)**

Agency: Corrections, Department of

Federal Program	Related State Spending	Primary Purpose	SFY 1996 Revenues	SFY 1997 Revenues	Estimated SFY 1998 Revenues	Estimated SFY 1999 Revenues
10.553 Child Nutrition	Yes	SO	528	518	511	511
16.540 Juvenile Justice	Yes	GPS	10	10	10	10
16.572 Criminal Alien Assistance	Yes	SO	291	291	291	291
16.575 Victims of Crime Act	Yes	GPS	1,351	2,207	3,101	3,730
16.579 Narc. Control/Parenting with Pride	Yes	SO	6	29	58	29
16.582 Victims - Discretionary	Yes	GPS	20	20	20	20
16.586 Violent Offender Incarceration*	Yes	SO	-0-	1,248	1,496	1,497
16.588 STOP Violence Against Women	Yes	GPS	-0-	402	2,092	2,315
16.593 Residential Substance Abuse	Yes	SO	-0-	191	191	191
84.002 Adult Basic Education	Yes	SO	170	196	196	196
84.009 & 84.027 Special Education	Yes	SO	17	37	37	37
84.013 Title I Negl. & Delinquent	Yes	SO	199	185	190	191
84.034 Institution Libraries	Yes	SO	19	-0-	19	19
84.048 Vocational Education - Perkins	Yes	GPS	143	142	143	143
84.255 Literacy - Adults	Yes	GPS	113	152	102	26
93.118 AIDS Activity	Yes	SO	-0-	24	24	24
93.671 Family Violence	Yes	GPS	379	606	620	650
93.991 Preventive Health	Yes	GPS	121	341	521	521
<b>Agency Total</b>	<b>n/a</b>	<b>n/a</b>	<b>3,367</b>	<b>6,599</b>	<b>9,622</b>	<b>10,401</b>

**Key:**

SO - State Operations

GPS - Grants to Political Subdivisions

GI - Grants to Individuals

\*Programs with new funding pending legislative approval.

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## 1998-99 Biennial Budget

**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

### PROGRAM DESCRIPTION:

The Correctional Institutions program includes the operation of 7 adult correctional facilities plus the department-wide coordination and supervision of institution health care, chemical dependency programming, education, industry and other support services. The facilities serve a dual purpose - to protect the community by incarceration of the offender and to provide industrial, vocational, academic and therapeutic opportunities for inmates that maximizes the probability that they will return to the community as law-abiding citizens. The mission of the institutions is to provide a safe, secure and humane environment for inmates and staff while offering various programs to inmates.

Program activities are highlighted below:

- Minnesota Correctional Facility (MCF)-Faribault opened in F.Y. 1990 and shares the campus at the Faribault Regional Center. It is for adult males in medium security and provides an opportunity for inmates to participate in chemical dependency, education and work programs.
- MCF-Lino Lakes is for adult male offenders in medium security and provides opportunities for inmates to participate in chemical dependency and sex offender programming and work programs.
- MCF-Shakopee is for adult female offenders and offers activities in education, vocational education, specialized programming such as chemical dependency, parenting, independent living skills, battered women's groups, recreation, work release and industry programs.
- MCF-Willow River houses adult male offenders in a minimum security program called the Challenge Program which is a 6-month program for up to 72 male and female offenders.
- MCF-Moose Lake is currently in the process of converting the Moose Lake Regional Center into a medium security facility for adult male offenders. Programming includes vocational and academic education, work and sex offender programming.
- MCF-Stillwater is a close security facility which provides academic, vocational, chemical dependency and sex offender programs and work opportunities for inmates. Stillwater is the state's largest correctional facility and houses convicted male felons age 25 and older.
- MCF-St. Cloud is a close security facility which houses adult male felons under the age of 25. Programming includes academic, vocational, chemical dependency, individual, group and job counseling, and work programs. With younger adult males, the emphasis is on education, especially vocational education, chemical dependency and sex offender programs.
- MCF-Oak Park Heights is the state's maximum security facility and is designed to receive inmates transferred from the St. Cloud and Stillwater facilities. Inmates at MCF-Oak Park Heights are classified as maximum custody or risks to the public including those convicted of serious person offenses, high escape risks and dangerous and disruptive management problems from other institutions. It offers programs to inmates with an emphasis on education and work.

- Institution Support Services coordinates health care, education, inmate transportation, facility planning and development, and accreditation activities to ensure that adequate services are provided efficiently at each institution. The Office of Special Investigations is the department's liaison with enforcement entities in investigation and apprehension matters.
- While industry work or MINNCOR is accounted for in the Institution Support Services activity, it is a separate program headed by a chief executive officer. MINNCOR was organized in 1994 and centralized to operate more efficiently.

### PROGRAM STATUS:

Correctional Institutions is a reorganized division which now includes adult correctional facilities only and related support services as well as the industry work program. The 3 juvenile facilities have been placed in the Juvenile Service Division. This allows the department to focus separately on planning and programming for adults and juveniles.

This budget is based on draft 1996 population projections prepared by the Department of Corrections and the Minnesota Sentencing Guidelines Commission. The new adult male projections are 200 to 300 lower than the December, 1995, projections. The new adult female population projections continue to show an increase.

The draft 1996 population projections used in the preparation of this budget document only include adjustments which are described below. The draft 1996 population projections are used instead of the finalized 1995 population projections, due to significant changes that occurred. Once all the adjustments are made, the finalized 1996 population projections will be released in the middle of January, 1997.

While there are several factors that account for the differences in the 2 population projections, there are specifically 2 main factors that account for the majority of the change. The first are legislative changes that occurred during the 1996 legislature. While some increased the population, the overall impact was a decrease. The most significant change was the combining of theft and theft related offense in the sentencing guideline grid.

The other main factor in the reduction of the population projections is the result of fewer than anticipated Extended Juvenile Jurisdiction (EJJ) offenders. The draft 1996 population projections takes into account these differences.

### PLANNED RESULTS:

The agency budget plan supports the department goals as stated in the 1996 Performance Report. The budget plan also deals with the division program drivers which include prison population growth at the adult facilities and inmate programming to keep inmates busy and to create opportunities to change for those offenders who are inclined to make changes.

### BUDGET AND REVENUE SUMMARY:

A summary of the agency plan is as follows:

- Annualization of programs and beds coming on-line at Brainerd, Moose Lake, and Red Wing. An early retirement incentive that was legislatively authorized in 1996 is also annualized. Annualization totals \$6,713,000 the first year and \$10,509,000 the second year and is shown as a base adjustment in the budget.

1998-99 Biennial Budget

**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of  
(Continuation)

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- A caseload adjustment for contract beds and for Shakopee beds is included for \$2,930,000 the first year and \$4,616,000 the second year. This is also included as an allowable base adjustment.
- The preservation of correctional services for the maintenance of operations for Correctional Institutions totals \$1.3 million each year of the biennium.
- A medical director position and support costs at \$165,000 each year to be responsible for the inmate health care delivery system.
- Corrections early retirement coverage changes total \$163,000 the first year and \$208,000 the second year of the biennium.

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends that \$1,250,000 be added to the agency plan for the biennium, which incorporates initiatives for the following purposes:

**Facility Repair and Maintenance:** \$800,000 for the repair and maintenance of state correctional facilities. This is part of a multi-agency initiative to reduce statewide deferred maintenance needs and protect the public investment in these existing facilities.

**Expand Fugitive Unit:** \$450,000 to expand the fugitive unit as part of the Governor's Anti-Crime initiative.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS

ACTIVITY RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
MCF-FARIBAULT	24,040	28,474	28,491	28,676	28,676	28,849	29,034	29,034
MCF-LINO LAKES	25,733	32,925	32,693	32,910	32,910	33,297	33,514	33,514
MCF-SHAKOPEE	10,012	11,264	11,884	11,961	11,961	12,192	12,269	12,269
MCF-WILLOW RIVER	2,286	3,100	3,129	3,152	3,152	3,175	3,198	3,198
MCF-MOOSE LAKE	15,179	17,798	21,087	21,203	21,203	21,432	21,548	21,548
MCF-STILLWATER	36,043	37,100	36,730	36,967	36,967	37,336	37,573	37,573
MCF-ST CLOUD	26,283	27,551	26,035	26,210	26,210	26,539	26,714	26,714
MCF-OAK PARK	17,876	18,722	18,121	18,250	18,250	18,481	18,610	18,610
MCF-BRAINERD			2,226	2,226	2,226	5,870	5,870	5,870
HEALTH CARE	10,392	9,976	8,681	8,916	8,916	8,681	8,916	8,916
EDUCATION	394	505	498	501	501	498	501	501
INSTITUTION SUPPORT SERV	21,347	31,556	29,106	29,337	29,962	32,378	32,654	33,279
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES BY ACTIVITY	189,585	218,971	218,681	220,309	220,934	228,728	230,401	231,026
=====			=====			=====		
AGENCY PLAN ITEMS:		FUND						
-----								
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		1,300			1,300	
MEDICAL DIRECTOR		GEN		165			165	
RETIREMENT CHANGES		GEN		163			208	
=====			=====			=====		
TOTAL AGENCY PLAN ITEMS				1,628			1,673	
=====			=====			=====		
GOV'S INITIATIVES:		FUND						
-----								
(P) FACILITY REPAIR AND MAINTENANCE		GEN			400			400
(P) EXPAND FUGITIVE UNIT		GEN			225			225
=====			=====			=====		
TOTAL GOV'S INITIATIVES					625			625
=====			=====			=====		
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	158,522	181,346	180,967	182,595	183,220	189,635	191,308	191,933
STATUTORY APPROPRIATIONS:								
GENERAL		57	57	57	57	57	57	57
SPECIAL REVENUE	2,148	4,417	2,448	2,448	2,448	2,441	2,441	2,441
FEDERAL	1,036	2,417	2,605	2,605	2,605	2,491	2,491	2,491



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS

			FY 1998			FY 1999		
		Est.	Base	Agency	Governor	Base	Agency	Governor
ACTIVITY RESOURCE ALLOCATION:	FY 1996	FY 1997	Level	Plan	Recomm.	Level	Plan	Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY	15,742	16,311	16,822	16,822	16,822	16,822	16,822	16,822
GIFT	23	65	24	24	24	24	24	24
CORRECTIONAL INDUSTRIES	12,114	14,358	15,758	15,758	15,758	17,258	17,258	17,258
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	189,585	218,971	218,681	220,309	220,934	228,728	230,401	231,026
FTE BY EMPLOYMENT TYPE:								
=====								
REGULAR	2,611.7	2,771.4	2,812.9	2,813.9	2,817.9	2,813.9	2,814.9	2,818.9
TEMP/SEAS/PART_TIME	15.9	18.5	18.5	18.5	18.5	18.5	18.5	18.5
OVERTIME	54.7	52.9	52.9	52.9	52.9	52.9	52.9	52.9
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	2,682.3	2,842.8	2,884.3	2,885.3	2,889.3	2,885.3	2,886.3	2,890.3

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## 1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Faribault  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

### ACTIVITY DESCRIPTION:

Minnesota Correctional Facility-Faribault is a medium security facility for adult male felons transferred from other medium, close or maximum security Minnesota correctional facilities. Inmates at this institution are generally within the last 10 - 30 months of completing their sentence; however, appropriate longer term inmates are also incarcerated at this facility.

The purpose of this facility is to protect the public while maintaining a safe, secure, humane, environment for adult male offenders, within which they have an opportunity to work, learn, and prepare themselves for life back in the community. Faribault provides a program where the expectations for inmate behavior and responsibilities are patterned as closely as possible to life in the community while maintaining adequate security to assure protection of the public. Emphasis is on employment and education. Each inmate must be productive by participating in an 8-hour day, 5-day a week program, either in industry, education, or by performing essential institution support services.

This facility also operates a geriatric unit that houses up to 65 inmates.

### ACTIVITY MEASURES:

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	1,720	1,780	1,780	1,780
Average daily population	804	832	832	832
Average daily cost	\$67.38	\$77.70	\$80.41	\$81.85

### BUDGET ISSUES:

The agency budget plan provides for continuation of the facility at the same level with the preservation of correctional services for the maintenance of operations. It also includes annualizing the early retirement incentive authorized in 1996.

### REVENUE:

This activity generates dedicated special revenue from employee meal receipts, from a shared services agreement with the Faribault Regional Center, and from the sale of student projects in the Educational Vocational programs. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

### GRANTS:

Payments to individuals consist of inmate wages and inmate banking activity. Local assistance is a federal grant to the Correctional Education Association to conduct a study on the effects of education on recidivism rates.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-FARIBAULT

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	14,226	16,650	17,091	17,276	17,276	17,527	17,712	17,712
OPERATING EXPENSES	7,184	9,084	8,618	8,618	8,618	8,616	8,616	8,616
SUBTOTAL STATE OPERATIONS	21,410	25,734	25,709	25,894	25,894	26,143	26,328	26,328
PAYMENTS TO INDIVIDUALS	2,630	2,679	2,679	2,679	2,679	2,679	2,679	2,679
LOCAL ASSISTANCE		61	103	103	103	27	27	27
TOTAL EXPENDITURES	24,040	28,474	28,491	28,676	28,676	28,849	29,034	29,034
AGENCY PLAN ITEMS:		FUND						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		185			185	
TOTAL AGENCY PLAN ITEMS				185			185	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	20,429	23,998	24,499	24,684	24,684	24,935	25,120	25,120
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	510	1,119	697	697	697	695	695	695
FEDERAL	216	265	203	203	203	127	127	127
AGENCY	2,885	3,089	3,089	3,089	3,089	3,089	3,089	3,089
GIFT		3	3	3	3	3	3	3
TOTAL EXPENDITURES	24,040	28,474	28,491	28,676	28,676	28,849	29,034	29,034
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE	766	697	697	697	697	695	695	695
FEDERAL	113	152	102	102	102	26	26	26

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-FARIBAULT

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY	3,060	3,089	3,089	3,089	3,089	3,089	3,089	3,089
GIFT		3	3	3	3	3	3	3
NONDEDICATED:								
GENERAL	33							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	3,972	3,941	3,891	3,891	3,891	3,813	3,813	3,813
FTE BY EMPLOYMENT TYPE:								
=====								
REGULAR	321.7	361.8	366.4	366.4	366.4	366.4	366.4	366.4
TEMP/SEAS/PART_TIME	.6	.6	.6	.6	.6	.6	.6	.6
OVERTIME	8.8	8.8	8.8	8.8	8.8	8.8	8.8	8.8
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	331.1	371.2	375.8	375.8	375.8	375.8	375.8	375.8

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1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Lino Lakes  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity. Local assistance is given via a grant which provides bus transportation to and from the facility for inmate family members.

**ACTIVITY DESCRIPTION:**

Minnesota Correctional Facility-Lino Lakes is a medium security facility for adult male felons transferred from other medium, close or maximum security Minnesota correctional facilities. The facility 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. The facility became an admitting facility in 1993 for offenders who violated technical rules of their release agreement and in 1994 for offenders who have a pronounced term of imprisonment of 12 months or less and all probation violators.

To meet the growing demand for more therapeutic programming for offenders, the department constructed a 232-bed chemical dependency living unit which will make the facility 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 private industry program employs inmates in an educational/work program. A 42-bed segregation unit was constructed in the former industry building which will eliminate the transporting of inmates to segregation units in other facilities.

These changes have increased the capacity of this facility from 480 inmates at the beginning of 1994-1995 biennium to the current capacity of 959 and make Lino Lakes the second largest correctional facility in Minnesota. In addition, Lino Lakes operates a 30-bed work release unit on campus.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	3,200	4,000	4,300	4,300
Average daily population	699	902	959	959
Average daily cost	\$86.86	\$87.65	\$82.75	\$84.47

**BUDGET ISSUES:**

The agency budget plan reflects a concerted effort to operate this facility as efficiently as possible. The agency budget plan provides funding for maintenance of operations through the preservation of correctional services. It also includes annualizing the early retirement incentive authorized in 1996.

**REVENUE:**

This activity generates dedicated special revenue from Anoka County reimbursements, employee meal receipts and work release receipts. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-LINO LAKES

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	17,597	23,030	23,552	23,769	23,769	24,163	24,380	24,380
OPERATING EXPENSES	5,794	7,202	6,451	6,451	6,451	6,444	6,444	6,444
CAPITAL OUTLAY	199							
SUBTOTAL STATE OPERATIONS	23,590	30,232	30,003	30,220	30,220	30,607	30,824	30,824
PAYMENTS TO INDIVIDUALS	2,141	2,690	2,687	2,687	2,687	2,687	2,687	2,687
LOCAL ASSISTANCE	2	3	3	3	3	3	3	3
TOTAL EXPENDITURES	25,733	32,925	32,693	32,910	32,910	33,297	33,514	33,514
AGENCY PLAN ITEMS:		FUND						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		217			217	
TOTAL AGENCY PLAN ITEMS				217			217	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	22,735	29,090	28,958	29,175	29,175	29,562	29,779	29,779
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	333	918	818	818	818	818	818	818
FEDERAL	24	24	24	24	24	24	24	24
AGENCY	2,641	2,884	2,884	2,884	2,884	2,884	2,884	2,884
GIFT		94	9	9	9	9	9	9
TOTAL EXPENDITURES	25,733	32,925	32,693	32,910	32,910	33,297	33,514	33,514
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE	753	818	818	818	818	818	818	818



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-LINO LAKES

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
AGENCY	2,709	2,883	2,883	2,883	2,883	2,883	2,883	2,883
GIFT		9	9	9	9	9	9	9
NONDEDICATED:								
GENERAL	19							
TOTAL REVENUES COLLECTED	3,481	3,710	3,710	3,710	3,710	3,710	3,710	3,710
FTE BY EMPLOYMENT TYPE:								
REGULAR	420.5	523.8	530.6	530.6	530.6	530.6	530.6	530.6
TEMP/SEAS/PART_TIME	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8
OVERTIME	7.9	7.9	7.9	7.9	7.9	7.9	7.9	7.9
TOTAL FTE	430.2	533.5	540.3	540.3	540.3	540.3	540.3	540.3

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1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Shakopee  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

Minnesota Correctional Facility-Shakopee provides 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 inmates. The facility houses adult women felons convicted by the courts and sentenced to more than 1 year. Offender characteristics show that 90-95% of the inmates have chemical abuse issues, 58% have dependent children, and 72% are under the age of 35.

Institution activities include academic education, vocational education, specialized programming and work programs. Academic education includes a variety of programs such as adult basic education and literacy instruction. Vocational programs include electronic office skills, horticulture, and building construction technology. Extensive specialized programming is offered in chemical dependency, parenting/family issues, personal development skills, battered women's groups, HIV/AIDS education, critical thinking skills, anger management, victim empathy, work release, pre-release, and off-grounds training. Work programs include data entry, assembly, textiles, market research, computer-aided design, food service and building maintenance.

Emphasis is placed on parenting, education and relapse prevention services through the institution's parenting/family program, the education program and the chemical health program. The primary focus of the parenting/family program is to help inmate mothers restructure and preserve the family unit during their incarceration, while at the same time providing them with some background in parenting skills. Providing new skills and opportunities for increased interaction with their children is intended to ease reentry into the family upon release. The education program is designed to serve the educational needs of the inmate population by offering a variety of services including individualized, open entry/open exit programs, usage of available community resources and appropriate materials and technology to enhance skills for reintegration into the community. In the relapse prevention program women review their motivations in recovery and their power of choice in preparation for release.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	462	529	594	605
Average daily population	207	237	266	271
Average daily cost	\$119.63	\$116.83	\$112.08	\$113.42

**BUDGET ISSUES:**

The agency budget plan provides for the maintenance of operations through the preservation of correctional services. It also includes a caseload increase for 29 beds the first year and 34 beds the second year due to the projected population increase along with annualizing the early retirement incentive authorized in 1996.

**REVENUE:**

This activity generates dedicated special revenue from employee meal receipts and other minor miscellaneous receipts. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

**GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-SHAKOPEE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	7,330	7,998	8,561	8,638	8,638	8,839	8,916	8,916
OPERATING EXPENSES	1,984	2,542	2,644	2,644	2,644	2,674	2,674	2,674
CAPITAL OUTLAY	1							
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	9,315	10,540	11,205	11,282	11,282	11,513	11,590	11,590
PAYMENTS TO INDIVIDUALS	697	724	679	679	679	679	679	679
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	10,012	11,264	11,884	11,961	11,961	12,192	12,269	12,269
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		77			77	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				77			77	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	9,085	10,207	10,879	10,956	10,956	11,216	11,293	11,293
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	120	193	137	137	137	137	137	137
FEDERAL	20	36	65	65	65	36	36	36
AGENCY	786	820	795	795	795	795	795	795
GIFT	1	8	8	8	8	8	8	8
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	10,012	11,264	11,884	11,961	11,961	12,192	12,269	12,269
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
GENERAL	1							
SPECIAL REVENUE	152	134	134	134	134	134	134	134

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-SHAKOPEE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FEDERAL		29	58	58	58	29	29	29
AGENCY	793	795	795	795	795	795	795	795
GIFT	7	8	8	8	8	8	8	8
NONDEDICATED:								
GENERAL	8							
TOTAL REVENUES COLLECTED	961	966	995	995	995	966	966	966
FTE BY EMPLOYMENT TYPE:								
REGULAR	171.2	174.7	182.0	182.0	182.0	183.0	183.0	183.0
TEMP/SEAS/PART_TIME	.4	.4	.4	.4	.4	.4	.4	.4
OVERTIME	3.4	3.4	3.4	3.4	3.4	3.4	3.4	3.4
TOTAL FTE	175.0	178.5	185.8	185.8	185.8	186.8	186.8	186.8

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## 1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Willow River  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

### ACTIVITY DESCRIPTION:

The Minnesota Correctional Facility-Willow River (MCF-WR) operates the Challenge Incarceration Program which is a very intensive, highly structured, and disciplined program for non-violent, chemically dependent or chemically abusive inmates. 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, academic and cognitive skills training, this program is structured to promote the offender's self-worth, self-discipline and develop positive work habits. This program has a rigorous physical training component.

