

## **MINUTES**

### **MONTANA HOUSE OF REPRESENTATIVES 53rd LEGISLATURE - REGULAR SESSION**

#### **JOINT SUBCOMMITTEE ON INSTITUTIONS & CULTURAL EDUCATION**

**Call to Order:** By REP. ED GRADY, Chairman, on February 18, 1993,  
at 8:00 am

#### **ROLL CALL**

##### **Members Present:**

Rep. Ed Grady, Chair (R)  
Sen. Eve Franklin, Vice Chair (D)  
Sen. Gary Aklestad (R)  
Sen. Tom Beck (R)  
Sen. J.D. Lynch (D)  
Rep. Red Menahan (D)  
Rep. Linda Nelson (D)

**Members Excused:** NONE

**Members Absent:** NONE

**Staff Present:** Sandra Whitney, Legislative Fiscal Analyst  
Mary LaFond, Office of Budget & Program Planning  
Judy Murphy, Committee Secretary

**Please Note:** These are summary minutes. Testimony and  
discussion are paraphrased and condensed.

##### **Committee Business Summary:**

**Hearing:** NONE  
**Executive Action:** CENTRAL OPERATIONS

#### **EXECUTIVE ACTION ON CENTRAL OPERATIONS**

**Tape No. 1:A**

##### **Questions, Responses, and Discussion:**

**Sandra Whitney, Legislative Fiscal Analyst,** told the committee they have replaced general fund with earmarked alcohol tax and have replaced the general fund with cigarette tax subject to passage and approval of HB 16 or HB 46. **EXHIBIT 1**

**REP. RED MENAHAN** said there is no money for the maintenance of the veteran's homes. The Long-Range Planning Committee has already spent the money.

**REP. MENAHAN** believes it is important for the central office to

make reductions since the other departments have to reduce their budgets. He told the committee Horizon Healthcare Corporation is interested in buying the Galen facility. Horizon Healthcare Corporation operates several nursing homes in Montana and has indicated it may be interested in expanding the services they provide in the state. The Department has spoken to Horizon's district manager and sent information about the Galen campus and patient occupied areas. Horizon will review the material and contact the department concerning its potential interest.

**EXHIBIT 2**

**Rick Day, Department of Corrections and Human Services Director,** presented the committee with his medical cost containment memorandum. Effective immediately:

1) **W.O. Autery, Jr., M.D., Chief Medical Officer at MSP, and Joe Williams, Fiscal Services Manager,** are responsible for managing the medical budget by monitoring medical expenses for inmates and ensuring the Department lives within the supplemental, less current administrative reductions through this fiscal year.

2) The Level of Therapeutic Care described by the Oregon Department of Corrections, Health Services Division policy is implemented on a trial basis for the balance of this biennium. The medical review panel is to immediately begin applying the Oregon standards in their decisions.

3) The deputy director, corrections administrator, the medical review panel, a Blue Cross/Blue Shield representative, MSP chief medical officer, wardens of men's and women's prisons, MSP nursing services manager, R.N. at Women's Correctional Center, central office fiscal services manager, reimbursement bureau chief, a community corrections representative and Montana state hospital medical director are assigned to a medical policy team.

4) **Sally Johnson, Deputy Director, Mickey Gamble, Administrator, Correction Division and Pam Joeehler, Administrator, Management Services Division,** are to begin active negotiations with the Deer Lodge hospital and if possible, conclude a preferred provider contract by March 15, 1993.

5) It is **Mr. Day's** understanding Blue Cross/Blue Shield has made a proposal to provide the following services for the rest of FY 93:

- a. Claims processing and administration, including requisite use of their member physician network which allows for standardization of fees at rates which are below open market charges;
- b. Managed Care; including pre-certification review of all hospital admissions and lengths of stay, taking into account that inmates at MSP may return to an infirmary for continuing and follow-up care and

observation;

- c. A registered nurse from BC/BS will be available at all medical review panel meetings during the life of the contract;
  - d. Case and claims review will be provided over the balance of FY 1993 and retrospectively for the entire 1992-93 biennium; and
  - e. Data collection providing for comparison with what we would have been required to pay without BC/BS involvement.
- 6) Investigate the possibility of contracting with correctional care providers who would directly provide all inmate medical services.
- 7) The medical review panel should meet on a monthly basis while we are in the process of evaluating the Oregon medical policy.