The maximum capacity of this program is 72: 64 men and 8 women. The inmates participate in Phase 1 incarceration at MCF-WR for 6 months followed by Phase 2 of the program which is very intensive supervision in the community for 6 months.

This facility shares a chief executive officer with Minnesota Correctional Facility-Moose Lake.

### ACTIVITY MEASURES:

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	123	233	233	233
Average daily population	38	72	72	72
Average daily cost	\$145.35	\$109.89	\$111.45	\$113.28

### BUDGET ISSUES:

The Challenge Incarceration Program has a maximum capacity of 72. So far, this facility has not been able to meet their maximum capacity due to the restrictiveness of the selection process. However, legislative changes in criteria have resulted in a rise in population and the potential to fill this program to capacity. This program is committed to succeed and offers excellent values for the offenders to use when released into society.

The agency budget plan provides for the maintenance of operations through the preservation of correctional services. It also includes annualizing the early retirement incentive authorized in 1996.

### REVENUE:

This activity generates dedicated special revenue from employee meals. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

### GRANTS:

Payments to individuals consist of inmate wages and inmate banking activity.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-WILLOW RIVER

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	1,676	1,808	1,830	1,853	1,853	1,878	1,901	1,901
OPERATING EXPENSES	526	1,187	1,184	1,184	1,184	1,182	1,182	1,182
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	2,202	2,995	3,014	3,037	3,037	3,060	3,083	3,083
PAYMENTS TO INDIVIDUALS	84	105	115	115	115	115	115	115
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	2,286	3,100	3,129	3,152	3,152	3,175	3,198	3,198
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		23			23	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				23			23	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	2,205	3,026	3,044	3,067	3,067	3,092	3,115	3,115
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	7	7	7	7	7	7	7	7
FEDERAL	11	14	13	13	13	11	11	11
AGENCY	63	53	65	65	65	65	65	65
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	2,286	3,100	3,129	3,152	3,152	3,175	3,198	3,198
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	7	7	7	7	7	7	7	7
AGENCY	69	62	94	94	94	94	94	94
NONDEDICATED:								
GENERAL	1							



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-WILLOW RIVER

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	77	69	101	101	101	101	101	101
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	38.3	39.3	39.3	39.3	39.3	39.3	39.3	39.3
OVERTIME	.9	.9	.9	.9	.9	.9	.9	.9
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	39.2	40.2	40.2	40.2	40.2	40.2	40.2	40.2

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**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Moose Lake  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity. Local assistance is given via a grant which provides bus transportation to and from the facility for inmate family members.

**ACTIVITY DESCRIPTION:**

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

The total capacity of the medium security units will reach 644 by the end of F.Y. 1997. The medium security offenders participate in vocational programming (building maintenance and care, horticulture and barbering), the industry program (MINNCOR) areas (print shop, garment making, baits, and wood shop) or are placed in support services including food service, and yard/work crews.

This correctional facility is focused on creating an environment where inmates who want to change, can change. When inmates return to the community with increased academic and vocational skills, they are in a better position to achieve a self-sufficient productive lifestyle, thereby helping to make communities safer.

This facility shares a chief executive officer with MCF-Willow River.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	886	1,170	1,713	1,713
Average daily population	333	440	644	644
Average daily cost	\$112.44	\$100.39	\$81.99	\$83.49

**BUDGET ISSUES:**

The Moose Lake facility will take on a new dimension during the course of the next biennium. The facility that formerly housed both adult male medium and minimum security offenders has now become a medium security facility and will be at capacity by the end of F.Y. 1997. The agency budget plan calls for annualizing operating costs for the next biennium and for maintenance of operations through the preservation of correctional services. It also includes annualizing the early retirement incentive authorized in 1996.

**REVENUE:**

This activity generates dedicated special revenue from employee meals, vocational programs, and shared services with the Department of Human Services. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-MOOSE LAKE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	10,348	11,657	13,933	14,049	14,049	14,308	14,424	14,424
OPERATING EXPENSES	3,786	4,874	5,259	5,259	5,259	5,229	5,229	5,229
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	14,134	16,531	19,192	19,308	19,308	19,537	19,653	19,653
PAYMENTS TO INDIVIDUALS	1,042	1,264	1,892	1,892	1,892	1,892	1,892	1,892
LOCAL ASSISTANCE	3	3	3	3	3	3	3	3
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	15,179	17,798	21,087	21,203	21,203	21,432	21,548	21,548
=====								
AGENCY PLAN ITEMS:								
-----								
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		116			116	
=====				=====			=====	
TOTAL AGENCY PLAN ITEMS				116			116	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	13,957	16,237	19,405	19,521	19,521	19,758	19,874	19,874
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	90	231	58	58	58	58	58	58
FEDERAL	66	58	37	37	37	29	29	29
AGENCY	1,066	1,272	1,587	1,587	1,587	1,587	1,587	1,587
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	15,179	17,798	21,087	21,203	21,203	21,432	21,548	21,548
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	83	56	56	56	56	56	56	56
FEDERAL	21	10						
AGENCY	1,185	1,230	1,976	1,976	1,976	1,976	1,976	1,976

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-MOOSE LAKE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
NONDEDICATED:								
GENERAL	18							
TOTAL REVENUES COLLECTED	1,307	1,296	2,032	2,032	2,032	2,032	2,032	2,032
FTE BY EMPLOYMENT TYPE:								
REGULAR	236.0	251.0	288.1	288.1	288.1	288.1	288.1	288.1
TEMP/SEAS/PART_TIME		.8	.8	.8	.8	.8	.8	.8
OVERTIME	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5
TOTAL FTE	242.5	258.3	295.4	295.4	295.4	295.4	295.4	295.4

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1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Stillwater  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

Minnesota Correctional Facility-Stillwater (MCF-STW), the state's largest correctional facility, is close custody and houses convicted male felons age 25 or older. Inmates may be transferred to other correctional facilities at some point in accordance with established classification criteria.

The primary goal of MCF-STW is to protect the public by confining adult male offenders in a safe, secure, and humane environment, so that the outcome will be a secure community where families are physically and emotionally secure. A secondary goal is to provide academic and vocational education, therapeutic programs and employment for inmates, so that the outcome will be an inmate population returning to the community better prepared to maintain a crime-free life.

Educational programs range from basic education through college level, plus a variety of vocational programs operated through a contract with Northeast Metropolitan Technical College. There is also a full-time 90 day residential chemical dependency program with a capacity of 28 inmates. The industry work program or MINNCOR includes metal products, truck/auto body repair, and diversified products which includes office furniture along with a variety of other products. Many other inmates work in facility maintenance jobs.

The facility also provides classes in cognitive skills to teach the inmates to improve their mental attitude and become more responsible when they return to society. These classes include critical thinking, anger management and parenting classes. The critical thinking class conducted by the education staff teaches participants to think about and solve problems in a logical, rational and socially acceptable manner. The participants develop skills in controlling emotions, negotiations, creative thinking and critical reasoning.

The anger management class conducted by psychology staff concentrates on the participant's own feelings of anger and methods of dealing with them. It includes the ability to recognize, express and manage one's own feelings of anger in a constructive and socially acceptable manner.

The parenting class teaches the ability to recognize abuse and dysfunction and their effects on individuals, the family unit and the community. Inmates work to establish positive relationships with their children and to strengthen the family unit.

This facility has a minimum security area outside the walls which houses about 86 inmates nearing the end of their incarceration.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	3,256	3,161	3,161	3,161
Average daily population	1,343	1,304	1,304	1,304
Average daily cost	\$61.51	\$64.90	\$65.80	\$67.07

**BUDGET ISSUES:**

The agency budget plan calls for maintenance of operations through the preservation of correctional services. It also includes annualizing the early retirement incentive authorized in 1996.

**REVENUE:**

This activity generates dedicated special revenue from employee meals. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

**GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity. Local assistance is given via a grant which provides bus transportation to and from the facility of inmate family members.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-STILLWATER

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	22,848	23,222	23,577	23,814	23,814	24,193	24,430	24,430
OPERATING EXPENSES	9,256	10,025	9,300	9,300	9,300	9,290	9,290	9,290
CAPITAL OUTLAY	3							
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	32,107	33,247	32,877	33,114	33,114	33,483	33,720	33,720
PAYMENTS TO INDIVIDUALS	3,934	3,851	3,851	3,851	3,851	3,851	3,851	3,851
LOCAL ASSISTANCE	2	2	2	2	2	2	2	2
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	36,043	37,100	36,730	36,967	36,967	37,336	37,573	37,573
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		237			237	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				237			237	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	30,677	31,389	31,514	31,751	31,751	32,120	32,357	32,357
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	302	741	76	76	76	76	76	76
FEDERAL	159	150	150	150	150	150	150	150
AGENCY	4,855	4,781	4,990	4,990	4,990	4,990	4,990	4,990
GIFT	13	39						
CORRECTIONAL INDUSTRIES	37							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	36,043	37,100	36,730	36,967	36,967	37,336	37,573	37,573
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-STILLWATER

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
SPECIAL REVENUE	45	74	74	74	74	74	74	74
AGENCY	4,789	4,780	4,990	4,990	4,990	4,990	4,990	4,990
NONDEDICATED:								
GENERAL	62							
TOTAL REVENUES COLLECTED	4,896	4,854	5,064	5,064	5,064	5,064	5,064	5,064
FTE BY EMPLOYMENT TYPE:								
REGULAR	510.7	499.6	499.6	499.6	499.6	499.6	499.6	499.6
TEMP/SEAS/PART_TIME	7.6	7.6	7.6	7.6	7.6	7.6	7.6	7.6
OVERTIME	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7
TOTAL FTE	524.0	512.9	512.9	512.9	512.9	512.9	512.9	512.9

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1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-St. Cloud  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

The purpose of the Minnesota Correctional Facility-St. Cloud is to maintain a safe, secure, humane environment for adult male offenders. It is a close custody facility housing younger adult males, generally less than 25 years of age.

The facility provides protection to the public by holding offenders until their release and by working with inmates through a variety of educational, vocational and work programs or specialized programs. Programs provide inmates with the opportunity to gain skills necessary to re-enter the community with a better chance to succeed. Other programs include individual, group, and job counseling, and chemical dependency programming.

A complete academic educational offering is available to students. Courses include basic literacy, life, social and work skills including a parenting curriculum and a critical thinking skills program, as well as a high school diploma or its equivalency and 2 years of college level course work. The vocational school offers 2 different programs and includes baking, printing, small engine repair, auto body, meat cutting, auto mechanics, welding, barbering, upholstery, masonry, painting and decorating and furniture refinishing.

Activities offered to inmates through the industry program (MINNCOR) include the manufacture and upholstery of furniture, the production of mattresses and license plates, wood products, a variety of piecework, and engraving/silk screening.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	1,812	1,665	1,665	1,665
Average daily population	839	771	771	771
Average daily cost	\$75.06	\$81.45	\$82.72	\$84.53

**BUDGET ISSUES:**

The department plans to have St. Cloud become the receiving facility for all adult male felons. It will remain a close custody facility. After receiving and orientation, inmates would be transferred to the appropriate security level correctional facility.

This agency budget plan provides funding for maintenance of operations through the preservation of correctional services and for annualizing the early retirement incentive authorized in 1996.

**REVENUE:**

This activity generates dedicated special revenue from employee meals and vocational work program sales. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

**GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity. Local assistance is given via a grant which provides bus transportation to and from the facility for inmate family members.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-ST CLOUD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	19,350	19,541	19,912	20,087	20,087	20,426	20,601	20,601
OPERATING EXPENSES	4,845	6,458	4,571	4,571	4,571	4,561	4,561	4,561
CAPITAL OUTLAY	183							
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	24,378	25,999	24,483	24,658	24,658	24,987	25,162	25,162
PAYMENTS TO INDIVIDUALS	1,898	1,551	1,551	1,551	1,551	1,551	1,551	1,551
LOCAL ASSISTANCE	1	1	1	1	1	1	1	1
OTHER EXPENSES	6							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	26,283	27,551	26,035	26,210	26,210	26,539	26,714	26,714
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		175			175	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				175			175	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	23,556	24,858	23,406	23,581	23,581	23,915	24,090	24,090
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	54	128	65	65	65	60	60	60
FEDERAL	393	421	420	420	420	420	420	420
AGENCY	2,278	2,141	2,141	2,141	2,141	2,141	2,141	2,141
GIFT	2	3	3	3	3	3	3	3
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	26,283	27,551	26,035	26,210	26,210	26,539	26,714	26,714
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-ST CLOUD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
SPECIAL REVENUE	51	61	61	61	61	61	61	61
FEDERAL	220	239	239	239	239	239	239	239
AGENCY	2,404	2,141	2,141	2,141	2,141	2,141	2,141	2,141
GIFT	1	3	3	3	3	3	3	3
NONDEDICATED:								
GENERAL	21							
TOTAL REVENUES COLLECTED	2,697	2,444	2,444	2,444	2,444	2,444	2,444	2,444
FTE BY EMPLOYMENT TYPE:								
REGULAR	410.7	402.7	402.7	402.7	402.7	402.7	402.7	402.7
TEMP/SEAS/PART_TIME	.5	1.0	1.0	1.0	1.0	1.0	1.0	1.0
OVERTIME	12.7	12.7	12.7	12.7	12.7	12.7	12.7	12.7
TOTAL FTE	423.9	416.4	416.4	416.4	416.4	416.4	416.4	416.4

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1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Oak Park Heights  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

Minnesota Correctional Facility-Oak Park Heights (MCF-OPH) is the state's only maximum security adult male correctional facility. The facility is designed to receive inmates from the St. Cloud and Stillwater facilities who are classified as maximum custody or who present risks to the public, including those convicted of serious persons offenses, high escape risks and dangerous or serious management cases. Program services are provided for inmates in training, education, mental health and work experiences under close supervision within a highly structured environment.

The overall facility program is designed to encourage inmate participation and maximize the number of difficult to manage inmates involved in constructive program assignments thereby reducing the frequency, scope and seriousness of potential incidents in a maximum security facility. This institution houses over 95% person offenders, of whom nearly 30% are serving life sentences. What makes this facility unique for maximum security is that over half of the inmates are programmed out of their cells 15 hours a day, 7 days a week.

The facility's education program is provided through a combination of employees and contracted services. The program offers a diversity of full-time and part-time educational programs with instruction in literacy, basic education, GED, and some college level courses. The educational programming emphasizes a 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 2 52-bed Special Housing Units is to house inmates who are awaiting positive programming placement, inmates who refuse to accept work or education assignments, and others from throughout the prison system.

The Mental Health Unit provides inpatient psychiatric care for inmates throughout the department. This 22-bed unit serves inmates who volunteer for treatment and those who have been committed by the court. Services are provided by psychiatrists, psychologists, and therapists. A range of inpatient and outpatient health care services is provided by physicians, registered nurses, dentists, and other medical professionals. The infirmary unit has an inpatient capacity of 13 beds and provides 24-hour nursing care.

The goal of the 2 industry units (MINNCOR) is to provide a cost-effective work experience and reduce idleness by maintaining constructive inmate assignments. Industry products are manufactured which have the potential of generating revenue to operate the program.

The MCF-OPH program enables the department to operate its other correctional institutions with increased safety and security for inmates and staff, because it serves as a high security backup which allows other facilities more creative and less restrictive programming.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	829	827	827	827
Average daily population	394	393	393	393
Average daily cost	\$112.96	\$116.87	\$116.18	\$118.69

**BUDGET ISSUES:**

The agency budget plan provides for maintenance of operations through the preservation of correctional services and for annualizing the early retirement incentive authorized in 1996.

The agency budget plan for the facility reflects a change in staffing. A thorough review of staffing needs has determined that 14 positions will be eliminated prior to the biennium as a result of programming changes. These positions had been assigned to industry living units which have been converted to Special Housing Units. In the 2 Special Housing Units inmates are secured in their rooms at 3:00 p.m. thus reducing the number of staff in those units. This facility has made a committed effort to reduce the per diem while maintaining a safe, secure, and humane environment for staff and inmates. This staff reduction will result in a savings of \$565,000 annually at this facility. These funds will be reallocated internally to reduce new funding requests.

**REVENUE:**

This activity generates dedicated special revenue from employee meals. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

**GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity. Local assistance is given via a grant which provides bus transportation to and from the facility for inmate family members.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-OAK PARK

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	13,260	13,607	13,439	13,568	13,568	13,799	13,928	13,928
OPERATING EXPENSES	3,583	4,039	3,606	3,606	3,606	3,606	3,606	3,606
CAPITAL OUTLAY	12	30	30	30	30	30	30	30
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	16,855	17,676	17,075	17,204	17,204	17,435	17,564	17,564
PAYMENTS TO INDIVIDUALS	1,019	1,043	1,043	1,043	1,043	1,043	1,043	1,043
LOCAL ASSISTANCE	2	3	3	3	3	3	3	3
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	17,876	18,722	18,121	18,250	18,250	18,481	18,610	18,610
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		129			129	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				129			129	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	16,467	17,090	16,758	16,887	16,887	17,118	17,247	17,247
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	185	307	40	40	40	40	40	40
FEDERAL	49	51	51	51	51	51	51	51
AGENCY	1,168	1,271	1,271	1,271	1,271	1,271	1,271	1,271
GIFT	7	3	1	1	1	1	1	1
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	17,876	18,722	18,121	18,250	18,250	18,481	18,610	18,610
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
GENERAL		1						



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-OAK PARK

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
SPECIAL REVENUE	39	40	40	40	40	40	40	40
AGENCY	1,157	1,270	1,270	1,270	1,270	1,270	1,270	1,270
GIFT	9	1	1	1	1	1	1	1
NONDEDICATED:								
GENERAL	14							
TOTAL REVENUES COLLECTED	1,220	1,311	1,311	1,311	1,311	1,311	1,311	1,311
FTE BY EMPLOYMENT TYPE:								
REGULAR	299.5	297.3	283.3	283.3	283.3	283.3	283.3	283.3
TEMP/SEAS/PART_TIME	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2
OVERTIME	4.6	4.6	4.6	4.6	4.6	4.6	4.6	4.6
TOTAL FTE	305.3	303.1	289.1	289.1	289.1	289.1	289.1	289.1

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1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Brainerd  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

Minnesota Correctional Facility(MCF)-Brainerd will consist of 2 buildings on the Department of Human Services (DHS) Brainerd Regional Center campus. The center is located 135 miles north of St. Paul off highway 18E. The grounds encompass 200 acres and 14 buildings. The campus configuration allows the buildings used by the department to be easily fenced without disrupting the normal activities of the rest of the campus. DHS is downsizing its Brainerd campus and additional buildings may become available in the future.

MCF-Brainerd will include Building 5 which is a large two-story structure that will house up to 202 inmates and Building 7 which is a single story building at grade that could house another 86 inmates for a total of 288. Although the facility will have a low level security fence around the 2 buildings, it will operate as a minimum security correctional facility. Funding in the amount of \$1.5 million for the fence and other necessary renovation was appropriated in the capital budget process during the 1996 legislative session.

Based on prison bed need and inmate population projections from December, 1996 and the completion of the building renovation, Brainerd will become operational in April, 1998. The chief executive officer of this facility has been appointed to plan the opening and operation of the facility.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of inmates served	N/A	N/A	126	600
Average daily population	N/A	N/A	63	150
Average daily cost	N/A	N/A	\$100.32	\$105.95

**BUDGET ISSUES:**

The agency budget plan provides for startup and operating funds to operate MCF-Brainerd beginning in F.Y. 1998. Based on inmate population projections, the prison beds at Brainerd are needed to prevent overcrowding in existing facilities. To ensure the best use of state resources, the department is utilizing space made available through the downsizing of the state's regional treatment centers along with the contracting of services from the Department of Human Services. Inmates will begin arriving in April, 1998 and the facility will increase to near capacity within the biennium.

**REVENUE:**

None.

**GRANTS:**

None.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: MCF-BRAINERD

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES			789	789	789	3,998	3,998	3,998
OPERATING EXPENSES			1,437	1,437	1,437	1,872	1,872	1,872
SUBTOTAL STATE OPERATIONS			2,226	2,226	2,226	5,870	5,870	5,870
TOTAL EXPENDITURES			2,226	2,226	2,226	5,870	5,870	5,870
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL			2,226	2,226	2,226	5,870	5,870	5,870
TOTAL EXPENDITURES			2,226	2,226	2,226	5,870	5,870	5,870
FTE BY EMPLOYMENT TYPE:								
TOTAL FTE								

**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Health Care  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**REVENUE:**

This activity receives dedicated general fund money from the Department of Health for HIV outreach, special revenue from the inmate health care copayment initiated during the current biennium, and federal funds for HIV outreach.