Effective March 1, 1993, absent extenuating circumstances, the Department will no longer provide non-prescription pharmaceuticals to inmates. The policy team is also assigned the task of reviewing drug dispensing procedures, particularly the use of "Blister Packets", and recommend changes or limitations which may be appropriate. **EXHIBIT 3**

**CHAIRMAN GRADY** asked if cars will be used to transport the patients back and forth when it is necessary to take the patients outside MSP for treatment?

**Mr. Day** referred to his medical cost containment handout. The department is hoping to control these costs with their managed care statement. The pre-certification review looks at the hospital admissions and length of stay for inmates, takes into account inmates at MSP who may return to an infirmary for continued and follow-up care and observation. He also told the committee that transportation will be provided in the most economical manner.

**SEN. LYNCH** asked if the bidding process was not involved in the selection of a hospital for MSP or was it decided geographically? He asked if it is too late for the hospital in Anaconda to bid?

**Mr. Day** said his decision was to negotiate with the Deer Lodge hospital to save transportation costs, time and money. They felt it was more feasible to use the closest facility.

**SEN. TOM BECK** feels if the Deer Lodge hospital cannot offer all the services needed then MSP could contract with a larger unit for the specialized care/treatment which would be required.

Mr. Day told the committee BC/BS could process all their medical claims anywhere in the state.

REP. MENAHAN said BC/BS handles the state employees plan.

Mr. Day stated the health care plans would basically be the same.

REP. MENAHAN said some doctors are not members of BC/BS. He would like to know how the difference in doctor's fees will be handled.

Mr. Day said the department has decided to send the inmates to the doctors who are member of BC/BS or have agreed to the BC/BS rates.

SEN. GARY AKLESTAD asked why there are no x-ray machines at MSP?

Mr. Day said the department has asked to purchase an x-ray machine and the cost of the machine will come out of long-range planning. If the department has their own x-ray machine it will be cheaper in the long run because the department will not have to transport 660 patients to another facility to receive services.

SEN. AKLESTAD asked where the x-rays are taken at the present time?

Mr. Day said x-rays are done at the Warm Springs infirmary. The state owns the equipment at Warm Springs.

SEN. AKLESTAD asked if there is a radiologist on staff?

Mr. Day said no. In order to have the x-rays read they need to be sent to another facility.

SEN. AKLESTAD asked what the x-ray equipment would cost the department?

Mr. Day said the cost would be over \$115,000 for the x-ray equipment.

SEN. AKLESTAD asked Mr. Day if he could tell the committee what the cost would be for an x-ray machine, radiologists, maintenance of equipment and to remodel a room for the equipment.

Mr. Day said the total cost would be \$42,000 plus \$120,000. This request is in long-range planning.

SEN. AKLESTAD asked if he thought this would be cheaper than transporting the inmates when an x-ray was needed?

Mr. Day said it takes at least two people to transport a patient. There is also the security risk and the chance of bringing contraband into the prison. The department feels if they had

their own equipment it would be more cost effective.

**SEN. AKLESTAD** asked if the medical treatment would be done on a contract basis?

**Mr. Day** said the department was going to use the rest of this month to discuss the pros and cons regarding this matter.

**SEN. AKLESTAD** feels the department needs to look into other avenues before they spend money on x-ray equipment.

**SEN. EVE FRANKLIN** asked what happened to the old x-ray equipment from the state hospital?

**Mr. Day** said they would be leaving it at Warm Springs.

**SEN. BECK** asked if there were actually 660 inmates who have x-rays taken a year?

**Mr. Day** said there are over 660 inmates in a fiscal year. He feels the faster the inmates can be taken for x-rays the sooner a diagnosis can be made. If a diagnosis is made quickly, treatment can begin immediately and this will cut down on prolonged medical expenses.

**REP. MENAHAN** asked what the life expectancy is of an x-ray machine? He also asked if an x-ray technician would have to be hired and how many FTE would be needed to operate the equipment?

**Mr. Day** said there would not be an increase in FTE. The department would make staffing changes to fill these positions.

**SEN. BECK** asked if the population at MSP were dropped to 850 would the amount of x-rays also decrease? He wanted to know if it would be possible to have the x-raying done at the Deer Lodge hospital in lieu of buying a new x-ray machine.

**Mr. Day** said transportation would still be a problem because the inmates would still have to be transported to another facility. He said the major concern is to leave the inmates at MSP.

**SEN. AKLESTAD** asked if all people entering MSP receive a normal physical?

**Mr. Day** said the inmates receive a standard physical.

**SEN. BECK** believes there is a breakdown on the examination of the inmates when they enter MSP. He feels this situation is worse than the inmate injuries.

**SEN. FRANKLIN** asked if all the inmates receive chest x-rays?

**CHAIRMAN GRADY** asked if everyone is receiving an x-ray? He feels there needs to be some sort of control placed on x-rays per

inmate.

Mr. Day explained the department handout. **EXHIBIT 4**

**SEN. BECK** asked if the Indian representative who sits on the Parole Board has been put back into the budget? He asked if the Board of Pardons budget is short \$4,825 for the next two years, FY 1994-95?

Motion/Vote: **SEN. LYNCH** made the motion to move \$4,825 back into the Board of Pardons budget for the next two years, FY 1994-95. The motion **CARRIED** unanimously.

Motion/Vote: **SEN. LYNCH** made the motion to move the Board of Pardons budget as amended. The motion **CARRIED** unanimously.

Questions, Responses, and Discussion:

Mr. Day explained the central operations handout the department gave the committee. The department has identified other central operations fixed costs which could be funded with alcohol tax instead of general fund. Annual maintenance on the department's central computer was not budgeted because the maintenance costs did not become effective until FY 93. The department requests \$10,000 annually for additional training for DD staff due to the increased number of clients who are exhibiting sexually aggressive behavior. If the subcommittee feels a general reduction in the central operations program is necessary, the department proposes the subcommittee apply the department's HB 2 original target reduction percentage to the central office.  
**EXHIBIT 5**

He gave the committee the handout which explains central operations FTE (Program 10) for FY 94/95. **EXHIBIT 6** He also handed out the handout which showed the committee the current level positions of grade 18 and above for 1989 and 1993. **EXHIBIT 7**

**SEN. AKLESTAD** asked if there has been any revamping in the last two years?

Mr. Day said there has not been an increase.

**REP. MENAHAN** asked how many positions are at the 11th Avenue office? He said he knows the Board of Pardons' offices are in the basement and Fish, Wildlife and Parks' offices are on the top floor.

Mr. Day said there are 60 people employed at the central operations building.

**CHAIRMAN GRADY** asked why there are so many attorneys and supervisors in this one department?

**REP. MENAHAN** feels the 11th Avenue facility is a waste of money. He feels central operations does not need the type of management staff they have at the present time. He feels they could do away with some of the top management positions.

**Mr. Day** said the department was over-budgeted. He felt the field budgets were not managed efficiently. He has been working, since he became the director, to change the method used in creating budgets.

**REP. MENAHAN** feels there definitely needs to be some changes made and that personnel reductions need to be made in central operations.

**CHAIRMAN GRADY** said **Mr. Day** has stated he has offered to take money out of his budget and also reduce the FTE.

**SEN. LYNCH** asked if central services reduced their staff by four FTE who would they be?

**Mr. Day** explained to the committee that when administrative positions come open the department is not filling them. He feels he has some ideas on how he will proceed with the staffing situation. He will try to avoid eliminating specific FTE and will do his best to adjust the staff.

**REP. MENAHAN** feels there need to be more administrative reductions made.

**Mr. Day** said he will make decisions which will benefit the department and the state.

**SEN. AKLESTAD** asked if more staffing reductions could be made at the top? He asked why the department needs two attorneys at the 11th Avenue facility?

**Mr. Day** said some of the staff earn twice as much as he does. He does not feel, to make the staffing reductions, the department can focus on positions. He agrees that positions 18 and above should be looked at carefully.

**CHAIRMAN GRADY** asked why other attorneys hired by the state can not represent the Department of Corrections and Human Services?

**Mr. Day** said there are legal issues going on all the time within the department and the attorneys need to be aware of the laws which pertain to this specific area. The two attorneys the department employs are kept busy with department business.

**REP. MENAHAN** feels the department always cuts the FTE who are delivering services. He feels the top people at 11th Avenue are just money people. He wants to see the people in the field who are doing the good work get paid better.

Mr. Day has a goal to see that the department is run more efficiently over the next four years.

SEN. AKLESTAD asked why the corrections division needs an administrator and a warden?

Mr. Day said he is planning to reduce management overall.