**ACTIVITY DESCRIPTION:**

The purpose of this activity is to plan, implement and coordinate medical, mental health, dental, environmental and other support programs for the department to ensure the development of cost effective, comprehensive, quality health services. It directly contributes to the department's responsibility to care for incarcerated offenders committed to the commissioner of corrections. Aside from the on-site primary medical and dental services delivered at each institution, other major efforts include:

- the inpatient unit at the St. Paul Ramsey Medical Center,
- the mental health unit at MCF-Oak Park Heights (MCF-OPH).

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Patients served by St. Paul Ramsey Medical Clinic:				
Inpatient	387	332	332	332
Outpatient	3,754	4,320	4,320	4,320
Number of admissions to Mental Health Unit (MCF-OPH)	228	228	228	228
Number of inmates over age 50	252	271	290	310

**BUDGET ISSUES:**

The agency budget plan provides for maintenance of operations through the preservation of correctional services and for a medical director position to be responsible for the clinical supervision and operation of the inmate health care delivery system. It is anticipated that this position will establish department policy, provide advice on legal issues and help to contain the cost of inmate health care.

This budget contains no funding for health care inflationary increases. Other areas of the budget which cover caseload increases and the opening of the Brainerd facility include funding for the population increase but not inflationary increases. The department will look to the internal reallocation of funds to cover shortages in this area.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: HEALTH CARE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	1,920	2,239	2,169	2,404	2,404	2,169	2,404	2,404
OPERATING EXPENSES	8,472	7,737	6,512	6,512	6,512	6,512	6,512	6,512
SUBTOTAL STATE OPERATIONS	10,392	9,976	8,681	8,916	8,916	8,681	8,916	8,916
TOTAL EXPENDITURES	10,392	9,976	8,681	8,916	8,916	8,681	8,916	8,916
AGENCY PLAN ITEMS:		FUND						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		70			70	
MEDICAL DIRECTOR		GEN		165			165	
TOTAL AGENCY PLAN ITEMS				235			235	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	10,392	9,845	8,550	8,785	8,785	8,550	8,785	8,785
STATUTORY APPROPRIATIONS:								
GENERAL		57	57	57	57	57	57	57
SPECIAL REVENUE		50	50	50	50	50	50	50
FEDERAL		24	24	24	24	24	24	24
TOTAL EXPENDITURES	10,392	9,976	8,681	8,916	8,916	8,681	8,916	8,916
REVENUE COLLECTED:								
DEDICATED:								
GENERAL	47	57	57	57	57	57	57	57
SPECIAL REVENUE		50	50	50	50	50	50	50
FEDERAL		24	24	24	24	24	24	24
TOTAL REVENUES COLLECTED	47	131	131	131	131	131	131	131

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: HEALTH CARE

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FTE BY EMPLOYMENT TYPE:								
REGULAR	36.7	39.6	39.3	40.3	40.3	39.3	40.3	40.3
OVERTIME	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
TOTAL FTE	38.1	41.0	40.7	41.7	41.7	40.7	41.7	41.7

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**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Education  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

The Education Unit provides centralized planning, implementation and coordination of educational services in all correctional facilities and contributes to the overall excellence in basic academic skills in Minnesota. Services include:

- allocation and development of federal resources and legislative appropriations,
- program design and methodology,
- program evaluation,
- higher education and school district contracting,
- industry education support,
- liaison to colleges, universities, vocational schools, school districts, state Department of Children, Families and Learning, and other allied agencies,
- technical assistance to wardens, superintendents and educational administrators within the correctional facilities,
- coordination of the department's literacy programs.

These activities support inmates access to educational services commensurable with outside community education including remedial, education resources and maintain acceptable standards of education to improve inmate literacy and employable skills.

**BUDGET ISSUES:**

The agency budget plan provides for the maintenance of operations through the preservation of correctional services. Education continues to be an important part of the programs offered at all correctional facilities and serves 70% of the inmate population.

**REVENUE:**

This activity generates federal revenue for educational purposes and includes Chapter 1, adult basic and institutional libraries.

**GRANTS:**

Local assistance is given via distribution of Carl Perkins subgrants to local education organizations.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: EDUCATION

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	78	152	149	152	152	149	152	152
OPERATING EXPENSES	244	280	276	276	276	276	276	276
SUBTOTAL STATE OPERATIONS	322	432	425	428	428	425	428	428
LOCAL ASSISTANCE	72	73	73	73	73	73	73	73
TOTAL EXPENDITURES	394	505	498	501	501	498	501	501
AGENCY PLAN ITEMS:		FUND						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		3			3	
TOTAL AGENCY PLAN ITEMS				3			3	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	296	379	376	379	379	376	379	379
STATUTORY APPROPRIATIONS:								
FEDERAL	98	126	122	122	122	122	122	122
TOTAL EXPENDITURES	394	505	498	501	501	498	501	501
REVENUE COLLECTED:								
DEDICATED:								
FEDERAL	189	381	405	405	405	406	406	406
TOTAL REVENUES COLLECTED	189	381	405	405	405	406	406	406

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: EDUCATION

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FTE BY EMPLOYMENT TYPE:								
REGULAR	1.5	2.0	2.0	2.0	2.0	2.0	2.0	2.0
TEMP/SEAS/PART_TIME		.5	.5	.5	.5	.5	.5	.5
TOTAL FTE	1.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5

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1998-99 Biennial Budget

**BUDGET ACTIVITY:** Institution Support Services  
**PROGRAM:** Correctional Institutions  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

This activity includes the centralized coordination of support activities for the correctional facilities, Minnesota Correctional Industries or MINNCOR and Office of Special Investigations. Centralized coordination for the support activities is to assure that adequate services are provided at each facility and to prevent duplication of services within the department. This activity includes departmentwide coordination of transportation of inmates and supervised release violators, sheriffs' expense reimbursement, facility accreditation, facility planning and development, jail staff training, law library services and interstate corrections compact. Activities under support services include the following:

- The transportation unit which coordinates the transportation of inmates between correctional facilities and between the St. Paul Ramsey Medical Center and correctional facilities. Parole violators who are returned to correctional facilities (adult and juvenile from Minnesota and out of state locations) are also transported by this unit.
- The accreditation activity involves the process where each correctional facility completes a detailed self-assessment and external audit of the facility's compliance with standards promulgated by the National Commission on Accreditation for Corrections which leads to a 3 year accreditation by the commission.
- The facility planning and development activity involves planning for new construction, renovation or modification of existing correctional facilities.
- The jail resource center provides technical assistance, training, special issue seminars and information clearinghouse for local jails.
- The Interstate Corrections Compact provides for the transfer of inmates to and from Minnesota correctional facilities for confinement and treatment.

MINNCOR is the consolidation of the industry work program into one centralized operation. The MINNCOR central office consists of industry management, production coordination, sales and marketing and finance. MINNCOR produces a wide variety of products and services at 7 manufacturing sites and employs over 1,000 inmates.

The Office of Special Investigations coordinates all investigative services for the department including criminal investigations, fugitive apprehensions, employee misconduct, criminal justice system liaison, intelligence information, and staff training.

**BUDGET ISSUES:**

The agency budget plan provides for maintenance of operations through the preservation of correctional services and for funding certain changes in the corrections' early retirement coverage.

MINNCOR continues to work on improving the efficiency of its operations while maintaining inmate employment in the adult correctional facilities.

Included in this activity is the caseload increase funding needed to contract with a private prison or local jails for beds and security services in order to manage the adult male inmate population that exceeds state prison bed capacity.

**REVENUE:**

This activity generates special dedicated revenue from agency indirect costs and federal revenue from the criminal alien assistance program (for housing aliens in Minnesota prisons). Additional federal revenue is anticipated from the violent offender incarceration program. MINNCOR or correctional industries generates revenue from the sale of products and services produced by inmates at the facilities.

**GRANTS:**

Payments to individuals consist of inmate wages for participants in the MINNCOR program.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: INSTITUTION SUPPORT SERV

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	8,319	9,556	9,522	9,753	9,953	10,071	10,347	10,547
OPERATING EXPENSES	11,276	19,075	16,459	16,459	16,884	19,181	19,181	19,606
CAPITAL OUTLAY		1,225	1,425	1,425	1,425	1,426	1,426	1,426
SUBTOTAL STATE OPERATIONS	19,595	29,856	27,406	27,637	28,262	30,678	30,954	31,579
PAYMENTS TO INDIVIDUALS	1,752	1,700	1,700	1,700	1,700	1,700	1,700	1,700
TOTAL EXPENDITURES	21,347	31,556	29,106	29,337	29,962	32,378	32,654	33,279
AGENCY PLAN ITEMS:		FUND						
PRESERVATION OF CORR SVCS - CORR INSTNS		GEN		68			68	
RETIREMENT CHANGES		GEN		163			208	
TOTAL AGENCY PLAN ITEMS				231			276	
GOV'S INITIATIVES:		FUND						
(P) FACILITY REPAIR AND MAINTENANCE		GEN			400			400
(P) EXPAND FUGITIVE UNIT		GEN			225			225
TOTAL GOV'S INITIATIVES					625			625
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	8,723	15,227	11,352	11,583	12,208	13,123	13,399	14,024
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	547	723	500	500	500	500	500	500
FEDERAL		1,248	1,496	1,496	1,496	1,497	1,497	1,497
CORRECTIONAL INDUSTRIES	12,077	14,358	15,758	15,758	15,758	17,258	17,258	17,258
TOTAL EXPENDITURES	21,347	31,556	29,106	29,337	29,962	32,378	32,654	33,279

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CORRECTIONAL INSTITUTIONS  
ACTIVITY: INSTITUTION SUPPORT SERV

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	431	500	500	500	500	500	500	500
FEDERAL	291	1,539	1,787	1,787	1,787	1,788	1,788	1,788
CORRECTIONAL INDUSTRIES	11,850	14,354	15,758	15,758	15,758	17,258	17,258	17,258
NONDEDICATED:								
GENERAL	76							
=====								
TOTAL REVENUES COLLECTED	12,648	16,393	18,045	18,045	18,045	19,546	19,546	19,546
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	164.9	179.6	179.6	179.6	183.6	179.6	179.6	183.6
TEMP/SEAS/PART_TIME	3.8	4.6	4.6	4.6	4.6	4.6	4.6	4.6
OVERTIME	2.8	1.0	1.0	1.0	1.0	1.0	1.0	1.0
=====								
TOTAL FTE	171.5	185.2	185.2	185.2	189.2	185.2	185.2	189.2

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Corrections, Department of  
**PROGRAM:** Correctional Institutions  
**ACTIVITY:** Institution Support Services

**ITEM TITLE:** Facility Repair and Maintenance

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$400	\$400	\$400	\$400
<b>Revenues: (\$000s)</b>				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends an increase of \$800,000 for the biennium for repair and maintenance of state facilities at the Department of Corrections. This is part of a multi-agency initiative to reduce statewide deferred maintenance needs and protect the public investment in these existing facilities.

**RATIONALE:**

The Department of Corrections operates correctional facilities at 11 different locations throughout the state. The current state prison system is at capacity with expansion planned to meet prison population needs at Brainerd and Rush City. Some of these facilities date back to the late 1800's or early 1900's such as St. Cloud, Red Wing, Sauk Centre and Stillwater. Two others at Moose Lake and Faribault are converted regional centers which are also older state structures.

The department currently has over 4.5 million square feet of state property to maintain with about \$.22 per square foot in its operating budget for repair of its facilities. This initiative would add \$.09 per square foot.

The department has many deferred and delayed projects that need to be addressed. In addition, ongoing projects such as window replacement, roofing and tuckpointing have been deferred because of limited funding. In preparation for the development of the 1996 capital budget, all correctional facilities were requested to identify and itemize all capital maintenance projects that had not been accomplished. That list alone totals \$13.0 million. While the 1996 legislature appropriated \$1.7 million to the department for asset preservation, most of the deferred projects remain unfunded and with deterioration of the buildings, the list will continue to grow.

**PROGRAM OUTCOMES:**

With increased funding, the department will be able to better maintain the state's correctional facilities and preserve the state's assets.

**LONG-TERM IMPACT:**

The long-term impact would be fewer deferred maintenance projects, better maintained state buildings and assets, and prevention of additional repair costs in the future.



**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Corrections, Department of  
**PROGRAM:** Correctional Institutions  
**ACTIVITY:** Institution Support Services

**ITEM TITLE:** Expand Fugitive Unit

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	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$225	\$225	\$225	\$225
<b>Revenues: (\$000s)</b>				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

**Statutory Change?** Yes  X  No

**If yes, statutes(s) affected:** M.S. 624.714, Subd. 13

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**GOVERNOR'S RECOMMENDATION:**

The Governor recommends \$225,000 each year of the biennium to increase the complement of the fugitive unit and to increase reward money used to facilitate the capture of fugitives. This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

**RATIONALE:**

The department is responsible for juvenile and adult offenders committed to its correctional facilities and for offenders on work release, supervised release, parole and intensive community supervision. In the event an offender escapes or absconds, the department issues an arrest warrant. The Office of Special Investigations coordinates all investigate efforts in assisting law enforcement in apprehending fugitives.

This initiative will provide funding for rewards and 4.0 special investigator positions to apprehend fugitives in the community. Currently the department has over 350 outstanding felony warrants. The department is seeking an amendment to M.S. 624.714, Subd. 13 to allow special investigators to carry weapons when investigating fugitives not only if they are assigned to an adult correctional facility but also if assigned to the central office.

**PROGRAM OUTCOMES:**

The department developed the Office of Special Investigations to coordinate a variety of investigative services. The goal of these services is to aid in accomplishing the department's primary purpose - protection of the public and the safety of Minnesota's communities. This initiative will directly improve the protection of the public by removing from the community convicted felons who are currently on fugitive status from the Department of Corrections.

**LONG-TERM IMPACT:**

It is the goal of the department to substantially reduce the approximately 350 outstanding felony warrants. This initiative will accomplish that goal by providing the resources necessary to effectively detect and apprehend fugitives. This will deter all those under the custody of the commissioner from absconding/escaping custody resulting in a safer community for law abiding citizens.

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## 1998-99 Biennial Budget

**PROGRAM:** Juvenile Services  
**AGENCY:** Corrections, Department of

### PROGRAM DESCRIPTION:

The Juvenile Services division provides the overall planning and direction for the department's juvenile residential facilities, the office of juvenile release and other juvenile services. It includes supervision of 3 juvenile residential facilities. Legislative relations are also included in this division.

Delinquent juveniles who are committed to the commissioner of corrections are housed at either Minnesota Correctional Facility(MCF)-Red Wing or MCF-Sauk Centre. Primary program components at both facilities include individualized assessment, treatment and community re-entry planning, individual and group counseling, year-round educational programming and community service, religious and recreational activities. Program activities are highlighted below.

- MCF-Red Wing services the juvenile courts for delinquent males in 22 counties in the southeastern region of the state including the Twin Cities metropolitan area. The facility also provides specialized programs for serious, chronic offenders, including programs for Extended Jurisdiction Juveniles.
- MCF-Sauk Centre receives and treats delinquent juvenile males from juvenile courts in 65 counties in northern and western regions of the state. Sauk Centre also houses delinquent females committed from juvenile courts throughout the state. The facility also provides specialized programs for juvenile male sex offenders, is developing a program for drug dependent, chronic and serious offenders and programming for mentally ill juvenile offenders.
- Thistledeew Camp provides an education and confidence-building survival program for young men ages 13 to 18 who have experienced difficulties in the home communities. The camp is available for use by all juvenile country courts in Minnesota and provides county court and social services with an alternative residential program. Juveniles placed at Thistledeew Camp are not committed to the commissioner of corrections. Programing is provided on a per diem basis through agreements with counties.
- The Office of Juvenile Release is responsible for the establishment of severity risk levels, the approval of institution treatment and release plans, conducting revocation hearings, issuance of warrants and order for discharge and conducting progress reviews for all juveniles committed to the commissioner.

### PROGRAM STATUS:

Juvenile Services is a new division which reflects the department's commitment to focus on juveniles as a way to reduce the number of offenders entering the correctional system.

### PLANNED RESULTS:

The Juvenile Services Division will prepare a five-year plan that describes juvenile corrections in Minnesota and defines the role of the state in juvenile corrections.

The division expects that coordination and planning will enhance services to juvenile offenders throughout the state to prevent future criminal behavior.

Information and data needed for policy decision making will be put into place.

It is expected that because of the work of the division the department's juvenile programs will better fit juvenile needs.

Centralized coordination of the department's legislation will improve communication between the department and the legislature and create a more thorough understanding of the department's needs.

### BUDGET AND REVENUE SUMMARY:

Summary of the agency plan provides for maintenance of operations through the preservation of correctional services at MCF-Red Wing (\$67,000 each year) and MCF-Sauk Centre (\$41,000 each year) and for staff positions to plan and direct juvenile services. It also provides for annualizing the early retirement incentive authorized in 1996.

### GOVERNOR'S RECOMMENDATION:

The Governor recommends that \$6,130,000 be added to the agency plan for the biennium as part of his Anti-Crime initiative. Funding is included for the following purposes:

**Special Needs of Juveniles and Evaluation of PREPARE Program:** \$1,800,000 to improve programs for juveniles at the Red Wing and Sauk Centre facilities and to evaluate the department's newly created PREPARE Program for serious/chronic youthful offenders.

**Wilderness Endeavors Program Building:** \$320,000 to construct a new building to house the new Wilderness Endeavors Program at Thistledeew Camp.

**Juvenile Aftercare Services:** \$260,000 to improve aftercare services for juveniles released from juvenile correctional facilities.

**Weekend Work Camp at Camp Ripley:** \$1,000,000 to implement a juvenile work camp program at Camp Ripley.

**Three-Week Camp at Camp Ripley:** \$1,750,000 to implement a 3-week juvenile camp program at Camp Ripley.

**Vision Quest and Aftercare Program:** \$1,000,000 for the implementation of a 3-month juvenile camp and aftercare program.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES

ACTIVITY RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
MCF-RED WING	8,749	9,966	9,890	9,957	9,957	10,092	10,159	10,159
MCF-SAUK CENTRE	6,286	6,603	6,185	6,226	7,026	6,318	6,359	7,259
THISTLEDEW CAMP	2,966	3,365	3,606	3,606	3,926	3,806	3,806	3,806
JUVENILE SUPPORT SERV	142	459	184	551	2,431	188	555	2,785
TOTAL EXPENDITURES BY ACTIVITY	18,143	20,393	19,865	20,340	23,340	20,404	20,879	24,009
AGENCY PLAN ITEMS:		FUND						
PRESERVATION OF CORR SVCS - JUV SVCS		GEN		108			108	
PLANNING FOR JUVENILE SERVICES		GEN		367			367	
TOTAL AGENCY PLAN ITEMS				475			475	
GOV'S INITIATIVES:		FUND						
(P) SPECIAL NEEDS OF JUVENILES		GEN			800			900
(P) EVALUATION OF RW'S PREPARE PROGRAM		GEN			100			
(P) WILDERNESS ENDEAVORS PROGRAM BUILDING		GEN			320			
(P) JUVENILE AFTERCARE SERVICES		GEN			130			130
(P) WEEKEND WORK CAMP AT CAMP RIPLEY		GEN			400			600
(P) THREE WEEK CAMP AT CAMP RIPLEY		GEN			750			1,000
(P) VISION QUEST & AFTERCARE PROGRAM		GEN			500			500
TOTAL GOV'S INITIATIVES					3,000			3,130
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	14,005	15,414	14,869	15,344	18,344	15,207	15,682	18,812
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	3,189	3,727	3,816	3,816	3,816	4,016	4,016	4,016
FEDERAL	466	726	663	663	663	664	664	664
AGENCY	414	508	508	508	508	508	508	508
GIFT	69	18	9	9	9	9	9	9
TOTAL EXPENDITURES	18,143	20,393	19,865	20,340	23,340	20,404	20,879	24,009

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES

			FY 1998			FY 1999		
ACTIVITY RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FTE BY EMPLOYMENT TYPE:								
REGULAR	298.1	314.9	312.0	317.0	337.0	312.0	317.0	337.0
TEMP/SEAS/PART_TIME	3.1	3.2	3.2	3.2	3.2	3.2	3.2	3.2
OVERTIME	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
TOTAL FTE	309.2	326.1	323.2	328.2	348.2	323.2	328.2	348.2

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1998-99 Biennial Budget

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Red Wing  
**PROGRAM:** Juvenile Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

The Minnesota Correctional Facility-Red Wing (MCF-RW) provides custody and care of juvenile and adult offenders and offers them opportunities for change and personal growth as they prepare to return to the community. MCF-RW is an open campus, minimum security facility originally built in 1889. A new 30-bed secure juvenile unit opened up during F.Y. 1996.

Its purpose is to protect the public and provide programs which reduce crime and benefit the community, victim and offender. MCF-RW also provides detention and pre-dispositional evaluations for the juvenile courts.

Juveniles up to 19 years of age who are committed to the commissioner of corrections are received from juvenile courts in 21 southeastern Minnesota counties including Hennepin. These youth have been unsuccessful in other programs and are chronic, sometimes serious, offenders. Adult inmates are received from the Minnesota correctional facilities at St. Cloud, Stillwater, Faribault, and Lino Lakes. The juvenile and adult populations and programs are separated.

Adult male inmates provide about 100,000 hours per year of work program hours including grounds maintenance, plumbing, carpentry and building maintenance. The intrinsic value of these work programs is providing skills and confidence required to transition the offenders back into their community and out of the criminal justice system.