SEN. FRANKLIN does not believe some people are aware of the reality of just what the department does. She asked the committee what they expect of the administrators?

REP. MENAHAN said the administrators are only busy for four months and those four months they are getting ready to present their proposals to the legislature.

SEN. BECK said Galen has been closed so some reductions in administration will be made there. He asked the committee to give Mr. Day the power to make the reductions he believes are necessary.

CHAIRMAN GRADY supports Mr. Day's approach.

REP. MENAHAN suggests the committee give Mr. Day the proper amount of time to make his adjustments in staffing.

Mary LaFond, Office of Budget Program and Planning, said her administration feels they should give the new director time to get a feel for his new department. OBPP believes he should have the next two years to plan just what positions the department can do without.

REP. MENAHAN feels the department should use the \$64,000 to pay off some of the old employees.

Mr. Day said some of the positions are paid by federal grants.

Motion/Vote: SEN. AKLESTAD made the motion to accept the reduction decreases in personal services the department offered of \$64,253 per year for the next two years. The motion CARRIED with 5 to 1 with REP. MENAHAN voting nay. Roll call vote EXHIBIT 8 (SEN. LYNCH was not present to vote)

Questions, Responses, and Discussion:

SEN. FRANKLIN believes the committee needs to take more out of the central service budget.

Motion: SEN. BECK made a motion to accept number one of the amendments - Fixed Cost Funding.

Questions, Responses, and Discussion:

SEN. BECK asked if some of the department funding could be off-



set by using federal money.

Motion/Vote: REP. MENAHAN made a substitute motion to accept amendments one, two, and three. Amendment one is Fixed Cost Funding, Amendment two is AS/400 Maintenance and Amendment three is DD System Staff Training. The substitute motion CARRIED 5 to 1 with SEN. AKLESTAD voting nay. (SEN. LYNCH was not present to vote)

Questions, Responses, and Discussion:

SEN. AKLESTAD wants to use the alcohol tax money for treatment and not for central operations.

Mr. Day said the funding which is needed is for the legislative audit.

SEN. AKLESTAD feels there are too many legislative audits. He said it is wrong to use the alcohol tax money for audits.

CHAIRMAN GRADY asked if the committee wants to draw up a bill for the use of the bed tax money?

Motion/Vote: REP. MENAHAN made a motion that a committee bill be drafted to administer the funding on the accommodations tax to fund Capitol tours. REP. MENAHAN will carry the bill for the committee. The motion CARRIED unanimously.

A motion was made to adjourn.

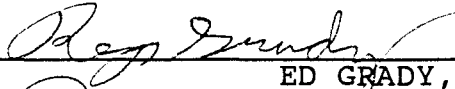
HOUSE INSTITUTIONS & CULTURAL EDUCATION SUBCOMMITTEE

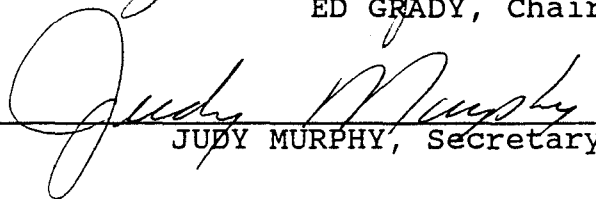
February 18, 1993

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ADJOURNMENT

Adjournment: 9:30 am

  
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ED GRADY, Chair

  
\_\_\_\_\_  
JUDY MURPHY, Secretary

EG/jm

HOUSE OF REPRESENTATIVES

INSTITUTIONS/CULTURAL EDU. SUB-COMMITTEE

ROLL CALL

DATE 2-18-93

NAME	PRESENT	ABSENT	EXCUSED
SEN. GARY AKLESTAD	✓		
SEN. TOM BECK	✓		
SEN. EVE FRANKLIN, VICE CHAIRMAN	✓		
SEN. J.D. LYNCH	✓		
REP. RED MENAHAN	✓		
REP. LINDA NELSON	✓		
REP. ED GRADY, CHAIRMAN	✓		