Program services provided for all inmates include academic (mostly juvenile), special, vocational education, and behavioral and chemical treatment and counseling. Other program services include effective parenting, sex offender counseling, diverse spiritual/religious counseling, GED preparation and testing, career services, and work opportunities.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Juveniles:				
Number of residents served	416	479	479	479
Average daily populations	112	129	129	129
Adults:				
Number of inmates served	230	256	256	256
Average daily population	62	69	69	69
Juveniles and Adults:				
Average daily cost	\$123.54	\$122.44	\$125.43	\$128.20

**BUDGET ISSUES:**

The agency budget plan includes the annualization of a living unit for juveniles, the maintenance of operations through the preservation of correctional services, and for annualizing the early retirement incentive authorized in 1996.

**REVENUE:**

This activity generates dedicated special revenue from detention and pre-dispositional evaluations, the adult land management program, and vocational shops. Federal revenue includes special education, Chapter 1 education, and child nutrition funds. Dedicated agency funds reflect resident/inmate banking and canteen activities at the facility.

This activity generates non-dedicated revenue from the charges to Community Corrections Act counties on a per diem basis for their juveniles at Red Wing.

**GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES  
ACTIVITY: MCF-RED WING

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	6,847	7,737	7,890	7,957	7,957	8,092	8,159	8,159
OPERATING EXPENSES	1,597	1,914	1,685	1,685	1,685	1,685	1,685	1,685
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	8,444	9,651	9,575	9,642	9,642	9,777	9,844	9,844
PAYMENTS TO INDIVIDUALS	305	315	315	315	315	315	315	315
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	8,749	9,966	9,890	9,957	9,957	10,092	10,159	10,159
=====								
AGENCY PLAN ITEMS:								
-----								
PRESERVATION OF CORR SVCS - JUV SVCS				67			67	
=====				=====			=====	
TOTAL AGENCY PLAN ITEMS				67			67	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	8,051	9,016	9,133	9,200	9,200	9,334	9,401	9,401
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	315	376	235	235	235	235	235	235
FEDERAL	132	253	201	201	201	202	202	202
AGENCY	251	320	320	320	320	320	320	320
GIFT		1	1	1	1	1	1	1
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	8,749	9,966	9,890	9,957	9,957	10,092	10,159	10,159
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	226	245	245	245	245	245	245	245
FEDERAL	332	130	126	126	126	126	126	126
AGENCY	271	278	278	278	278	278	278	278



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES  
ACTIVITY: MCF-RED WING

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
GIFT		1	1	1	1	1	1	1
NONDEDICATED:								
GENERAL	4							
CAMBRIDGE DEPOSIT FUND	3,281	3,025	3,025	3,025	3,025	3,025	3,025	3,025
TOTAL REVENUES COLLECTED	4,114	3,679	3,675	3,675	3,675	3,675	3,675	3,675
FTE BY EMPLOYMENT TYPE:								
REGULAR	146.1	159.2	159.2	159.2	159.2	159.2	159.2	159.2
TEMP/SEAS/PART_TIME	1.3	1.3	1.3	1.3	1.3	1.3	1.3	1.3
OVERTIME	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8
TOTAL FTE	150.2	163.3	163.3	163.3	163.3	163.3	163.3	163.3

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**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Minnesota Correctional Facility-Sauk Centre  
**PROGRAM:** Juvenile Services  
**AGENCY:** Corrections, Department of

**GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity.

**ACTIVITY DESCRIPTION:**

The Minnesota Correctional Facility-Sauk Centre (MCF-SCR) receives and treats, in a safe, secure and humane environment, delinquent boys committed from juvenile courts in 65 counties in the western region of Minnesota and delinquent girls committed from juvenile courts throughout the state and also operates a special program for juvenile sex offenders from throughout the state. MCF-SCR also provides secure detention services and pre-dispositional evaluations to the juvenile courts.

The facility has an open campus atmosphere with living quarters consisting of two-story living units which house from 15 to 30 residents depending on the designated program capacity of each unit.

MCF-SCR's mission includes protection of the public in conjunction with mandatory programming for residents. This is accomplished in a controlled and structured environment where personal goals are established for each resident that attempts to bring about positive changes in attitude and behavior. Such changes are promoted through peer group therapy, individual counseling, academic and remedial education, and a campus wide atmosphere directed towards teaching and learning.

**ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of residents served	465	436	436	436
Average daily population	112	105	105	105
Average daily cost	\$139.82	\$151.96	\$143.17	\$146.64

**BUDGET ISSUES:**

MCF-SCR's role in the juvenile justice system is evolving as violent juvenile crime rates increase and the public demands more control and accountability. Specialized programs are being developed to attempt to confront the more sophisticated or needy juvenile criminal commitments. This facility currently operates a juvenile sex offender program, a juvenile female program unit and a security unit that are considered to be specialized with a special chemical dependency program scheduled to be added during F.Y. 1997 with federal funds. The agency budget plan includes funding for the maintenance of operations through the preservation of correctional services. It also provides for annualizing the early retirement incentive authorized in 1996.

**REVENUE:**

This activity generates dedicated special revenue from employee meals, indirect costs, detention services and pre-dispositional evaluations. Federal revenue includes special education, child nutrition, vocational education and a long-term residential chemical dependency program which started in F.Y. 1997. Dedicated agency funds reflect resident banking and canteen activities at the facility.

This activity generates non-dedicated revenue from the charge to Community Corrections Act counties on a per diem basis for their juveniles at Sauk Centre.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES  
ACTIVITY: MCF-SAUK CENTRE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	5,175	5,263	4,937	4,978	5,690	5,073	5,114	5,826
OPERATING EXPENSES	1,003	1,233	1,141	1,141	1,214	1,138	1,138	1,311
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	6,178	6,496	6,078	6,119	6,904	6,211	6,252	7,137
PAYMENTS TO INDIVIDUALS	108	107	107	107	122	107	107	122
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	6,286	6,603	6,185	6,226	7,026	6,318	6,359	7,259
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - JUV SVCS		GEN		41			41	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				41			41	
=====								
GOV'S INITIATIVES:		FUND						
-----		-----						
(P) SPECIAL NEEDS OF JUVENILES		GEN			800			900
=====		=====			=====			=====
TOTAL GOV'S INITIATIVES					800			900
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	5,796	5,908	5,534	5,575	6,375	5,667	5,708	6,608
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	93	139	110	110	110	110	110	110
FEDERAL	276	412	406	406	406	406	406	406
AGENCY	112	127	127	127	127	127	127	127
GIFT	9	17	8	8	8	8	8	8
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	6,286	6,603	6,185	6,226	7,026	6,318	6,359	7,259

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES  
ACTIVITY: MCF-SAUK CENTRE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
			=====	=====	=====	=====	=====	=====
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	112	108	108	108	108	108	108	108
FEDERAL	267	461	469	469	469	469	469	469
AGENCY	119	128	128	128	128	128	128	128
GIFT	9	8	8	8	8	8	8	8
NONDEDICATED:								
GENERAL	2							
CAMBRIDGE DEPOSIT FUND	1,675	2,025	2,025	2,025	2,025	2,025	2,025	2,025
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	2,184	2,730	2,738	2,738	2,738	2,738	2,738	2,738
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	104.8	102.7	94.7	94.7	111.7	94.7	94.7	111.7
TEMP/SEAS/PART_TIME	.2	.5	.5	.5	.5	.5	.5	.5
OVERTIME	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	109.5	107.7	99.7	99.7	116.7	99.7	99.7	116.7

# F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Corrections, Department of  
PROGRAM: Juvenile Services  
ACTIVITY: Minnesota Correctional Facility-Sauk Centre

ITEM TITLE: Special Needs of Juveniles

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$800	\$900	\$900	\$900
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_ No X

If yes, statutes(s) affected:

## GOVERNOR'S RECOMMENDATION:

The Governor recommends \$800,000 the first year and \$900,000 the second year for the special needs of juvenile offenders at Minnesota Correctional Facility-Sauk Centre (MCF-SCR). This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

## RATIONALE:

This initiative includes \$631,000 each year for a juvenile female program, \$80,000 each year to enhance the sex offender program and \$89,000 the first year and \$189,000 the second year to fund 4.0 positions in health care, medical records, control center, education and support services.

The juvenile female program has been operational since October, 1995, but has been minimally funded and staffed using internal department resources which will no longer be available. This program was established to provide equitable programming for juvenile females. The number of female commitments to Sauk Centre has steadily risen from 1 as of 7-1-93 to 15 as of 7-1-96.

MCF-SCR will meet the needs of a diverse population by providing equitable program options for both male and female commitments and the juvenile female program will be staffed with a complement that equals the staffing of other open living units. Sauk Centre recognizes the different needs of the genders and is committed to providing gender specific programming options for the juvenile females who are committed to the commissioner of corrections. This initiative is coordinated with the juvenile female continuum of care planning underway for female offenders' activity.

For the last 3.5 years, Sauk Centre has been operating a 30-bed juvenile sex offender program. During this time, the number of commitments of sex offenders has continued to increase as well as the special needs of juveniles. The profiles of the juveniles committed to Sauk Centre increasingly require more specialized treatment options. This initiative funds 2.0 additional positions to provide education course work along with a higher level of staff for resident interaction and mentoring.

The department has experienced a great increase in the number of juvenile commitments to Sauk Centre over the past several years. With an average daily population that has increased from 82 in 1992 to 115 in December, 1996, the staffing for support services has remained constant. This initiative funds 4.0 staff in health care, medical records, control center, education and financial services.

## PROGRAM OUTCOMES:

The Department of Corrections has formed a separate division called Juvenile Services which will focus on juveniles in corrections and their special needs. This initiative will aid the department in enhancing and fulfilling the special needs of juveniles at Sauk Centre.

## LONG-TERM IMPACT:

This initiative will provide resources to meet the special needs of juvenile offenders committed to the commissioner of corrections and will aid in preventing future criminal behavior.

# **1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Thistledew Camp  
**PROGRAM:** Juvenile Services  
**AGENCY:** Corrections, Department of

## **ACTIVITY DESCRIPTION:**

Thistledew Camp provides, on a per diem basis, an educational and confidence building outdoor survival program for young men 13 to 17 years of age who experience difficulties in their home communities. The program is designed to enhance self-confidence and self-image in the students so that when they return to their home community they will not be involved in further delinquent behavior. The camp is located in the George Washington State Forest, 220 miles north of Minneapolis/St. Paul area on Highway 65 near Togo.

Thistledew Camp is available for use by all juvenile county courts in Minnesota and provides county court services and social services with an alternative residential program. It provides educational resources and vocational exploration designed to meet the needs of the individual students referred to camp. The goal is to meet the academic needs of students in continuing their high school education and to involve all students in pre-vocational and work skill programs at least 20 hours per week. The camp's Challenge program is designed to build self-confidence, develop leadership abilities and teach the importance of teamwork. An agent position in the Community Services Division works with the probation officer and juvenile to provide a transition back to the community.

The primary funding source for operations of the camp are purchase of service agreements with counties and a contract with the local school district for education. A new education building was constructed at the camp and completed in F.Y. 1996.

## **ACTIVITY MEASURES:**

	<u>F.Y. 1996</u>	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>
Number of students served	240	240	240	240
Average daily population	48	48	48	48
Total per diem	\$158.74	\$162.00	\$178.00	\$188.00
County contract per diem	\$101.74	\$114.00	\$121.00	\$134.00
Education contract per diem	\$57.00	\$48.00	\$51.00	\$54.00
Average length of stay (days)	91	91	91	91

## **BUDGET ISSUES:**

A new short-term program, the Wilderness Endeavors Program, is planned to begin in March, 1997. The purpose of this new program is to use high adventure programming and adventure therapy methodologies to improve the personal growth and development of the participants. It is intended for boys to increase their level of confidence and self-esteem in order to improve their chances of success in their families and communities. The program's motto is empowerment, confidence, and perseverance. Other than startup costs of the program, per diem revenue will cover the operating costs of the program. However, the camp lacks living space for this new program.

## **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.

## **GRANTS:**

Payments to individuals consist of inmate wages and inmate banking activity.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES  
ACTIVITY: THISTLEDEW CAMP

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	2,125	2,342	2,757	2,757	2,757	2,879	2,879	2,879
OPERATING EXPENSES	756	935	754	754	754	826	826	826
CAPITAL OUTLAY	38				320			
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	2,919	3,277	3,511	3,511	3,831	3,705	3,705	3,705
PAYMENTS TO INDIVIDUALS	47	88	95	95	95	101	101	101
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	2,966	3,365	3,606	3,606	3,926	3,806	3,806	3,806
=====								
GOV'S INITIATIVES:								
-----								
(P) WILDERNESS ENDEAVORS PROGRAM BUILDING		GEN			320			
=====					=====			=====
TOTAL GOV'S INITIATIVES					320			
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	16	31	18	18	338	18	18	18
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	2,781	3,212	3,471	3,471	3,471	3,671	3,671	3,671
FEDERAL	58	61	56	56	56	56	56	56
AGENCY	51	61	61	61	61	61	61	61
GIFT	60							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	2,966	3,365	3,606	3,606	3,926	3,806	3,806	3,806
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	2,716	2,810	3,462	3,462	3,462	3,675	3,675	3,675
FEDERAL	47	48	48	48	48	48	48	48



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES  
ACTIVITY: THISTLEDEW CAMP

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY	54	61	61	61	61	61	61	61
GIFT	60							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	2,877	2,919	3,571	3,571	3,571	3,784	3,784	3,784
FTE BY EMPLOYMENT TYPE:								
=====	=====	=====	=====	=====	=====	=====	=====	=====
REGULAR	45.2	46.7	55.1	55.1	55.1	55.1	55.1	55.1
TEMP/SEAS/PART_TIME	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
OVERTIME	.7	.7	.7	.7	.7	.7	.7	.7
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	47.3	48.8	57.2	57.2	57.2	57.2	57.2	57.2

# F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Corrections, Department of  
PROGRAM: Juvenile Services  
ACTIVITY: Thistledeew Camp

ITEM TITLE: Wilderness Endeavors Program Building

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$320	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

## GOVERNOR'S RECOMMENDATION:

The Governor recommends \$320,000 in F.Y. 1998 to construct a new building for the Thistledeew Camp's new Wilderness Endeavors program. This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

## RATIONALE:

This initiative is for the construction of a building to house the new 21-day Wilderness Endeavors program for boys aged 13 to 17. The building would provide for a training and a juvenile dorm area with a capacity of 10 plus storage. Preliminary estimated construction costs are \$320,000.

The department provided initial funding from internal resources for planning of this new facility and for start-up of the program. After the initial start-up of 3 to 4 months, the program will be self-sustaining from county and school district per diems.

## PROGRAM OUTCOMES:

The purpose of the Wilderness Endeavors program is to use high adventure programming and adventure therapy methodologies to improve the personal growth and development of the student. Goals of the program include the following:

- to create an emotionally and physically safe environment in which the student will go beyond his pre-conceived limitations,
- to use wilderness activities to induce mental and physical stress essential for personal growth,

- to use adventure therapy teaching methodologies to help students "process" challenge activities and transfer them to real life situations,
- to use a time for reflection and analysis of programming activities and their past in order to increase self-knowledge and self-approval.

## LONG-TERM IMPACT:

The increased level of confidence and self-esteem gained in this program will improve the chances of success of the students in their families and communities and help reverse the trend in juvenile crime.

**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Juvenile Support Services  
**PROGRAM:** Juvenile Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

The Juvenile Support Services activity provides the overall planning, direction and coordination of the department's 3 juvenile residential facilities and the Office of Juvenile Release. In addition, this activity is responsible for legislative issues.

The 3 juvenile facilities include MCF-Red Wing, MCF-Sauk Centre and Thistledeew Camp.

The commissioner of corrections delegates juvenile paroling authority to the executive officer of juvenile release who uses a system of established guidelines to determine how long a juvenile offender will remain in a juvenile facility. The guidelines rely on the juvenile's delinquency history and the severity of offense in setting the length of stay.

The assistant commissioner for Juvenile Services provides direction and coordination to the department on legislative issues.

**BUDGET ISSUES:**

This new budget activity has been established to provide cost-effective programming for juveniles as a top priority and to coordinate juvenile functions within the department. The department has funded this activity with limited savings during F.Y. 1997. The agency budget plan provides funding for positions and support costs for planning and directing juvenile services.

**REVENUE:**

None.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES  
ACTIVITY: JUVENILE SUPPORT SERV

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	133	400	171	496	600	175	500	604
OPERATING EXPENSES	9	59	13	55	1,831	13	55	2,181
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	142	459	184	551	2,431	188	555	2,785
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	142	459	184	551	2,431	188	555	2,785
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PLANNING FOR JUVENILE SERVICES		GEN		367			367	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				367			367	
=====				=====			=====	
GOV'S INITIATIVES:		FUND						
-----		-----						
(P) EVALUATION OF RW'S PREPARE PROGRAM		GEN			100			
(P) JUVENILE AFTERCARE SERVICES		GEN			130			130
(P) WEEKEND WORK CAMP AT CAMP RIPLEY		GEN			400			600
(P) THREE WEEK CAMP AT CAMP RIPLEY		GEN			750			1,000
(P) VISION QUEST & AFTERCARE PROGRAM		GEN			500			500
=====		=====			=====			=====
TOTAL GOV'S INITIATIVES					1,880			2,230
=====					=====			=====
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	142	459	184	551	2,431	188	555	2,785
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	142	459	184	551	2,431	188	555	2,785
=====	=====	=====	=====	=====	=====	=====	=====	=====

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: JUVENILE SERVICES  
ACTIVITY: JUVENILE SUPPORT SERV

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FTE BY EMPLOYMENT TYPE:								
REGULAR	2.0	6.3	3.0	8.0	11.0	3.0	8.0	11.0
TEMP/SEAS/PART_TIME	.2							
TOTAL FTE	2.2	6.3	3.0	8.0	11.0	3.0	8.0	11.0

## F.Y. 1998-99 BUDGET INITIATIVE

**AGENCY:** Corrections, Department of  
**PROGRAM:** Juvenile Services  
**ACTIVITY:** Juvenile Support Services

**ITEM TITLE:** Evaluation of Minnesota Correctional Facility-Red Wing's PREPARE Program

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$100	\$-0-	\$-0-	\$-0-
<b>Revenues: (\$000s)</b>				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

### GOVERNOR'S RECOMMENDATION:

The Governor recommends a one-time appropriation of \$100,000 in F.Y. 1998 to evaluate the effectiveness of Minnesota Correctional Facility-Red Wing's (MCF-RW) newly created long-term program for serious/chronic youthful offenders (PREPARE Program). This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

### RATIONALE:

This facility houses from 110 to 140 juvenile males from ages 12 up to 21. Delinquent juveniles are committed to the commissioner of corrections from the juvenile courts in the 21 counties in the southeastern region of the state including the Twin Cities metropolitan area. Since 1984 the facility has also operated a minimum security unit for approximately 69 adult males. The adult unit is separated from juvenile programs. Adult inmates are transferred to MCF-RW from the St. Cloud, Stillwater, Lino Lakes, Faribault and Moose Lake facilities.

The facility was called the State Training School when it moved from St. Paul to Red Wing in 1891. The facility is located on 200 acres and includes an administration building, 6 living units, admission and detention security unit, high school and other educational buildings, vocational and operational shops, health services clinic, food service center, religious services center, a volunteer center, recreational areas, and heat, power and water sources. There is no perimeter fence.

The status and use of this facility is of concern to the department as well as the legislature. In response to a need for long term programming for the serious and/or chronic youthful offender, the department has created a 15 - 18 month program called PREPARE. PREPARE Program staff will utilize a cognitive restructuring model. Research suggests that seriously anti-social youth are limited in their ability to respond to corrective intervention because of cognitive distortions, socio-moral developmental delays and social skills deficiencies.

The PREPARE Program will address these distortions, delays and deficiencies. Transition into the community is also considered to be a crucial element to rehabilitation. The PREPARE program will include community transition.

### PROGRAM OUTCOMES:

The Department of Corrections has formed a separate division called Juvenile Services which will focus on juveniles in corrections and their special needs. Planning and coordination of juvenile services will enhance services to juvenile offenders and help to prevent future criminal behavior. This funding will be used to evaluate program effectiveness.

### LONG-TERM IMPACT:

Effective programming of MCF-RW will assist in reducing continued delinquencies for this population.

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Corrections, Department of  
**PROGRAM:** Juvenile Services  
**ACTIVITY:** Juvenile Support Services

**ITEM TITLE:** Juvenile Aftercare Services

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$130	\$130	\$130	\$130
<b>Revenues: (\$000s)</b>				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No   X  

If yes, statutes(s) affected:

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends \$130,000 each year of the biennium to improve aftercare services for juveniles released from juvenile correctional facilities by adding 2 professional staff and 1 clerical position. This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

**RATIONALE:**

The department will design the juvenile support network to provide aftercare services for juvenile offenders. The staff will coordinate support services in the community for returning juveniles and work with counties, communities, and schools in developing and implementing the network. The department will also require that Community Corrections Act counties incorporate aftercare programs into Community Corrections Act plans.

**PROGRAM OUTCOMES:**

The program will provide support to juvenile offenders as they return to their families and communities. Its goal is to reduce recidivism among repeat offenders by holding communities and families accountable and by providing support to the counties and courts for youthful offenders for a successful return to the community.

**LONG-TERM IMPACT:**

The long-term impact is to reverse the juvenile crime trend and reduce the recidivism rate for juvenile offenders.

## F.Y. 1998-99 BUDGET INITIATIVE

AGENCY: Corrections, Department of  
PROGRAM: Juvenile Services  
ACTIVITY: Juvenile Support Services

ITEM TITLE: Weekend Work Camp at Camp Ripley

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$400	\$600	\$600	\$600
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

### GOVERNOR'S RECOMMENDATION:

The Governor recommends \$1,000,000 for the biennium to implement a juvenile work camp program at Camp Ripley. This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

### RATIONALE:

One of the objectives of the Governor's Anti-Crime initiative is to combat recidivism among juvenile offenders by targeting first-time offenders.

The Weekend Work Camp at Camp Ripley is proposed to accomplish this task. The Department of Corrections will administer this program, which is designed for first- or second-time male juvenile offenders ages 11-14. This highly structured camp will teach work skills, such as responsibility, organization, time management and follow-through. The juvenile offenders will each develop a community service plan that will be implemented upon return to the community. The program will receive referrals from police, school officials, parents and the courts. Maintaining the program at Camp Ripley is consistent with the direction given in the 1996 Bonding Bill which requires a report on the feasibility of using vacant or underutilized buildings at Camp Ripley as a correctional facility.

### PROGRAM OUTCOMES:

As a result, the program will:

- provide structured programming for a younger group of juvenile offenders that will teach leadership skills;

- reduce the rate of recidivism among the age group from 11 to 14;
- hold the communities and families accountable and provide support to the counties and courts for the youth; and
- provide positive alternatives and opportunities for success.

### LONG-TERM IMPACT:

This program will help accomplish the objectives of the Governor's crime package to reverse the violent juvenile crime trend, significantly reduce the juvenile recidivism rate, and target the first time offender.



**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Corrections, Department of  
**PROGRAM:** Juvenile Services  
**ACTIVITY:** Juvenile Support Services

**ITEM TITLE:** Three-Week Camp at Camp Ripley

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$750	\$1,000	\$1,000	\$1,000
<b>Revenues: (\$000s)</b>				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No  X

If yes, statutes(s) affected:

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends \$1,750,000 for the biennium for the implementation of a three-week juvenile camp program. This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

**RATIONALE:**

One of the objectives of the Governor's Anti-Crime initiative is to combat recidivism among juvenile offenders by targeting first-time offenders and enforcing more intensive activities among repeat offenders.

The three-week camp at Ripley is proposed to accomplish this task. The Department of Corrections will administer this program which will target third and fourth time juvenile offenders and will be designed utilizing the outdoors environment of an existing camp. This highly structured program will also teach work skills, such as responsibility, time management, organization and follow-through. This camp will include an aftercare component planned with each juvenile offender and his/her community, family, county, and court to provide a more supportive environment upon the juvenile's return. Referrals for this program will come from county courts.

**PROGRAM OUTCOMES:**

As a result, the program will:

- provide structured programming that will teach work skills;
- attempt to end the continuing rate of recidivism among the repeat juvenile offenders;

- hold the communities and families accountable and provide support to the counties and courts for the youth; and
- provide juvenile programming alternatives and opportunities for success.

**LONG-TERM IMPACT:**

This program will help accomplish the objectives of the Governor's crime package to reverse the violent juvenile crime trend, significantly reduce the juvenile recidivism rate, and enforce more intense activities among repeat offenders.

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Corrections, Department of  
**PROGRAM:** Juvenile Services  
**ACTIVITY:** Juvenile Support Services

**ITEM TITLE:** Vision Quest Model Three Month and Aftercare Program

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$500	\$500	\$500	\$500
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No   X  

If yes, statutes(s) affected:

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends \$1,000,000 for the biennium for the implementation of a three month juvenile camp program. This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

**RATIONALE:**

One of the objectives of the Governor's Anti-Crime initiative is to combat recidivism among juvenile offenders by targeting first-time offenders and enforcing more intensive activities among repeat offenders. The Vision Quest Model Three Month and Aftercare Program is proposed to accomplish this task. The Department of Corrections will administer this program which is modeled after Vision Quest in Pennsylvania. This is a boot camp for juvenile offenders with multiple or more serious offenses, serving as a last stop before incarceration. The program will provide a 1 year aftercare component that will include community service and mentoring. Referrals for this program will come from county courts.

**PROGRAM OUTCOMES:**

As a result, the program will:

- provide structured programming that will teach discipline and persistence;
- attempt to end the continuing rate of recidivism among the repeat offenders;
- hold the communities and families accountable and provide support to the counties and courts for the youth; and
- provide positive alternatives and opportunities for success.

**LONG-TERM IMPACT:**

This program will help accomplish the objectives of the Governor's crime package to reverse the violent juvenile crime trend, significantly reduce the juvenile recidivism rate, and enforce more intense activities among repeat offenders.

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## 1998-99 Biennial Budget

**PROGRAM:** Community Services  
**AGENCY:** Corrections, Department of

### PROGRAM DESCRIPTION:

The Community Services program provides a broad range of correctional services in the community. Objectives of these services are to protect the public, to control criminal behavior of offenders, to assist offenders in the development of skills necessary to function in the community and to ensure compliance with standards governing operation of local correctional facilities. In order to achieve these objectives the program carries out the following functions:

1. Department of Corrections' agents supervise individuals who have been placed on probation, supervised release and parole in 56 counties not under the Community Corrections Act (CCA). This activity also includes intensive supervision for selected offenders.
2. Community Services administers the CCA. Thirty-one Minnesota counties representing over 70% of the state's population voluntarily participate in the Act and assume responsibility for the provision of community based correctional services.
3. Work Release provides highly structured programs and supervision for offenders being released from state institutions.
4. Community Services in conjunction with the Department of Natural Resources and counties operates Sentencing to Service programs for non-dangerous offenders who are sentenced to perform useful community service projects.
5. The Restorative Justice Initiative provides leadership and innovative training opportunities to foster community involvement, restore the victim, the offender and the community.
6. The Institution Community Work Crew (ICWC) program takes minimum security state prisoners nearing the end of their sentences into the community to work in supervised crews on community improvement projects.
7. Community residential facilities provide structure and strict surveillance for offenders being released from institutions or who require stricter conditions of supervision.
8. Community corrections centers provide housing, education, supervision and treatment of juveniles adjudicated as delinquent.
9. Community Services, through contractual arrangements, provides outpatient services such as job placement, electronic monitoring, after-care treatment for sex offenders, day programming and drug testing and treatment programs.
10. Administration of interstate transfer cases is provided through the Interstate Compact for the Supervision of Probationers and Parolees.
11. Community Services administers the county probation subsidy which reimburses counties for some costs associated with probation services.
12. The inspection and enforcement unit licenses, monitors and assists approximately 215 adult and juvenile local correctional facilities, as well as a private prison in Minnesota. Additionally, the inspection and enforcement unit administers the certification of 35 juvenile facilities in other states. Its function is designed to ensure that conditions of confinement in local facilities adequately protect the public and meet basic safety, health and constitutional standards and to avoid litigation.

### PROGRAM STATUS:

Like the Institutions program, the Community Services program has had a steady growth of clientele and workload. This has taxed the ability of the division to provide timely and quality services to its clients which include victims, courts, county boards, sheriffs, probation, and community corrections officials, as well as offenders. It is expected that providing services to a continued expanding client population will be a major challenge throughout the biennium.

The division has, and will continue to develop intermediate sanctions which will be acceptable to the public as well as to the legislature for dealing with more offenders in a way which is economically feasible yet effective. Among these programs are intensive supervision, day reporting centers, electronic surveillance, sentencing to service and other community work options, and house arrest. With the exception of Hennepin, Ramsey and St. Louis counties, jails provide services for pre-trial detainees and sentenced prisoners. In Hennepin, Ramsey and St. Louis counties, jails are under the jurisdiction of the sheriff and hold only pre-trial detainees and are not under the CCA administration. These counties operate separate facilities for sentenced prisoners.

### PLANNED RESULTS:

The Community Services Division is dedicated to the maintenance of current effective programs and the development of new programs to accomplish the objectives. The division will meet these objectives through constant review of current programs and through the study and research of potential new programs:

- to provide low cost alternatives to expensive prison beds,
- to enable local facilities to free up valuable jail space while continuing to assure the safety of the public,
- to continue to provide innovative programs such as Intensive Community Supervision, Sentencing to Service, Work Release and Phase 2 of the Challenge Incarceration Program,
- to continue to develop and initiate intermediate sanctions that safely keep a high number of individuals on probation and decrease the need for additional prison beds.

### BUDGET AND REVENUE SUMMARY:

The agency budget plan provides for:

- the maintenance of operations through the preservation of correctional services in the amount of \$1,591,000 each year in the base budget of this program,
- an increase of \$300,000 the first year and \$530,000 the second year for additional agents to maintain caseload levels,

1998-99 Biennial Budget

**PROGRAM:** Community Services  
**AGENCY:** Corrections, Department of  
(Continuation)

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- an increase of \$290,000 the first year and \$613,000 the second year to maintain 50% county probation reimbursement,
- an increase of \$237,000 each year for additional residential programming,
- an increase of \$150,000 each year for additional Intensive Supervised Release agents,
- an increase of \$72,000 each year for an additional Challenge Incarceration agent,
- an increase of \$123,000 the first year and \$83,000 the second year for continuing the Children's Mental Health program, clerical support and travel, and for juvenile facility rulemaking under the facilities planning and inspection activity,
- an increase of \$120,000 in the second year for a local restorative justice program,
- an increase of \$100,000 each year to expand the Sentencing to Service program,
- an increase of \$80,000 in the second year to expand community sex offender treatment,
- an increase of \$100,000 the first year and \$150,000 the second year for work release beds.

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends that \$6,372,000 be added to the agency plan for the biennium which incorporates initiatives for the following purposes:

**Probation Caseload Reduction** - \$3,372,000 to increase statewide probation caseload reduction efforts.

**Drug and Night Court Innovation Grants** - \$3,000,000 for innovation grants to create drug, night, and family courts as part of the Governor's Anti-Crime Initiative.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES

			FY 1998			FY 1999		
ACTIVITY RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
PROBATION & SUPERVISED RELEASE	9,049	10,946	10,462	11,135	11,135	10,688	11,591	11,591
COMM CORR ACT	34,243	38,346	37,431	38,248	38,248	37,431	38,248	38,248
COMMUNITY CORRECTIONAL ALTS	8,975	17,578	12,616	13,293	14,793	12,634	13,361	14,861
SENTENCING TO SERVICE	4,135	4,743	4,489	4,659	4,659	4,566	4,856	4,856
FACILITIES PLANNING & INSPECTI	1,880	2,538	2,025	2,189	2,189	2,042	2,166	2,166
COMMUNITY SERVICES SUPPORT	7,040	9,095	8,052	8,514	10,200	8,078	8,943	10,629
TOTAL EXPENDITURES BY ACTIVITY	65,322	83,246	75,075	78,038	81,224	75,439	79,165	82,351
AGENCY PLAN ITEMS:			FUND					
PRESERVATION OF CORR SVCS - COMM SVCS		GEN		1,591			1,591	
PROBATION/SUPERVISED RELEASE AGENTS		GEN		300			530	
COUNTY PROBATION REIMBURSEMENT		GEN		290			613	
RESIDENTIAL SERVICES		GEN		237			237	
INTENSIVE SUPVD RELEASE AGENTS		GEN		150			150	
CIP AGENT		GEN		72			72	
FACILITIES PLANNING & INSPECTION		GEN		123			83	
LOCAL RESTORATIVE JUSTICE		GEN					120	
SENTENCING TO SERVICE EXPANSION		GEN		100			100	
COMMUNITY-BASED SEX OFFENDER TREATMENT		GEN					80	
WORK RELEASE EXPANSION		GEN		100			150	
TOTAL AGENCY PLAN ITEMS				2,963			3,726	
GOV'S INITIATIVES:			FUND					
(P) STATEWIDE PROBATION CASELOAD REDUCTION		GEN			1,686			1,686
(P) DRUG/NIGHT/FAMILY COURT INNOVATION GRNT		GEN			1,500			1,500
TOTAL GOV'S INITIATIVES					3,186			3,186
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	63,940	81,513	73,419	76,382	79,568	73,783	77,509	80,695
STATUTORY APPROPRIATIONS:								
GENERAL	24	46	35	35	35	35	35	35
SPECIAL REVENUE	1,054	1,365	1,301	1,301	1,301	1,301	1,301	1,301

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES

ACTIVITY RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FEDERAL	11							
AGENCY	293	320	320	320	320	320	320	320
GIFT		2						
TOTAL EXPENDITURES	65,322	83,246	75,075	78,038	81,224	75,439	79,165	82,351
FTE BY EMPLOYMENT TYPE:								
REGULAR	274.0	320.1	317.7	330.1	330.1	317.7	337.6	337.6
TEMP/SEAS/PART_TIME	1.8	.5	.5	.5	.5	.5	.5	.5
OVERTIME	.4	.3	.3	.3	.3	.3	.3	.3
TOTAL FTE	276.2	320.9	318.5	330.9	330.9	318.5	338.4	338.4

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## 1998-99 Biennial Budget

**BUDGET ACTIVITY:** Probation and Supervised Release  
**PROGRAM:** Community Services  
**AGENCY:** Corrections, Department of

### ACTIVITY DESCRIPTION:

#### **Probation/Parole/Supervised Release**

The probation, parole and supervised release activity of the Community Services Division provides direct services in 56 counties that are not organized under the Community Corrections Act (CCA), M.S. 401. The unit provides adult felon services in all 56 counties and in 24 of these counties the unit also provides adult misdemeanor and juvenile services. The director is officed in the department's central office and the unit is managed locally through 9 district offices. These offices are located in Albert Lea, Bemidji, Detroit Lakes, Glencoe, Marshall, North Mankato, St. Cloud, Shakopee, and Stillwater. In these 56 counties, corrections agents supervise monthly caseloads of approximately 11,883 adult and juvenile offenders as of July 1, 1996. Over 90% of these offenders are on court-ordered probation, with the remainder on parole or supervised release.

Intensive supervision is a specialized program for selected offenders whose offense and/or history identify them as some of Minnesota's most violent and intransigent offenders. The department directly delivers the supervision from 4 locations covering out-state Minnesota and provides grants to 5 metro centers which provide similar services.

#### **Supervision of Offenders**

Supervising staff ensure public protection and compliance with court-ordered sanctions through correctional supervision of offenders. Supervision includes, but is not limited to face-to-face meeting, collateral contacts with family, friends and employers, referrals to appropriate community services, collection of restitution and fines, and general enforcement of conditions of release. In the event of violations the agents are also responsible for conducting revocation hearings. It is the goal of the unit to maintain a revocation rate not to exceed 10%.

#### **Investigative Responsibilities**

In addition to the supervision of offenders this unit is also responsible for providing presentence investigation services to the courts. These investigations provide the courts with information that is used to determine the appropriate disposition and sentence for the offender. Included in the duties are gambling assessments, rule 25 alcohol assessments, social history and criminal history. Agents also provide pre-trial bail evaluations for the court. The court uses these evaluations to determine the amount of bail for individuals in custody.

#### **Other Responsibilities**

This unit is responsible for monitoring local correctional programs under the Community Corrections Act. The district supervisors work closely with CCA administrators in the development of annual comprehensive plans. The unit also assists the Inspection and Enforcement Unit with the inspection and licensing of jails, lockups, detention facilities and group homes. This includes the investigation of any complaint made.

### BUDGET ISSUES:

The agency budget plan provides \$300,000 the first year and \$530,000 the second year for additional adult and juvenile agents for probation and supervised release and \$150,000 each year for 2 additional Intensive Supervised Release agents. It also provides \$223,000 each year for maintenance of operations through the preservation of correctional services.

### REVENUE:

This activity generates non-dedicated revenue from county reimbursement for juvenile probation and parole services provided by the state to contracting counties.

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: PROBATION & SUPERVISED RELEASE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	7,372	8,671	8,861	9,193	9,193	9,085	9,601	9,601
OPERATING EXPENSES	1,677	2,275	1,601	1,942	1,942	1,603	1,990	1,990
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	9,049	10,946	10,462	11,135	11,135	10,688	11,591	11,591
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	9,049	10,946	10,462	11,135	11,135	10,688	11,591	11,591
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - COMM SVCS		GEN		223			223	
PROBATION/SUPERVISED RELEASE AGENTS		GEN		300			530	
INTENSIVE SUPVD RELEASE AGENTS		GEN		150			150	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				673			903	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	9,049	10,946	10,462	11,135	11,135	10,688	11,591	11,591
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	9,049	10,946	10,462	11,135	11,135	10,688	11,591	11,591
=====								
REVENUE COLLECTED:								
-----								
NONDEDICATED:								
CAMBRIDGE DEPOSIT FUND	1,638	1,770	1,770	1,770	1,770	1,770	1,770	1,770
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	1,638	1,770	1,770	1,770	1,770	1,770	1,770	1,770
=====								
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	163.2	193.6	193.6	202.1	202.1	193.6	207.1	207.1

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: PROBATION & SUPERVISED RELEASE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
TEMP/SEAS/PART_TIME	.9	.5	.5	.5	.5	.5	.5	.5
OVERTIME	.3	.3	.3	.3	.3	.3	.3	.3
TOTAL FTE	164.4	194.4	194.4	202.9	202.9	194.4	207.9	207.9

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## 1998-99 Biennial Budget

**BUDGET ACTIVITY:** Community Corrections Act  
**PROGRAM:** Community Services  
**AGENCY:** Corrections, Department of

### **ACTIVITY DESCRIPTION:**

The Community Corrections Act (M.S. 401) authorizes the commissioner of corrections to provide subsidy grants to counties so they may 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.

Thirty-one counties are currently under the Community Corrections Act. These counties represent more than 70% of the state's population.

The grants are available to counties and groups of contiguous counties with a combined population of at least 30,000. Participating counties must establish a corrections advisory board composed of representatives from law enforcement, the judiciary, the prosecution, education, corrections, racial minorities, social welfare services and the lay citizenry. Participating counties must develop an annual comprehensive plan which identifies correctional needs and defines programs designed to meet those needs. The comprehensive plan is presented to the boards of county commissioners for approval and is forwarded to the department for review and final approval by department staff and the commissioner.

### **BUDGET ISSUES:**

The agency budget plan provides \$817,000 each year for maintenance of grants through the preservation of correctional services.

#### *Criteria and Formulas Determining Amount of Payment to Recipients*

The subsidy formula is specified in M.S. 401.10. It includes factors that reflect both the correctional needs of the county and the county's financial resources available to meet those needs. The formula was recently changed by the legislature and replaced the county-based measures of community corrections workload and ability to pay, with the following factors and methodology: population aged 10-24; case filings within the county for felony level crimes; juvenile case filings within the county; convicted felons not given an executed prison sentence; adult gross misdemeanor cases files; and adjusted net tax capacity. Each of these factors is represented as a percentage of the statewide total for each county. The 1995 aid distribution is used as a "hold harmless" amount, and only the funding added since that year is distributed in fiscal year 1997 and thereafter under this revised formula.

### **REVENUE:**

None.

### **GRANTS:**

Grants to Community Corrections Act counties consist of CCA formula grants, adult felon grants and caseload reduction grants.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: COMM CORR ACT

			FY 1998			FY 1999		
	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
ACTIVITY SUMMARY								
=====								
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
LOCAL ASSISTANCE	34,243	38,346	37,431	38,248	38,248	37,431	38,248	38,248
=====								
TOTAL EXPENDITURES	34,243	38,346	37,431	38,248	38,248	37,431	38,248	38,248
=====								
AGENCY PLAN ITEMS:								
PRESERVATION OF CORR SVCS - COMM SVCS				817			817	
=====								
TOTAL AGENCY PLAN ITEMS				817			817	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	34,243	38,346	37,431	38,248	38,248	37,431	38,248	38,248
=====								
TOTAL EXPENDITURES	34,243	38,346	37,431	38,248	38,248	37,431	38,248	38,248
=====								
FTE BY EMPLOYMENT TYPE:								
-----								
TOTAL FTE								
=====								

## 1998-99 Biennial Budget

**BUDGET ACTIVITY:** Community Correctional Alternatives  
**PROGRAM:** Community Services  
**AGENCY:** Corrections, Department of

### ACTIVITY DESCRIPTION:

The Community Correctional Alternatives activity funds services which help to control the criminal behaviors of offenders in the community and to foster the development of skills needed to live a law-abiding life.

The alternative program's unit contracts for residential and nonresidential services throughout the state. These programs cover a wide range of service for offenders who are on supervised release. Residential services provide housing, referrals to appropriate social agencies, monitors employment/treatment progress and encourages and counsels offenders to make positive changes in their lives. Nonresidential programs provide job seeking skills, assistance in job placement, housing assistance, parenting classes, life time skill classes, cognitive skills classes, testing for alcohol and drugs use, employment and treatment monitoring, monitoring the offender through phone contacts and electronic monitoring equipment. The majority of the agencies providing these services are private and not for profit.

The work release unit provides for offenders released from the state correctional facilities. Contract services include intensive supervision, structured living, the reintegration of offenders entering community life by providing them with practical work experience, vocational assistance and chemical dependency/alcohol treatment.

Community programs such as supervised release contracts and work release provide low-cost alternatives to incarceration in institutions.

### BUDGET ISSUES:

The agency budget plan provides \$237,000 each year for increased residential programming for offenders who are on supervised release; \$100,000 the first year (7 beds) and \$150,000 the second year (10 beds) for increased work release beds; and \$72,000 each year for a challenge incarceration agent. It also provides for \$268,000 each year of the biennium for maintenance of operations through preservation of correctional services.