# INSTITUTIONS AND CULTURAL EDUCATION

## SUPPLEMENTALS/TARGETS – 1995 BIENNIUM

Action Completed as of 2-17-93

EXHIBIT 1

DATE 2-18-93

### TARGET CALCULATIONS

Agency	Target Calculation			General Fund Total Expenditure		
	FY92-93	Biennial	Supplementals	Target	Leg. Action	Over Target
Arts Council	\$149,869	\$2,811	\$0	\$152,680	\$258,455	\$105,775
Library	\$2,070,961	\$101,601	\$0	\$2,172,562	\$2,360,403	\$187,841
Hist. Society	\$2,509,240	\$16,725	\$0	\$2,525,965	\$2,790,818	\$264,853
DCHS						
Central Operations					\$4,766,834	\$4,766,834
Corrections					\$55,560,076	\$55,560,076
Mental Health					\$63,309,519	\$63,309,519
Chemical Dependency					\$0	\$0
Dev. Disabilities					\$32,679,850	\$32,679,850
Veteran's Home					\$0	\$0
DCHS Total	<u>\$146,938,264</u>	<u>\$679,935</u>	<u>\$4,990,257</u>	<u>\$156,812,467</u>	<u>\$156,316,279</u>	<u>(\$496,188)</u>
Sub-Committee Total	<u>\$151,668,334</u>	<u>\$801,072</u>	<u>\$4,990,257</u>	<u>\$161,663,674</u>	<u>\$161,725,955</u>	<u>\$62,281</u>

### CALCULATION OF REQUIRED CUTS

Agency	Target Calculation				Leg. Action	Over FY94-95 Current Level
	FY94-95 Current Level	Target	\$ Target Cuts	5% Cuts		
Arts Council	\$262,874	\$152,680	\$110,194	\$7,634	\$258,455	(\$4,419)
Library	\$2,328,265	\$2,172,562	\$155,703	\$108,628	\$2,360,403	\$32,138
Hist. Society	\$2,790,788	\$2,525,965	\$264,823	\$126,298	\$2,790,818	\$30
DCHS Supplemental						
Central Operations	\$4,801,835				\$4,766,834	(\$35,001)
Corrections	\$55,534,038				\$55,560,076	\$26,038
Mental Health	\$69,355,524				\$63,309,519	(\$6,046,005)
Chem. Dependency(1)	\$522,093				\$0	(\$522,093)
Dev. Disabilities	\$32,451,612				\$32,679,850	\$228,238
Veteran's Home(2)	\$2,036,664				\$0	(\$2,036,664)
DCHS Total	<u>\$164,701,766</u>	<u>\$156,812,467</u>	<u>\$7,889,299</u>	<u>\$7,911,624</u>	<u>\$156,316,279</u>	<u>(\$8,385,487)</u>
Sub-Committee Total	<u>\$170,083,693</u>	<u>\$161,663,674</u>	<u>\$8,420,019</u>	<u>\$8,154,184</u>	<u>\$161,725,955</u>	<u>(\$8,357,738)</u>

(1) The sub-committee replaced general fund with earmarked alcohol tax.

(2) The sub-committee replaced general fund with cigarette tax subject to passage and approval of HB16 or HB46.

c:\DATA\LOTUS\REGSES\TARGETS

GALEN CAMPUS INFORMATION

Missoula Community Hospital has expressed some interest in establishing a satellite program which would provide rehabilitation services to people with traumatic brain injury. The Department has spoken to the Community Hospital Administrator and invited him to tour the campus. The Administrator indicated his agency's decision was in part dependent on whether the facility could be licensed and whether there would be funding for the potential program.

Horizon Healthcare Corporation operates several nursing homes in Montana and has indicated it may be interested in expanding the services they provide in the state. The Department has spoken to Horizon's District Manager and sent information about the Galen campus and patient occupied areas. Horizon will review the material and contact the Department concerning its potential interest.

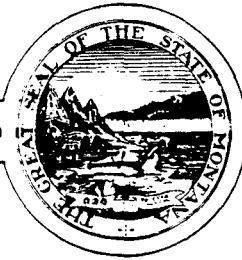
RE/MAX Real Estate in Kalispell contacted the Department last year on behalf of an unidentified health care organization(s) regarding the possibility of purchasing at least the nursing facility at the Galen campus. RE/MAX was told that the Montana State Hospital Committee was studying the facility and no decision about closure had been made. The Department has re-established contact with RE/MAX, but to date have been unable to talk directly with the original agent. The Department will continue trying to determine what interest there might be.

The best approach may be to direct the Department to maintain the campus in good condition during the 94-95 biennium while the Department seeks potential users of the facilities. If a use can be found which will not have a negative general fund impact, the Department could be authorized to make the necessary transfer with the approval of the Interim Finance Committee.