### REVENUE:

Dedicated agency funds reflect inmate banking activity for participants in the work release program.

### GRANTS:

Grants are administered by the Alternative Programs Unit for intensive DWI programs, productive day programs, remote electronic alcohol monitoring programs, juvenile restitution programs, continuum of care programs, and intensive juvenile monitoring programs. This office also administers the statewide Extended Jurisdiction Juvenile (EJJ) partnership program subsidy.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: COMMUNITY CORRECTIONAL ALTS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	627	816	784	832	832	802	850	850
OPERATING EXPENSES	3,548	4,469	3,956	4,419	4,419	3,956	4,469	4,469
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	4,175	5,285	4,740	5,251	5,251	4,758	5,319	5,319
PAYMENTS TO INDIVIDUALS	294	320	320	320	320	320	320	320
LOCAL ASSISTANCE	4,506	11,973	7,556	7,722	9,222	7,556	7,722	9,222
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	8,975	17,578	12,616	13,293	14,793	12,634	13,361	14,861
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - COMM SVCS		GEN		268			268	
RESIDENTIAL SERVICES		GEN		237			237	
CIP AGENT		GEN		72			72	
WORK RELEASE EXPANSION		GEN		100			150	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				677			727	
=====								
GOV'S INITIATIVES:		FUND						
-----		-----						
(P) DRUG/NIGHT/FAMILY COURT INNOVATION GRNT		GEN			1,500			1,500
=====		=====			=====			=====
TOTAL GOV'S INITIATIVES					1,500			1,500
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	8,682	17,198	12,296	12,973	14,473	12,314	13,041	14,541
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE		60						
AGENCY	293	320	320	320	320	320	320	320
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	8,975	17,578	12,616	13,293	14,793	12,634	13,361	14,861



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: COMMUNITY CORRECTIONAL ALTS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
REVENUE COLLECTED:								
DEDICATED:								
AGENCY	293	320	320	320	320	320	320	320
TOTAL REVENUES COLLECTED	293	320	320	320	320	320	320	320
FTE BY EMPLOYMENT TYPE:								
REGULAR	13.9	17.0	16.0	17.0	17.0	16.0	17.0	17.0
OVERTIME	.1							
TOTAL FTE	14.0	17.0	16.0	17.0	17.0	16.0	17.0	17.0

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Corrections, Department of  
**PROGRAM:** Community Corrections  
**ACTIVITY:** Community Correctional Alternatives

**ITEM TITLE:** Drug, Night, and Family Court Innovation Grants

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>Expenditures: (\$000s)</b>				
General Fund				
- Grants	\$1,500	\$1,500	\$1,500	\$1,500
<b>Revenues: (\$000s)</b>				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_ No X

If yes, statutes(s) affected:

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends \$3,000,000 to implement an innovation grant program for the purpose of developing drug, night, and family courts. Innovative proposals will be solicited from counties, cities and individual judges to address the burdens on the courts system and to reduce recidivism of drug offenders.

**RATIONALE:**

State and local criminal courts are inundated with felony drug defendants due to increased enforcement efforts against drug sellers and drug users. The jails and prisons have become severely overcrowded primarily due to increased incarceration rates for drug offenders. Drug courts and night courts focus on processing cases rapidly which clears calendars and reduces pending felony caseloads.

Courts faced with large numbers of non-violent drug offenders have few or limited options, and some of these options are perceived by many probation departments as ineffective. By increasing available options and using sentencing alternatives for these offenders, the availability of drug courts and night courts may result in cost savings to both state and local governments. There is also a possibility that the use of these immediate reaction courts may reduce the likelihood that defendants will seek a more lengthy and expensive trial.

Family courts would allow the consolidation of related family and delinquency matters to one single judge or referee. This will improve resolution of family matters because only one judge will need to know all the issues at hand.

**PROGRAM OUTCOMES:**

Drug courts and night courts will help reduce costs to the state. Other states have found that the swift

and immediate consequences offered by drug and night courts have resulted in a lower recidivism rate.

**LONG-TERM IMPACT:**

Many special drug and night courts have found surprisingly strong support among community groups representing the general citizenry. This support will aid in the fight against drugs in communities.

**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Sentencing to Service  
**PROGRAM:** Community Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

The Sentencing to Service (STS) program 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 probation. It provides supervised work crew activities as the sanction or as part of the sanction, which are productive in nature and beneficial to the citizens of the state through the development and management of natural resources.

The program is managed in partnership with the Minnesota Department of Natural Resources and with county governments in the state. The offenders served are both male and female and both adult and juvenile; however, the vast majority are adult males. The work projects are done for both county and state government. The projects primarily involve natural resources projects and beautification projects, although there have been some major construction projects.

The activity choices support program objectives by reducing jail populations, thus, taking pressure off the jails; serves to accomplish a number of public service projects at a minimal cost to the taxpayer and provides an appropriate sanction for non-dangerous offenders.

The Institution Community Work Crew (ICWC), which began 1-1-96, provides supervised community work crews for select minimum security inmates at the end of their institutional stay. Salaries are earned and inmates pay restitution and gate money for their earnings. The 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 practice, policies and programs which focus on repairing the harm of crime and strengthen communities in all jurisdictions around the state.

The Restorative Justice Initiative has made a significant impact on correctional practices in Minnesota, and has also resulted in new programs in law enforcement, schools and neighborhoods. These efforts have also brought national attention to Minnesota which appears to be in the national forefront in this endeavor.

The goal of the Restorative Justice Initiative is to change the process of responding to crime to involve communities and victims, using methods which build community connections for victims and offenders. These process changes happen in multiple ways and present challenges for measurement. While change in the criminal justice process is noticeable, the experience is insufficient to devise standardized measurement systems to assess the impact. Since beginning the initiative, there have been 136 presentations to professional and public groups with over 5,000 people attending. In addition, 4 state and local conferences have been organized with total attendance of about 1,000.

**BUDGET ISSUES:**

The agency budget plan provides \$100,000 each year to expand Sentencing to Service and \$120,000 the second year for a local restorative justice program. It also provides \$70,000 each year for maintenance of operations through the preservation of correctional services.

The Institution Community Work Crew program has less than a 1-year history. It may expand, adding to the supervisor's caseload. No new funds are being requested for that reason.

**REVENUE:**

This activity generates dedicated special revenue from counties participating in the Sentencing to Service program. The costs for support of the STS crews (crewleader salaries, transportation, training, equipment, etc.) are shared 50/50 with the county. The state programs receive STS dedicated receipts from the county. These funds are collected each year and used to offset expenses the following year.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: SENTENCING TO SERVICE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	2,849	3,050	3,125	3,199	3,199	3,202	3,381	3,381
OPERATING EXPENSES	1,286	1,693	1,364	1,460	1,460	1,364	1,475	1,475
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	4,135	4,743	4,489	4,659	4,659	4,566	4,856	4,856
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	4,135	4,743	4,489	4,659	4,659	4,566	4,856	4,856
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - COMM SVCS		GEN		70			70	
LOCAL RESTORATIVE JUSTICE		GEN					120	
SENTENCING TO SERVICE EXPANSION		GEN		100			100	
=====		=====	=====	=====	=====	=====	=====	=====
TOTAL AGENCY PLAN ITEMS				170			290	
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	3,135	3,520	3,272	3,442	3,442	3,349	3,639	3,639
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	989	1,221	1,217	1,217	1,217	1,217	1,217	1,217
FEDERAL	11							
GIFT		2						
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	4,135	4,743	4,489	4,659	4,659	4,566	4,856	4,856
=====								
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	1,722	1,310	1,310	1,310	1,310	1,310	1,310	1,310
FEDERAL	6							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	1,728	1,310	1,310	1,310	1,310	1,310	1,310	1,310

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: SENTENCING TO SERVICE

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FTE BY EMPLOYMENT TYPE:								
REGULAR	71.5	74.2	74.2	76.2	76.2	74.2	78.7	78.7
TEMP/SEAS/PART_TIME	.8							
TOTAL FTE	72.3	74.2	74.2	76.2	76.2	74.2	78.7	78.7

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## 1998-99 Biennial Budget

**BUDGET ACTIVITY:** Facilities Planning and Inspection  
**PROGRAM:** Community Services  
**AGENCY:** Corrections, Department of

### ACTIVITY DESCRIPTION:

All the responsibilities associated with the Facilities Planning and Inspection activity are designed to ensure that conditions of confinement and security of persons detained or incarcerated in local facilities meet basic safety, health and constitutional standards while ensuring protection of the public. Additionally, Facilities Planning and Inspection activity is responsible for ensuring that Juvenile Detention Subsidy Services Programs funded through state and/or federal appropriations are carried out in a manner consistent with Minnesota statute and federal grant award requirements.

Within the context of the 2 basic purposes noted above, the Facilities Planning and Inspection activity serves more specific purposes as follows:

- To inspect and license secure and nonsecure correctional facilities on a statewide basis.

Facilities under the inspection and licensing responsibility of this unit include: jails, lockups, adult holding facilities, adult correctional facilities including workhouse/work farms, correctional group foster homes, adult halfway houses, secure juvenile detention facilities including licensed secure juvenile detention centers, 8-day temporary holdover facilities and 24-hour temporary holdover facilities, juvenile residential facilities such as county home schools and municipal police lockup facilities.

- To provide training and technical assistance in coordination with the Minnesota State Sheriffs' Association to personnel of local adult detention facilities.
- To develop and enforce standards for correctional facilities in accordance with legislative directives and the administrative rule making process.
- To maintain and analyze statistical data on admissions to adult local secure detention facilities.
- To act as a statewide clearinghouse in accordance with Minnesota statutory requirements for the review and approval of remodeling, renovation or new construction plans and comments related to facilities inspected and licensed by the Department of Corrections.
- To ensure that attendants utilized in 24-hour and 8-day temporary holdover facilities have been trained in a manner consistent with department attendance training requirements.
- To monitor the detention of juveniles in adult local facilities and facilities under 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.
- To provide technical assistance to local officials to the extent resources permit to enhance their ability to ensure that conditions of confinement and security for persons detained or incarcerated in local facilities meet basic safety, health and constitutional standards while ensuring protection of the public.

- To coordinate the certification of all facilities outside the state of Minnesota providing residential services to pre-adjudicated delinquents, adjudicated delinquents and extended jurisdiction juveniles (EJJ).
- To coordinate the investigation of complaints and unusual occurrences in facilities inspected so that validity of complaints, rule compliance and recommendations for change can be made.
- Establish grant award policies and procedures and in a manner consistent with Minnesota statute for the distribution of secure juvenile detention facility construction grants to eligible grant award recipients in each Minnesota judicial district.
- To join with the Departments of Human Services, Health, and Children, Families and Learning in providing assistance in the establishment of children's mental health collaboratives. The collaboratives must include counties, school districts, and local mental health entities.

### BUDGET ISSUES:

The agency budget plan provides \$123,000 the first year and \$83,000 the second year to continue the Children's Mental Health program, for training workshops, clerical support and travel, and \$40,000 the first year for juvenile facility rulemaking. It also includes \$41,000 each year for maintenance of operations through the preservation of correctional services.

### REVENUE:

This activity receives dedicated general fund money from the Minnesota Department of Human Services for an interagency effort involving coordination of a children's mental health collaboratives. Fees are generated from legislatively mandated out of state juvenile facility certification responsibilities.

### GRANTS:

Local assistance is given via juvenile detention subsidies.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: FACILITIES PLANNING & INSPECTI

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	563	745	660	693	693	679	712	712
OPERATING EXPENSES	152	316	165	270	270	163	228	228
SUBTOTAL STATE OPERATIONS	715	1,061	825	963	963	842	940	940
LOCAL ASSISTANCE	1,165	1,477	1,200	1,226	1,226	1,200	1,226	1,226
TOTAL EXPENDITURES	1,880	2,538	2,025	2,189	2,189	2,042	2,166	2,166
AGENCY PLAN ITEMS:		FUND						
PRESERVATION OF CORR SVCS - COMM SVCS		GEN		41			41	
FACILITIES PLANNING & INSPECTION		GEN		123			83	
TOTAL AGENCY PLAN ITEMS				164			124	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	1,791	2,408	1,906	2,070	2,070	1,923	2,047	2,047
STATUTORY APPROPRIATIONS:								
GENERAL	24	46	35	35	35	35	35	35
SPECIAL REVENUE	65	84	84	84	84	84	84	84
TOTAL EXPENDITURES	1,880	2,538	2,025	2,189	2,189	2,042	2,166	2,166
REVENUE COLLECTED:								
DEDICATED:								
GENERAL	35	35	35	35	35	35	35	35
SPECIAL REVENUE	24	105	24	24	24	105	105	105
TOTAL REVENUES COLLECTED	59	140	59	59	59	140	140	140
FTE BY EMPLOYMENT TYPE:								
REGULAR	11.8	14.0	12.6	13.5	13.5	12.6	13.5	13.5
TOTAL FTE	11.8	14.0	12.6	13.5	13.5	12.6	13.5	13.5



**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Community Services Support  
**PROGRAM:** Community Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

The Community Services Support activity is responsible for:

- Administration of the County Probation Officer Reimbursement Funds (M.S. 260.311). The 56 Minnesota 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.
- Interstate Compact. This activity is responsible for interstate compacts which are reciprocal agreements between all states for the supervision of interstate probationers and parolees as well as the administration of detainees and runaway youth.
- 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.
- Caseload/Workload Reduction. This activity exists to provide funding to court service's 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 F.Y. 1996-97 has added 169 new probation officers in Minnesota (Department of Corrections - 18, CCA - 112, County Probation - 29).
- 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.
- Care of Persons/Restructure Account. Finally this activity is responsible for the care of persons account which is used to reimburse county jails and local correctional facilities for housing work release and challenge incarceration violators pending return to prison as well as supervised releases who have been held in jail for a period of accountability as ordered by the Office of Adult Release.
- 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 treatment grants, assessment reimbursements, transition into the community, an evaluation project and the community notification program.

**BUDGET ISSUES:**

The agency budget plan provides for \$290,000 the first year and \$613,000 the second year for 50% county probation reimbursement and \$80,000 the second year for community based sex offender treatment. It also provides \$172,000 each year for maintenance of operations through the preservation of correctional services.

**REVENUE:**

None.

**GRANTS:**

Local assistance is given via county probation reimbursement, caseload reduction grants and sex offender treatment grants.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: COMMUNITY SERVICES  
ACTIVITY: COMMUNITY SERVICES SUPPORT

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	649	1,011	1,037	1,037	1,037	1,063	1,063	1,063
OPERATING EXPENSES	1,318	2,440	1,769	1,826	3,512	1,769	1,826	3,512
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	1,967	3,451	2,806	2,863	4,549	2,832	2,889	4,575
LOCAL ASSISTANCE	5,073	5,644	5,246	5,651	5,651	5,246	6,054	6,054
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	7,040	9,095	8,052	8,514	10,200	8,078	8,943	10,629
=====								
AGENCY PLAN ITEMS:		FUND						
-----		-----						
PRESERVATION OF CORR SVCS - COMM SVCS		GEN		172			172	
COUNTY PROBATION REIMBURSEMENT		GEN		290			613	
COMMUNITY-BASED SEX OFFENDER TREATMENT		GEN					80	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				462			865	
=====								
GOV'S INITIATIVES:		FUND						
-----		-----						
(P) STATEWIDE PROBATION CASELOAD REDUCTION		GEN			1,686			1,686
=====		=====			=====		=====	
TOTAL GOV'S INITIATIVES					1,686			1,686
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	7,040	9,095	8,052	8,514	10,200	8,078	8,943	10,629
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	7,040	9,095	8,052	8,514	10,200	8,078	8,943	10,629
=====								
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	13.6	21.3	21.3	21.3	21.3	21.3	21.3	21.3
TEMP/SEAS/PART_TIME	.1							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	13.7	21.3	21.3	21.3	21.3	21.3	21.3	21.3

## F.Y. 1998-99 BUDGET INITIATIVE

**AGENCY:** Corrections, Department of  
**PROGRAM:** Community Services  
**ACTIVITY:** Community Services Support

**ITEM TITLE:** Statewide Probation Caseload Reduction

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>Expenditures: (\$000s)</b>				
General Fund				
- Grants	\$1,686	\$1,686	\$1,686	\$1,686
<b>Revenues: (\$000s)</b>				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

### GOVERNOR'S RECOMMENDATION:

The Governor recommends a funding increase for statewide probation caseload reduction in order to increase the number of probation officers throughout the state, reduce assigned caseloads, reduce workload through diversion as well as contracting or technology solutions, and increase accountability and community security. This initiative is a continuation of the statewide probation caseload reduction begun in the current biennium.

This amount when added to the F.Y. 1997 base will provide \$9,000,000 annually in the 1998-99 biennium for probation caseload reduction, bringing the funding level up to the amount the Governor recommended in the previous biennial budget.

### RATIONALE:

This initiative would provide additional funding for statewide probation caseload reduction. The process was begun in 1996 when the Governor recommended \$15 million and the legislature appropriated \$10.9 million in caseload reduction funds. It is estimated that these funds will have placed between 150 and 175 new probation officers on the streets before the end of the current biennium.

Probation officers are the "eyes and ears" of the district courts. Under authority of either the courts or the Department of Corrections, probation officers primarily conduct investigations and supervise offenders. They also do many other tasks such as electronic monitoring, collecting restitution, victim impact investigations, drug, alcohol, gambling and bail assignments and evaluations.

There are currently over 900 probation officers in the state supervising nearly 100,000 offenders in the community. Probation services are currently provided through 1 of 3 systems: Community

Corrections Act Counties (M.S. 401); county probation officers who manage primarily juvenile and misdemeanor cases (M.S. 260); and state agents supervising primarily adult felons and gross misdemeanor (M.S. 241). Personnel in all 3 delivery systems are understaffed which results in a greater risk to public safety.

### PROGRAM OUTCOMES:

This initiative will greatly improve probation officer/offender ratios. This should result in earlier intervention for offenders seeking assistance, faster preparation of reports for courts should help speed the process, earlier interdictions of offenders returning to criminal acts will produce better public safety and citizen satisfaction with the system.

### LONG-TERM IMPACT:

Adequate staffing and other workload reduction innovations will improve the ability to manage caseloads. The result of the initiative should be fewer commitments to adult and juvenile Department of Corrections facilities without compromising public safety.

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## **1998-99 Biennial Budget**

**PROGRAM:** Crime Victim and Prevention Services  
**AGENCY:** Corrections, Department of

### **PROGRAM DESCRIPTION:**

The Crime Victim and Prevention Services Division exists to ensure that a partnership is developed with communities most impacted by crime, violence and victimization. It furthers the state policy of zero tolerance for violence and that every victim of violence in Minnesota have access to necessary services as described in crime victims rights laws.

### **PROGRAM STATUS:**

Two units exist within this division: the Community Preservation Unit and the Victim Services Unit. The Community Preservation Unit is a new initiative, created as a component of the department reorganizational thrust toward involving the communities most impacted by crime, violence and victimization. The Victim Services Unit acts as a liaison within the Department of Corrections and other state agencies for the needs and rights of crime victims, and allocates state and federal resources for direct service provisions for crime victims.

### **PLANNED RESULTS:**

The agency budget plan will facilitate the accomplishment of related performance objectives as identified in the 1996 Agency Performance Report as follows:

- By building partnerships with those communities most impacted by crime, violence and victimization, the Department of Corrections can utilize its resources more effectively through communities designing prevention and intervention services to end victimization, and by providing a direct link between the department and affected communities.
- Communities will be supported: 1) in their ability to create and design effective services; 2) with resources for intervention and prevention; 3) in their efforts to restore and reclaim ownership, responsibility and accountability for victimization; 4) in their efforts to educate themselves in the area of crime and the criminal justice system; and 5) in their efforts to understand the impact of violence and victimization in crime specific areas of sexual assault, domestic abuse and general crime, i.e., murder, robbery, burglary, etc.
- Communities will become involved in developing guidelines for law enforcement, prosecutors, courts and other facets of the criminal justice system so that an infrastructure is built between the criminal justice system and the communities.
- Through community partnerships with the department and the legislature and in cooperation with affected state agencies and local governments, culturally specific programs for minority youth will be developed and funded, and will emphasize the acquisition of skills most needed by minority juveniles in order to give them the best possible chance at restoring their return to the community to prevent future crime.
- Bridges of improved communication and relationships will be built between victimized communities, the legislature, the governor's office, and local government and agency policy makers.

- There will be an increase in levels of services provided for victims of domestic abuse, general crime and sexual assault, and an increase in the education of community members and professionals.
- An automated victim notification system will be implemented for informational purposes and the provision of uniform, consistent notification to victims, in the event of release or change in status of perpetrators of violent crimes from any state or local correctional facility.
- At the end of the first year of funding, 60% of new victim service programs will be meeting the minimum standards established for battered women, sexual assault and general crime programs. By the end of the second year of funding, 100% of all new programs will be in compliance with general, administrative and programmatic standards established by the respective advisory councils and defined in the Victim Services Unit Philosophies and Standards F.Y. 1996 booklet.

### **BUDGET AND REVENUE SUMMARY:**

The agency budget plan provides for:

- an increase of \$198,000 each year for the Community Preservation Unit,
- a biennial increase of \$3.6 million in federal funds from the Victims of Crime Act and \$2.4 million from the federal Violence Against Women Act.