DEPARTMENT OF CORRECTIONS  
AND HUMAN SERVICES

EXHIBIT 3

DATE 2-18-93



MARC RACICOT, GOVERNOR

1539 11TH AVENUE

STATE OF MONTANA

(406) 444-3930  
FAX: (406) 444-4920

PO BOX 201301  
HELENA, MONTANA 59620-1301

MEMORANDUM

February 17, 1993

TO: Sally Johnson, Deputy Director  
Mickey Gamble, Administrator, Corrections Division  
Pam Joehler, Administrator, Management Services Division

FROM: Rick Day, Director *RD*

RE: Medical cost containment

Effective immediately:

- 1) W. O. Autery, Jr., M.D., Chief Medical Officer at Montana State Prison (MSP), and Joe Williams, Fiscal Services Manager are responsible for managing the medical budget by monitoring medical expenses for inmates and ensuring that the Department lives within the supplemental, less current administrative deductions through this fiscal year. Dr. Autery and Mr. Williams are expected to work with the medical review panel and be participants in ongoing policy changes and discussions. At least quarterly expenditure and balance reports will be submitted to the Director's office.
- 2) The Level of Therapeutic Care described by the Oregon Department of Corrections, Health Services Division policy is implemented on a trial basis for the balance of this biennium. The levels of care identified in this draft policy are as follows:
  - Level 1: Medically mandatory
  - Level 2: Presently medically necessary
  - Level 3: Medically acceptable, but not medically necessary
  - Level 4: Of limited medical value

The Medical Review Panel is to immediately begin applying the Oregon standards in their decisions.

- 3) The Deputy Director, Corrections Administrator, the Medical Review Panel, a Blue Cross/Blue Shield representative, MSP Chief Medical Officer, Wardens of men's and women's prisons, MSP Nursing Services Manager, R.N. at Women's Correctional Center, Central Office Fiscal Services Manager, Reimbursement Bureau Chief, a community corrections representative and Montana State Hospital Medical Director are assigned to a medical policy team. This team shall consider the Oregon policy, evaluate it over the remaining months of the fiscal year and propose a draft policy for adoption by the Department prior to June 1, 1993.

Page 2

- 4) You are to begin active negotiations with the Deer Lodge Hospital and if possible, conclude a preferred provider contract by March 15, 1993.
- 5) It is my understanding Blue Cross/Blue Shield (BC/BS) has made a proposal to provide the following services for the rest of fiscal year 93:
  - a. Claims processing and administration, including requisite use of their member physician network which allows for standardization of fees at rates which are below open market charges;
  - b. Managed Care; including pre-certification review of all hospital admissions and lengths of stay, taking into account that inmates at MSP may return to an infirmary for continuing and follow-up care and observation;
  - c. A registered nurse from Blue Cross/Blue Shield will be available at all Medical Review Panel meetings during the life of the contract;
  - d. Case and claims review will be provided over the balance of F.Y. 1993 and retrospectively for the entire 1992-93 biennium; and
  - e. Data collection providing for comparison with what we would have been required to pay without BC/BS involvement.

With this understanding, proceed with the process of exploring a contract with Blue Cross/Blue Shield for these services. Also identify any other services which BC/BS may provide as part of this contract, which may be beneficial in controlling our medical costs and generating the necessary data to assist us in making decisions for future cost containment.

- 6) So that we have a balanced view of the options available to us, investigate the possibility of contracting with correctional care providers which would directly provide all inmate medical services.
- 7) The Medical Review Panel should meet on a monthly basis while we are in the process of evaluating the Oregon medical policy.

Effective March 1, 1993, absent extenuating circumstances, the Department will no longer provide non-prescription pharmaceuticals to inmates. Insofar as is reasonable, these items will be made available through the canteen. The Medical Policy Team shall identify to the Corrections Division the items which the team considers may pose a significant security risk if distributed through the canteen. The policy team is also assigned the task of reviewing drug dispensing procedures, particularly the use of "blister packs", and recommend changes or limitations which may be appropriate.