### **GOVERNOR'S RECOMMENDATION:**

The Governor recommends that \$140,000 be added to the agency plan for the biennium for an automated victim notification system as part of his Anti-Crime initiative.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CRIME VICTIM & PREVENTION SVCS

ACTIVITY RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
CRIME VICTIM & PREVENTION SVCS	12,414	14,274	16,320	16,518	16,598	17,219	17,417	17,477
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES BY ACTIVITY	12,414	14,274	16,320	16,518	16,598	17,219	17,417	17,477
=====	=====	=====	=====	=====	=====	=====	=====	=====
AGENCY PLAN ITEMS:		FUND						
-----		-----						
CRIME VICTIM & PREVENTION SERVICES		GEN		198			198	
=====		=====		=====			=====	
TOTAL AGENCY PLAN ITEMS				198			198	
=====								
GOV'S INITIATIVES:		FUND						
-----		-----						
(P) AUTOMATED VICTIM NOTIFICATION SYSTEM		GEN			80			60
=====		=====			=====			=====
TOTAL GOV'S INITIATIVES					80			60
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	10,030	10,682	9,964	10,162	10,242	9,982	10,180	10,240
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	514	2	2	2	2	1	1	1
FEDERAL	1,870	3,590	6,354	6,354	6,354	7,236	7,236	7,236
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	12,414	14,274	16,320	16,518	16,598	17,219	17,417	17,477
=====	=====	=====	=====	=====	=====	=====	=====	=====
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	14.1	20.0	20.5	22.5	22.5	19.0	21.0	21.0
TEMP/SEAS/PART_TIME	.3							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	14.4	20.0	20.5	22.5	22.5	19.0	21.0	21.0
=====	=====	=====	=====	=====	=====	=====	=====	=====

# 1998-99 Biennial Budget

**BUDGET ACTIVITY:** Community Preservation/Victim Services  
**PROGRAM:** Crime Victim and Prevention Services  
**AGENCY:** Corrections, Department of

## ACTIVITY DESCRIPTION:

This budget activity has 2 units: a newly created Community Preservation Unit and the Victim Services Unit. The Community Preservation Unit will build partnerships with communities most impacted by crime, violence and victimization. The unit will provide a direct link from the department to affected communities. Guidelines will be developed for various activities within the criminal justice system including law enforcement, the courts, prosecutors and others involved in the system.

The Victim Services Unit is responsible for the administration of state and federal funds for battered women and their children, victims of sexual violence, and victims of other crimes. Victim Services' staff provide grant related technical assistance and training to funded programs. Additionally, Victim Services supports the efforts of grassroots constituency programs to stabilize families, enable children to recover from abuse, experienced and witnessed, and lead communities in a comprehensive approach to eradicate violence in Minnesota.

**General Crime Victims** - Federal funds from the Victims of Crime Act (VOCA) and state funds enable the department to award grants to local units of government or nonprofit organizations which provide victim assistance services and services to underserved crime victims.

The department also provides funds to 3 community organizations for the operation of crime victim centers which provide crisis intervention, advocacy for victims in the court process, emergency financial assistance and referral to appropriate community services, neighborhood organization activities and liaison with law enforcement, prosecution and court systems.

**Sexual Assault Services** - The department administers a grant program using both federal and state funds for community based sexual assault services. Forty-four projects serving 59 Minnesota counties provide immediate crisis intervention, medical, legal and criminal justice advocacy; professional training, and community education on personal safety to children and adults. The Minnesota Coalition Against Sexual Assault, a statewide coalition for sexual assault services, is funded to provide outreach to member programs, provide service-related technical assistance and facilitate statewide efforts to increase awareness of sexual violence issues.

**Battered Women Services** - The department administers a grant program using both federal and state funds to provide emergency shelter and support services to battered women and their children. Over 65 projects provide local services to battered women and their children in 56 counties. Services provided by grantees include emergency housing through shelters and/or safe homes, support and advocacy to both battered women and their children, community intervention with the criminal justice system, public education, training for staff and community professionals and statewide coordination of programs. Projects are funded to address the needs of Hispanic, Asian, Black, American Indian and lesbian battered women. In addition, a statewide legal advocacy project assists in identifying precedent setting legal cases in the area of domestic abuse. The department provides grant-related technical assistance and training. The department also receives reports on domestic abuse incidents from Minnesota law enforcement officers, as mandated in statute.

## BUDGET ISSUES:

The agency budget plan provides for \$198,000 each year for staff support in the Community Preservation Unit.

Abused children services transferred to the Department of Children, Families and Learning during F.Y. 1997. Requests exceed available funds and there still remain unfunded areas for victim services within the state.

## REVENUE:

Aid to Victims of Crime dedicated special revenue, generated via assessment to inmate pay, is accumulated in this activity and transferred directly to the Crime Victim Reparations Board.

Federal funds are received from the Victims of Crime Act, the Violence Against Women Act and the Family Violence Prevention and Services Act. Also, rape prevention funds are received from the Minnesota Department of Health. Of the Victims of Crime Act funding, 31% is available for child abuse programs to be administered through the Department of Children, Families and Learning.

## GRANTS:

	Dollars in Thousands			
	F.Y. 1996	F.Y. 1997	F.Y. 1998	F.Y. 1999
General Crime Services:				
General Fund	\$1,103	\$1,323	\$1,225	\$1,225
Dedicated (inmate wages)	514			
Federal	473	686	796	985
Total	\$2,090	\$2,009	\$2,021	\$2,210
Sexual Assault Services:				
General Fund	\$1,920	\$2,230	\$2,087	\$2,087
Federal	406	882	1,092	1,240
Total	\$2,326	\$3,112	\$3,179	\$3,327
Battered Women Services:				
General Fund	\$5,478	\$5,996	\$5,747	\$5,747
Federal	565	1,051	1,143	1,307
Total	\$6,043	\$7,047	\$6,890	\$7,054
Abused Children Services:				
General Fund	\$821			
Federal	399	484	961	1,156
Total	\$1,220	\$484	\$961	\$1,156
Violence Against Women (VAWA):				
Federal		\$381	\$1,987	\$2,200
<b>TOTAL GRANTS</b>	<b>\$11,679</b>	<b>\$13,033</b>	<b>\$15,038</b>	<b>\$15,947</b>

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CRIME VICTIM & PREVENTION SVCS  
ACTIVITY: CRIME VICTIM & PREVENTION SVCS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	609	884	926	1,036	1,036	868	978	978
OPERATING EXPENSES	126	357	356	444	524	404	492	552
SUBTOTAL STATE OPERATIONS	735	1,241	1,282	1,480	1,560	1,272	1,470	1,530
LOCAL ASSISTANCE	11,679	13,033	15,038	15,038	15,038	15,947	15,947	15,947
TOTAL EXPENDITURES	12,414	14,274	16,320	16,518	16,598	17,219	17,417	17,477
AGENCY PLAN ITEMS:		FUND						
CRIME VICTIM & PREVENTION SERVICES		GEN		198			198	
TOTAL AGENCY PLAN ITEMS				198			198	
GOV'S INITIATIVES:		FUND						
(P) AUTOMATED VICTIM NOTIFICATION SYSTEM		GEN			80			60
TOTAL GOV'S INITIATIVES					80			60
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	10,030	10,682	9,964	10,162	10,242	9,982	10,180	10,240
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	514	2	2	2	2	1	1	1
FEDERAL	1,870	3,590	6,354	6,354	6,354	7,236	7,236	7,236
TOTAL EXPENDITURES	12,414	14,274	16,320	16,518	16,598	17,219	17,417	17,477



1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: CRIME VICTIM & PREVENTION SVCS  
ACTIVITY: CRIME VICTIM & PREVENTION SVCS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE	207	230	240	240	240	250	250	250
FEDERAL	1,871	3,576	6,354	6,354	6,354	7,236	7,236	7,236
TOTAL REVENUES COLLECTED	2,078	3,806	6,594	6,594	6,594	7,486	7,486	7,486
FTE BY EMPLOYMENT TYPE:								
REGULAR	14.1	20.0	20.5	22.5	22.5	19.0	21.0	21.0
TEMP/SEAS/PART_TIME	.3							
TOTAL FTE	14.4	20.0	20.5	22.5	22.5	19.0	21.0	21.0

**F.Y. 1998-99 BUDGET INITIATIVE**

**AGENCY:** Corrections, Department of  
**PROGRAM:** Crime Victim and Prevention Services  
**ACTIVITY:** Crime Victim and Prevention Services

**ITEM TITLE:** Automated Victim Notification System

	<u>1998-99 Biennium</u>		<u>2000-01 Biennium</u>	
	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
<b>Expenditures: (\$000s)</b>				
General Fund				
- State Operations	\$80	\$60	\$60	\$60
<b>Revenues: (\$000s)</b>				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes \_\_\_\_\_ No X

If yes, statutes(s) affected:

**GOVERNOR'S RECOMMENDATION:**

The Governor recommends \$80,000 the first year and \$60,000 the second year for an automated victim notification system in furtherance of the state policy of zero tolerance for violence and for every victim of violence in Minnesota to have access to necessary services. This item is part of the Governor's Anti-Crime initiative that totals \$58.2 million for the 1998-99 biennium.

**RATIONALE:**

Safety for victims and the prevention of victimization have become a critical concern nationwide. In response to this concern the state government has taken measures to provide for improved safety for victims of crime in Minnesota. In 1996, the Minnesota legislature introduced legislation that requires notification to victims and communities in the event of the release of certain types of sex and violent offenders.

It is widely believed that if victims have information regarding the whereabouts of the perpetrators of their victimization, they are better able to plan for their safety and avoid further victimization. Implementing an automated victim notification system for the state will provide victims with access to information and notification regarding the status of offenders within the state and local correctional system.

In the first year, this funding will be utilized to provide initial startup and ongoing costs, development and dissemination of public relations materials, and the development of informational sessions regarding the intent and use for the automated victim notification system. In the second and subsequent years, this funding will be used for ongoing costs and evaluation of the system's use.

**PROGRAM OUTCOMES:**

	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Registrations per year	4,417	4,417	4,417	4,417
Lookups per day	105	105	105	105
Lookups per year	38,325	38,325	38,325	38,325
Notification attempts per year	33,396	33,396	33,396	33,396

**LONG-TERM IMPACT:**

Notification to the victim upon the release of an offender could significantly reduce the probability of re-victimization for that victim. The implementation of an automated victim notification system will allow victims the ability to check on the location and status of a perpetrator as often as they want, thus creating a sense of relief from emotional and mental anxiety.

An increased interest from the public and law enforcement professionals due to sex offender community notification is anticipated. This system will greatly assist in the increased demand on the department for information.

The system will provide the state with advantages: uniform, consistent notification; reduction in personnel time and increased productivity in other areas for state employees who are currently in the position of manually providing this service; and proactive initiative on the part of the state to respond to the needs of victims of crime.

## 1998-99 Biennial Budget

**PROGRAM:** Management Services  
**AGENCY:** Corrections, Department of

### PROGRAM DESCRIPTION:

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 and enable all programs to accomplish the department's mission. These functions include:

- Administrative Management establishes major policy for the department and provides executive leadership.
- Planning and Research Unit provides agency wide coordination of research being conducted by the department. In addition, the unit provides overall strategic short and long range plans for the future directions of the Department of Corrections. It also includes planning for adult and juvenile female offenders.
- Financial Services formulates the fiscal policy, procedure and budgets, financial reports, payroll, internal auditing, purchasing, cost accounting, billings, deposits, contract and grant administration, etc., supervises all financial management functions, provides consultation services to program staff and monitors the use of departmental resources.
- Office Services provides necessary support services for central office and field services operations, including state vehicle use, mailroom, photocopying, word processing, equipment inventory, office cleaning and office space assignments.
- Human Resource Management coordinates recruitment and selection of new employees and all personnel transactions with the Department of Employee Relations. Human Resources monitors transactions to ensure equity and consistency with policies and procedures. It provides consultation and direction, staffing and labor relations.
- The Employee Development Unit staffs and operates a training academy for all new employees including correctional officers, provides in-service training programs throughout the department for all employees as well as management and supervisory training. In-service training in areas such as inmate discipline, emergency procedures, AIDS and other infectious disease, gangs in the prison environment, drug or chemical dependency, as well as sex offender treatment are provided to help the department carryout its mission.
- Information Technology provides data processing services, analytic support and records management services to department staff and others. Data processing services include systems analysis, technical consultation and systems planning. Analytic support is provided in the form of program evaluations, information needs and statistical analysis. Records Management develops procedures for the maintenance and protection of department records.

### PROGRAM STATUS:

**Department Support Function.** As the inmate population increases and the field service client workload increases, so also does the policy support function in the central office increase proportionately. This puts a heavy demand on central resources. Also, as programs grow such as victim services and sex offender/chemical dependency unit, support and space needs increase.

**Department Turnover.** The department projects a large turnover in managerial and supervisory staff during the 1990's. Over 26% of its supervisors will be eligible to retire by the year 2000.

**Planning and Research.** This newly created unit is responsible for coordinating agency research projects and developing a strategic plan that will guide the department into the next century.

### PLANNED RESULTS:

The agency budget plan directly provides additional resources to the correctional institutions division for adult male bed expansion. Indirectly this annualization includes the adult release activity, the adult hearings activity and department support activities. The challenge to this division in the coming biennium will be to fulfill their duties with the resources available.

### BUDGET AND REVENUE SUMMARY:

The agency budget plan provides \$300,000 each year for legal settlement and assessment costs such as the environmental case dealing with landfills and for reimbursement of local costs resulting from activities involving inmates of correctional facilities located in a county or municipality.

### GOVERNOR'S RECOMMENDATION:

The Governor concurs with the agency's plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES

ACTIVITY RESOURCE ALLOCATION:	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
ADMINISTRATIVE MANAGEMENT	1,860	2,754	3,368	3,668	3,668	3,422	3,722	3,722
PLANNING & RESEARCH	453	736	732	732	732	738	738	738
FINANCIAL SERVICES	969	1,048	1,072	1,072	1,072	1,097	1,097	1,097
OFFICE SERVICES	704	1,845	1,869	1,869	1,869	1,912	1,912	1,912
HUMAN RESOURCE MANAGEMENT	1,039	1,181	1,198	1,198	1,198	1,227	1,227	1,227
EMPLOYEE DEVELOPMENT	503	669	677	677	677	688	688	688
INFORMATION TECHNOLOGY	1,780	1,757	1,750	1,750	1,750	1,770	1,770	1,770
TOTAL EXPENDITURES BY ACTIVITY	7,308	9,990	10,666	10,966	10,966	10,854	11,154	11,154
AGENCY PLAN ITEMS:		FUND						
LEGAL SETTLEMENT AND ASSESSMENT COSTS		GEN		300			300	
TOTAL AGENCY PLAN ITEMS				300			300	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	7,125	9,605	9,123	9,423	9,423	9,311	9,611	9,611
STATUTORY APPROPRIATIONS:								
GENERAL	2							
SPECIAL REVENUE	171	375	1,533	1,533	1,533	1,533	1,533	1,533
FEDERAL	10	10	10	10	10	10	10	10
TOTAL EXPENDITURES	7,308	9,990	10,666	10,966	10,966	10,854	11,154	11,154
FTE BY EMPLOYMENT TYPE:								
REGULAR	98.4	111.8	111.4	111.4	111.4	111.4	111.4	111.4
TEMP/SEAS/PART_TIME	1.3							
OVERTIME	.3	.3	.3	.3	.3	.3	.3	.3
TOTAL FTE	100.0	112.1	111.7	111.7	111.7	111.7	111.7	111.7

**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Administrative Management  
**PROGRAM:** Management Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

This activity is responsible for planning, organizing, directing and administering the mission, goals and activities of the department. The administrative management activity establishes major policy for the department and provides executive leadership to nearly 3,600 employees working in 10 institutions, 60 field offices, 9 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.

This activity includes the following:

- the office of adult release, which is responsible for approval of release plans, conducting revocation hearings, issuance of warrants and orders for discharge and conducting progress reviews for all adults committed to the commissioner;
- the office of diversity, which ensures that equal employment opportunities are provided in the department and emphasizes a wide range of diversity training and enhancement efforts;
- the office of policy and legal services, which coordinates and monitors the development and systematic revision of agency policies and the management of all legal functions. Hearings officers conduct inmate discipline hearings for institution rule violations.

The activity provides direction to the department by:

- implementing the department's mission, regularly evaluating existing uses of institutions and modifying their use as appropriate;
- organizing the department's divisions through delegation of authority and assignment of responsibility to agency managers;
- setting policy and establishing procedures which implement policies on a departmentwide basis;
- planning major department activities, integrating these plans into the budget process, evaluating activity progress and improving problem areas;
- 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.

**BUDGET ISSUES:**

The agency budget plan provides for maintaining the functions of this activity through existing resources including the reallocation of internal funds to staff this activity. It also includes \$300,000 each year for legal settlement and assessment costs incurred by the department.

**REVENUE:**

This activity utilizes dedicated special revenue generated from housing inmates per M.S. 243.51. These funds are utilized for correctional purposes.

**GRANTS:**

Local assistance is given via reimbursement of legal services provided by counties.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES  
ACTIVITY: ADMINISTRATIVE MANAGEMENT

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	1,646	1,736	1,849	1,849	1,849	1,903	1,903	1,903
OPERATING EXPENSES	179	953	1,519	1,744	1,744	1,519	1,744	1,744
SUBTOTAL STATE OPERATIONS	1,825	2,689	3,368	3,593	3,593	3,422	3,647	3,647
LOCAL ASSISTANCE	35	65		75	75		75	75
TOTAL EXPENDITURES	1,860	2,754	3,368	3,668	3,668	3,422	3,722	3,722
AGENCY PLAN ITEMS:								
		FUND						
LEGAL SETTLEMENT AND ASSESSMENT COSTS		GEN		300			300	
TOTAL AGENCY PLAN ITEMS				300			300	
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	1,817	2,662	2,115	2,415	2,415	2,169	2,469	2,469
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	43	92	1,253	1,253	1,253	1,253	1,253	1,253
TOTAL EXPENDITURES	1,860	2,754	3,368	3,668	3,668	3,422	3,722	3,722
REVENUE COLLECTED:								
DEDICATED:								
SPECIAL REVENUE	1,420	1,253	1,253	1,253	1,253	1,253	1,253	1,253
TOTAL REVENUES COLLECTED	1,420	1,253	1,253	1,253	1,253	1,253	1,253	1,253

1998-1999 B I E N N I A L B U D G E T  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES  
ACTIVITY: ADMINISTRATIVE MANAGEMENT

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
FTE BY EMPLOYMENT TYPE:								
REGULAR	28.8	30.4	31.0	31.0	31.0	31.0	31.0	31.0
TEMP/SEAS/PART_TIME	.7							
OVERTIME	.3	.3	.3	.3	.3	.3	.3	.3
TOTAL FTE	29.8	30.7	31.3	31.3	31.3	31.3	31.3	31.3

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## 1998-99 Biennial Budget

**BUDGET ACTIVITY:** Planning and Research  
**PROGRAM:** Management Services  
**AGENCY:** Corrections, Department of

### **ACTIVITY DESCRIPTION:**

This new unit provides the leadership and coordination of the planning and research for the entire Department of Corrections. Efforts are underway to enhance the use of planning, analytical and research support for making informed policy development and operational decisions. Staff are expected to be intricately involved with agency wide planning and research activities covering the institutions, community services, victim services and community preservation, juvenile and legislative services, and management services divisions.

In the formation of this new unit, both the planning for female offenders unit and the central research staff were incorporated. A planning and research director was hired to provide leadership and coordination of the agency's planning and research efforts. In addition, the unit expects to work extensively with the other units within the department, including the coordination of other division staff and resources as dictated by planning and research projects.

Tasks to be undertaken by this unit range from providing technical assistance to planning, coordinating and conducting complex agency wide projects. Specifically, this unit will monitor and coordinate all research and performance measurement efforts undertaken by the department. This unit is also expected to be extensively involved in agency wide projects, such as the department bed capacity, bed projections and data collection efforts.

Short and long range strategic planning documents will be created by this unit, which will guide the department into the next millennium. To accomplish these goals, the unit will work extensively with other units within the department; other state justice agencies; other criminal justice professionals; academic; and local, state and national justice policy makers.

In addition, this unit will continue to support the planning for both juvenile and adult female offenders. This activity ensures equivalent services for female offenders as for male offenders, and a continuum of services available for juvenile female offenders. The director of planning for female offenders also serves as a liaison with local and state agencies concerning both juvenile and adult female offender issues.

### **BUDGET ISSUES:**

This new unit will continue to maintain the agency's existing budget activities for the female offender planning unit and the research activities. In addition, the budget provides for the reallocation of funding for the planning activity.

### **REVENUE:**

Federal funds are received from the Department of Justice to deal with female adolescent issues.

### **GRANTS:**

This activity includes grants to the community to deal with adult and juvenile female issues.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES  
ACTIVITY: PLANNING & RESEARCH

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	132	277	326	326	326	332	332	332
OPERATING EXPENSES	16	118	83	83	83	83	83	83
SUBTOTAL STATE OPERATIONS	148	395	409	409	409	415	415	415
LOCAL ASSISTANCE	305	341	323	323	323	323	323	323
TOTAL EXPENDITURES	453	736	732	732	732	738	738	738
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	443	711	722	722	722	728	728	728
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE		15						
FEDERAL	10	10	10	10	10	10	10	10
TOTAL EXPENDITURES	453	736	732	732	732	738	738	738
REVENUE COLLECTED:								
DEDICATED:								
FEDERAL	10	10	10	10	10	10	10	10
TOTAL REVENUES COLLECTED	10	10	10	10	10	10	10	10
FTE BY EMPLOYMENT TYPE:								
REGULAR	3.1	6.1	7.0	7.0	7.0	7.0	7.0	7.0
TOTAL FTE	3.1	6.1	7.0	7.0	7.0	7.0	7.0	7.0

**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Financial Services  
**PROGRAM:** Management Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

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, contract coordination and fiscal notes.

These activities are designed to support department staff in achieving the Department of Corrections' mission and goals.

**BUDGET ISSUES:**

The agency budget plan maintains the functions of this activity.

**REVENUE:**

This activity generates dedicated special revenue from the agency indirect cost plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES  
ACTIVITY: FINANCIAL SERVICES

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	933	1,025	1,049	1,049	1,049	1,074	1,074	1,074
OPERATING EXPENSES	36	23	23	23	23	23	23	23
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	969	1,048	1,072	1,072	1,072	1,097	1,097	1,097
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	969	1,048	1,072	1,072	1,072	1,097	1,097	1,097
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	850	999	1,023	1,023	1,023	1,048	1,048	1,048
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	119	49	49	49	49	49	49	49
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	969	1,048	1,072	1,072	1,072	1,097	1,097	1,097
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	47	58	58	58	58	58	58	58
NONDEDICATED:								
GENERAL	18							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	65	58	58	58	58	58	58	58
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	19.4	21.0	21.0	21.0	21.0	21.0	21.0	21.0
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	19.4	21.0	21.0	21.0	21.0	21.0	21.0	21.0

1998-99 Biennial Budget

**BUDGET ACTIVITY:** Office Services  
**PROGRAM:** Management Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

The Office Services activity provides essential support services for central office and field services' staff located throughout the state.

Some of the specific services provided for central office staff include motor pool coordination, receptionist, print and duplicating service coordination, responsibility for specialized corrections forms, mail and courier services, physical plant and staff security, as well as overall management, including lease negotiation and remodeling of the space occupied by central office staff.

This activity also provides services and support to both central office and field services staff in the areas of office supplies, telecommunications services, recycling coordination, and the coordination of the purchase, lease, maintenance, and assignment of vehicles either owned by the department or leased from central motor pool.

**BUDGET ISSUES:**

The agency budget plan maintains the functions of this activity.

**REVENUE:**

This activity generates dedicated special revenue from the agency indirect cost plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES  
ACTIVITY: OFFICE SERVICES

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	246	269	257	257	257	264	264	264
OPERATING EXPENSES	458	1,576	1,612	1,612	1,612	1,648	1,648	1,648
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	704	1,845	1,869	1,869	1,869	1,912	1,912	1,912
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	704	1,845	1,869	1,869	1,869	1,912	1,912	1,912
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	704	1,665	1,689	1,689	1,689	1,732	1,732	1,732
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE		180	180	180	180	180	180	180
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	704	1,845	1,869	1,869	1,869	1,912	1,912	1,912
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	232	217	217	217	217	217	217	217
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	232	217	217	217	217	217	217	217
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	6.6	8.0	7.0	7.0	7.0	7.0	7.0	7.0
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	6.6	8.0	7.0	7.0	7.0	7.0	7.0	7.0

**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Human Resource Management  
**PROGRAM:** Management Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

This activity provides staffing and labor relations services, management consultation and employee programs for the department. The primary goal of this activity is to be partners with management in the recruitment, selection and retention of a high quality and diverse workforce. Customers include nearly 3,600 department employees, 31 Community Corrections Act county administrators, the exclusive representatives for 19 bargaining units, staff in the Department of Employee Relations and in the Employment Law Division of the Attorney General's Office, and applicants who are seeking career opportunities with the department.

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. Services include recruitment, hiring assistance, job classification, benefit administration, new employee orientation, safety and wellness programs, labor contract negotiation and administration, supervisory training, affirmative action support, human resource information systems, and labor/management cooperation.

**BUDGET ISSUES:**

The agency budget plan maintains the functions of the activity.

**REVENUE:**

This activity generates dedicated special revenue from the agency indirect cost plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES  
ACTIVITY: HUMAN RESOURCE MANAGEMENT

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	966	1,150	1,165	1,165	1,165	1,194	1,194	1,194
OPERATING EXPENSES	73	31	33	33	33	33	33	33
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	1,039	1,181	1,198	1,198	1,198	1,227	1,227	1,227
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,039	1,181	1,198	1,198	1,198	1,227	1,227	1,227
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	1,037	1,149	1,152	1,152	1,152	1,181	1,181	1,181
STATUTORY APPROPRIATIONS:								
GENERAL	2							
SPECIAL REVENUE		32	46	46	46	46	46	46
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,039	1,181	1,198	1,198	1,198	1,227	1,227	1,227
REVENUE COLLECTED:								
-----								
DEDICATED:								
GENERAL	2							
SPECIAL REVENUE		44	44	44	44	44	44	44
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	2	44	44	44	44	44	44	44
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	18.3	21.7	21.4	21.4	21.4	21.4	21.4	21.4
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	18.3	21.7	21.4	21.4	21.4	21.4	21.4	21.4



1998-99 Biennial Budget

**BUDGET ACTIVITY:** Employee Development  
**PROGRAM:** Management Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

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, victim impact, due process, emergency procedures, bloodborne pathogens, cardiopulmonary resuscitation, agent safety, hostage negotiation and other subject matters that have an impact on the department's operation.

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.

**BUDGET ISSUES:**

The agency budget plan maintains the functions of this activity.

**REVENUE:**

This activity generates dedicated special revenue from providing training to other agencies.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES  
ACTIVITY: EMPLOYEE DEVELOPMENT

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	333	384	394	394	394	405	405	405
OPERATING EXPENSES	170	285	283	283	283	283	283	283
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	503	669	677	677	677	688	688	688
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	503	669	677	677	677	688	688	688
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	494	662	672	672	672	683	683	683
STATUTORY APPROPRIATIONS:								
SPECIAL REVENUE	9	7	5	5	5	5	5	5
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	503	669	677	677	677	688	688	688
REVENUE COLLECTED:								
-----								
DEDICATED:								
SPECIAL REVENUE	7	5	5	5	5	5	5	5
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL REVENUES COLLECTED	7	5	5	5	5	5	5	5
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	7.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
TEMP/SEAS/PART_TIME	.3							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	7.3	8.0	8.0	8.0	8.0	8.0	8.0	8.0

**1998-99 Biennial Budget**

**BUDGET ACTIVITY:** Information Technology  
**PROGRAM:** Management Services  
**AGENCY:** Corrections, Department of

**ACTIVITY DESCRIPTION:**

The purpose of Information Technology is to maximize the department's information assets and support the department's mission by providing computerized data processing services and central records management 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.

Information systems provides the central management for the department's automated data processing systems which include 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.

During this biennium the department continued 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 has recently migrated its major data system to client/server architecture and established a wide area network on MNET.

**BUDGET ISSUES:**

The agency budget maintains the functions of this activity.

**REVENUE:**

None.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: CORRECTIONS DEPT  
PROGRAM: MANAGEMENT SERVICES  
ACTIVITY: INFORMATION TECHNOLOGY

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	703	794	794	794	794	814	814	814
OPERATING EXPENSES	1,077	963	956	956	956	956	956	956
=====	=====	=====	=====	=====	=====	=====	=====	=====
SUBTOTAL STATE OPERATIONS	1,780	1,757	1,750	1,750	1,750	1,770	1,770	1,770
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,780	1,757	1,750	1,750	1,750	1,770	1,770	1,770
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	1,780	1,757	1,750	1,750	1,750	1,770	1,770	1,770
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,780	1,757	1,750	1,750	1,750	1,770	1,770	1,770
FTE BY EMPLOYMENT TYPE:								
-----								
REGULAR	15.2	16.6	16.0	16.0	16.0	16.0	16.0	16.0
TEMP/SEAS/PART_TIME	.3							
=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FTE	15.5	16.6	16.0	16.0	16.0	16.0	16.0	16.0

**AGENCY:** Ombudsman for Corrections, Office of

**AGENCY DESCRIPTION:**

The purpose of the Office of the Ombudsman for Corrections is to investigate complaints regarding the Minnesota Department of Corrections (DOC) and those facilities operating under chapter 401. The ombudsman also responds to requests for information from inmates, families and the public. Historically, the primary focus of the agency has been to investigate adult DOC institution complaints.

**AGENCY ISSUES:**

The Ombudsman for Corrections is the only agency outside the Minnesota DOC authorized to answer inquiries and to investigate complaints by offenders incarcerated in state institutions. The priority of the Ombudsman agency is to analyze complaints, focus on systemic issues and to make recommendations to solve problems. The ombudsman agency will continue to investigate institution complaints and to provide what coverage it can to all the correctional facilities under its jurisdiction.

The numbers of incarcerated persons continues to increase at both the state and local levels. In addition, the state institutions are receiving inmates sentenced for longer periods of time, convicted of more serious crimes, and increased numbers of younger inmates. To accommodate these changes, the Minnesota DOC is expanding its institutions and continuously reevaluating institution and program services. These factors contribute to increased tensions throughout the system. The role of the ombudsman is to provide an independent outlet for grievances for the inmates, staff, families and the public; therefore, it assists in reducing the tensions within the correctional system.

**AGENCY STRATEGIES:**

Reduce tension between offenders and the corrections system:

- Continue on-site coverage of all adult DOC institutions.
- Provide on-site coverage at all DOC contract institutions.
- Continue on-site coverage for all juvenile DOC facilities.
- Provide coverage by phone, mail and occasional on-site visits to all other facilities within the ombudsman's jurisdiction.
- Increase ombudsman's visibility with community groups who have expressed interest in institution and community corrections issues.

**REVENUE SUMMARY:**

None.

**EXPLANATION OF AGENCY BUDGET PLAN:**

We will continue to respond to complainants in as timely a manner as possible. We will address written and phone complaints, assess the complaints and provide on-site coverage at the institutions within our jurisdiction. We will continue to monitor the changes within the department as their

institutions continue to expand and they redefine the functions of the various institutions. Changes such as this have historically created a greater degree of tension in the institutions.

One goal of the ombudsman is to ensure that the correctional institutions are safe environments for staff and inmates alike. The presence of the ombudsman on a regular basis in the institutions provides direct contact for inmates and staff to discuss issues of concern with confidentiality. In addition, our continuous presence in the institutions allows us to assess tension, identify potential problems and work directly with institution staff to resolve issues in a timely manner.

**GOVERNOR'S RECOMMENDATION:**

The Governor concurs with the agency's plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: OMBUDSMAN FOR CORRECTIONS  
PROGRAM: OMBUDSMAN-CORRECTIONS  
ACTIVITY: OMBUDSMAN-CORRECTIONS

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	577	447	476	476	476	488	488	488
OPERATING EXPENSES	197	98	89	89	89	92	92	92
SUBTOTAL STATE OPERATIONS	774	545	565	565	565	580	580	580
TOTAL EXPENDITURES	774	545	565	565	565	580	580	580
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	774	545	565	565	565	580	580	580
TOTAL EXPENDITURES	774	545	565	565	565	580	580	580
FTE BY EMPLOYMENT TYPE:								
REGULAR	8.9	9.2	9.5	9.5	9.5	9.5	9.5	9.5
TOTAL FTE	8.9	9.2	9.5	9.5	9.5	9.5	9.5	9.5

STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
BIENNIAL BUDGET SYSTEM - BASE RECONCILIATION REPORT  
BY SEC SEQ

AGENCY: OMBUDSMAN FOR CORRECTIONS

	ALL FUNDS		GENERAL FUND		OTHER STATE FUNDS		FEDERAL FUNDS	
	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99
F.Y.97 APPROPRIATIONS	530	530	530	530				
BASE ADJUSTMENTS								
1997 SALARY SUPPLEMENT TRANSF	22	22	22	22				
1998-99 COMPENSATION INFLATIO	11	23	11	23				
SMALL AGENCY S & E INFLATION	2	5	2	5				
SUBTOTAL BASE ADJ.	35	50	35	50				
BASE LEVEL	565	580	565	580				

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## 1998-99 Biennial Budget

**AGENCY:** Minnesota Sentencing Guidelines Commission

### AGENCY DESCRIPTION:

The legislature established the Sentencing Guidelines Commission for the purpose of developing and maintaining rational and consistent sentencing standards which reduce sentencing disparity, increase proportionality in sanctions, and ensure more equitable and uniform sentencing for convicted felons.

The following are the specifically stated goals of the sentencing guidelines system:

- to promote public safety by recommending the harshest sanctions for violent offenders who pose the greatest danger to public safety and coordinating sentencing practices with correctional resources to assure that prison resources are available for these violent offenders;
- to promote uniformity in sentencing so that offenders who are convicted of similar types of crimes and have similar types of criminal records are similarly sentenced;
- to establish proportionality in sentencing by recommending the most severe sanctions for those offenders who are convicted of serious violent offenses even with no prior criminal record, those who have repeat violent criminal records, and those who have more extensive nonviolent criminal records;
- to provide truth and certainty in sentencing by having the judge pronounce a fixed sentence that is broken into 2 parts, a term of imprisonment and a period of supervised release, as opposed to an indeterminate and symbolic sentence of zero to the statutory maximum sentence and a parole board that ultimately decides when to release an offender, and
- to coordinate sentencing practices with correctional resources by informing the legislature of the impact of the existing sentencing policy on correctional resources and the impact of any proposed changes to the sentencing system.

To achieve the mission and goals stated above, the agency and commission evaluates sentencing policy and practices, modifies sentencing policy, determines the impact of policy on correctional resources, and provides training, implementation, and information services to the criminal justice community and the public. The commission meets approximately once each month to consider sentencing issues and concerns.

### EXPLANATION OF AGENCY'S BUDGET PLAN:

The criminal justice system is extremely dynamic and the commission must consider whether to make changes to the sentencing guidelines in order to continue to fulfill its mission. The commission presents recommendations to the legislature each year for changes to the sentencing guidelines.

There continues to be an intensified interest in the area of criminal justice and substantial changes have been made to felony sentencing policy each year for the last decade. These changes will affect our need for correctional resources for decades to come. It is important to evaluate how these changes to policy are affecting actual practice and to determine whether the goals of the policy changes are being met. It is critical to be able to project how these changes will affect the need for correctional resources. An up to date sentencing guidelines monitoring system is essential for evaluating the impact of the changes and for guiding any further policy changes that are necessary.

In addition, efforts will continue toward the improvement of all statewide and local criminal justice systems through the work of the Criminal and Juvenile Justice Information Policy Group and Task Force of which this agency is a very active participant. Such improvements will benefit all criminal justice agencies at all jurisdictional levels and result in more timely, complete, and accurate information.

The agency budget plan is constructed to achieve the following outcomes:

- to maintain and provide information on statewide felony sentencing practices;
- evaluate sentencing policies to measure achievement of stated goals, inform the decision making process, and recognize the impact of policies on correction resources;
- train criminal justice professionals on sentencing policies and ensure proper application of the sentencing guidelines; and
- improve all statewide and local criminal justice systems used by the criminal justice community.

The budget plan requests:

- continued funding at the current level of support with allowable base adjustments for inflationary increases.

### GOVERNOR'S RECOMMENDATION:

The Governor concurs with the agency's plan.

1998-1999 BIENNIAL BUDGET  
(DOLLARS IN THOUSANDS)

AGENCY: SENTENCING GUIDELINES COMM  
PROGRAM: MN SENTNCING GUIDELINE COM  
ACTIVITY: MN SENTNCING GUIDELINE COM

ACTIVITY SUMMARY	FY 1996	Est. FY 1997	FY 1998			FY 1999		
			Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
EXPENDITURES:								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
PERSONAL SERVICES	320	332	335	335	335	343	343	343
OPERATING EXPENSES	52	59	60	60	60	62	62	62
SUBTOTAL STATE OPERATIONS	372	391	395	395	395	405	405	405
TOTAL EXPENDITURES	372	391	395	395	395	405	405	405
EXPENDITURES BY FUND:								
DIRECT APPROPRIATIONS:								
GENERAL	372	391	395	395	395	405	405	405
TOTAL EXPENDITURES	372	391	395	395	395	405	405	405
REVENUE COLLECTED:								
DEDICATED:								
GIFT	1							
TOTAL REVENUES COLLECTED	1							
FTE BY EMPLOYMENT TYPE:								
REGULAR	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
TOTAL FTE	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0

STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
 BIENNIAL BUDGET SYSTEM - BASE RECONCILIATION REPORT  
 BY SEC SEQ

AGENCY: SENTENCING GUIDELINES COMM

	ALL FUNDS		GENERAL FUND		OTHER STATE FUNDS		FEDERAL FUNDS	
	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99
F.Y.97 APPROPRIATIONS	371	371	371	371				
BASE ADJUSTMENTS								
1997 SALARY SUPPLEMENT TRANSF	15	15	15	15				
1998-99 COMPENSATION INFLATIO	8	16	8	16				
SMALL AGENCY S & E INFLATION	1	3	1	3				
SUBTOTAL BASE ADJ.	24	34	24	34				
BASE LEVEL	395	405	395	405				

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## 1998-99 Biennial Budget

**AGENCY:** Uniform Laws Commission

### AGENCY DESCRIPTION:

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

The commission consists of 7 persons learned in the law. Three are appointed jointly by the Governor, Attorney General and Chief Justice of the Supreme Court, and a 4th person is the designee of the Revisor of Statutes. Three persons have been granted life membership because of long service.

Membership in NCCUSL enables Minnesota to use the skills and resources of the legal profession at very little cost. The work of the Uniform Laws Commission is aided locally by the Minnesota Bar Association and by the American Bar Association nationally. 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 have helped with the Uniform Anatomical Gift Act. A minimum of 2 years is spent drafting each act, and no state has the resources needed to duplicate the NCCUSL's meticulous work.

### REVENUES:

This activity does not generate revenue.

### GOALS AND OBJECTIVES:

Minnesota now has in its statutes approximately 50 uniform acts as a result of the commission's work. During the 1997 and 1998 Minnesota legislative sessions, the Minnesota Commission will bring to the legislature for consideration the following acts: the 1992 Uniform Partnership Act, the Uniform Transfer of Litigation Act, Uniform Certification of Questions of Law Act (amendment), Uniform Children of Assisted Conception Act, Uniform Conflict of Laws -- Limitation Act, Uniform Correction or Clarification of Defamation Act, Uniform Franchise & Business Opportunities Act, Uniform Interstate Family Support Act (amendment), Uniform Statutory Rule Against Perpetuities Act (amendment), Uniform Transfer of Litigation Act, Uniform Unclaimed Property Act (revision), Uniform Unincorporated Nonprofit Associations Act, and the Uniform Victims of Crime Act (restitution part). In addition, the commission will have a bill to adopt a revised Article 5 for the Uniform Commercial Code.

### EXPLANATION OF AGENCY'S BUDGET PLAN:

The budget of the Uniform Laws Commission covers only 2 expenditures: 1) expenses of the commissioners for their attendance at the 8-day annual meeting of the National Conference each summer; and 2) annual membership dues. The commission has no control over its expenses, because the annual membership dues are assessed to each state, and the District of Columbia, based on the size of its population, and the national organization determines where the conferences will be held, and travel costs depend entirely on the location 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.

The agency plan includes a biennial increase of \$11,000 for Minnesota's membership dues to the NCCUSL.

### GOVERNOR'S RECOMMENDATION:

The Governor concurs with the agency's plan.

**1998-1999 BIENNIAL BUDGET**  
(DOLLARS IN THOUSANDS)

**AGENCY: UNIFORM LAWS COMMISSION**

**PROGRAM: UNIFORM LAWS CMSN**

**ACTIVITY: UNIFORM LAWS CMSN**

			FY 1998			FY 1999		
ACTIVITY SUMMARY	FY 1996	Est. FY 1997	Base Level	Agency Plan	Governor Recomm.	Base Level	Agency Plan	Governor Recomm.
=====								
EXPENDITURES:								
-----								
DETAIL BY CATEGORY:								
STATE OPERATIONS:								
OPERATING EXPENSES	28	33	30	35	35	30	36	36
=====								
SUBTOTAL STATE OPERATIONS	28	33	30	35	35	30	36	36
=====								
TOTAL EXPENDITURES	28	33	30	35	35	30	36	36
=====								
AGENCY PLAN ITEMS:		FUND						
MEMBERSHIP DUES		GEN	5			6		
TOTAL AGENCY PLAN ITEMS			5			6		
=====								
EXPENDITURES BY FUND:								
-----								
DIRECT APPROPRIATIONS:								
GENERAL	28	33	30	35	35	30	36	36
=====								
TOTAL EXPENDITURES	28	33	30	35	35	30	36	36
=====								
FTE BY EMPLOYMENT TYPE:								
-----								
TOTAL FTE								

STATE OF MINNESOTA - DEPARTMENT OF FINANCE  
BIENNIAL BUDGET SYSTEM - BASE RECONCILIATION REPORT  
BY SEC SEQ

AGENCY: UNIFORM LAWS COMMISSION

	ALL FUNDS		GENERAL FUND		OTHER STATE FUNDS		FEDERAL FUNDS	
	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99	F.Y.98	F.Y.99
F.Y.97 APPROPRIATIONS	29	29	29	29				
BASE ADJUSTMENTS								
-----								
SMALL AGENCY S & E INFLATION	1	1	1	1				
-----								
SUBTOTAL BASE ADJ.	1	1	1	1				
-----								
BASE LEVEL	30	30	30	30				