SMJ:bt

cc: Institutions and Cultural Education Subcommittee  
Medical Review Panel  
Affected Staff

EXHIBIT 4

DATE 2-18-93

Department of Corrections & Human Services

House Resolution 2 Target Calculation:

LFA Current Level 94-95 Biennium:	\$164,701,766
HR2 Cut Target DCHS:	(6,469,280)
FY93 Supplemental Increase:	(1,420,019)
TARGET:	<u>\$156,812,467</u>

Subcommittee Action on DCHS as of 2-17-93:	<u>\$156,316,279</u>
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Subcommittee Action in Excess of Target:	<u><u>\$496,188</u></u>
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**EXECUTIVE ACTION**  
**2/18/93**

BOARD OF PARDONS							
05:05 PM 17-Feb-93	FY94 LFA	FY94 HR 2	FY94 HR 2	FY95 LFA	FY95 HR 2	FY95 HR 2	Biennium HR 2
Program	Current Level	Decreases	Increases	Current Level	Decreases	Increases	Total Changes
10 Board of Pardons							
FTE:	5.00	0.00	0.00	5.00	0.00	0.00	0.00
Personal Services	175,205			175,851			0
Operating	37,906			38,521			0
Equipment	1,800			0			0
Capital Outlay	0			0			0
Grants	0			0			0
Transfers	0			0			0
Debt Service	1,356			1,356			0
Total:	\$216,267	\$0	\$0	\$215,728	\$0	\$0	\$0
Funding:							
General Fund	216,267	0		215,728	0		0
State Special	0			0			0
Federal Fund	0			0			0
Proprietary Fund	0			0			0
Total:	\$216,267	\$0	\$0	\$215,728	\$0	\$0	\$0

Note: LFA CL Figures above include global issues acted on to date.

**EXECUTIVE ACTION**  
**2/18/93**

CENTRAL OPERATIONS							
05:05 PM 17-Feb-93	FY94 LFA	FY94 HR 2	FY94 HR 2	FY95 LFA	FY95 HR 2	FY95 HR 2	Biennium HR 2
Program	Current Level	Decreases	Increases	Current Level	Decreases	Increases	Total Changes
10 Central Office							
FTE:	39.00	0.00	0.00	39.00	0.00	0.00	0.00
Personal Services	1,328,480	(64,253)		1,332,168	(64,481)		(128,734)
Operating	778,604		25,725	718,167		25,725	51,450
Equipment	15,951			17,786			0
Capital Outlay	0			0			0
Grants	0			0			0
Transfers	0			0			0
Debt Service	117,315			117,315			0
Total:	\$2,240,350	(\$64,253)	\$25,725	\$2,185,436	(\$64,481)	\$25,725	(\$77,284)
Funding:							
General Fund	2,190,460	(64,253)	13,845	2,144,379	(64,481)	13,531	(101,358)
State Special	23,081		11,880	18,205		12,194	24,074
Federal Fund	1,556			0			0
Proprietary Fund	25,253			22,852			0
Total:	\$2,240,350	(\$64,253)	\$25,725	\$2,185,436	(\$64,481)	\$25,725	(\$77,284)

Note: LFA CL Figures above include global issues acted on to date.

		FY 94	FY 95	Biennium
1. Fixed Cost Funding: The department has identified other central operations fixed costs that could properly be funded with alcohol tax instead of general fund.	Gen Fund Alcohol Tax	(\$11,880) \$11,880	(\$12,194) \$12,194	(\$24,074) \$24,074
2. AS/400 Maintenance: Annual maintenance on the department's central computer was not budgeted because the maintenance costs did not become effective until FY93.	Gen Fund	\$15,725	\$15,725	\$31,450
3. DD System Staff Training: The department requests \$10,000 annually for additional training for DD staff because of the increased number of clients that are exhibiting sexually aggressive behavior.	Gen Fund	\$10,000	\$10,000	\$20,000
4. General Reduction: If the subcommittee feels a general reduction in the central operations program is necessary, the department proposes the subcommittee apply the department's House Resolution 2 original target reduction percentage to the central office.	Gen Fund	(\$64,253)	(\$64,481)	(\$128,734)
LFA CL GEN FUND		\$2,190,460	\$2,144,379	
LESS: GF FIXED COSTS		\$619,476	\$567,831	
NET LFA CL GEN FUND		\$1,570,984	\$1,576,548	
REDUCTION %		4.09%	4.09%	
REDUCTION AMOUNT		\$64,253	\$64,481	

DEPARTMENT OF CORRECTIONS AND HUMAN SERVICES  
CENTRAL OPERATIONS FTE (PROGRAM 10) -FY94/95

EXHIBIT 6

DATE 2-18-93

CB

SUBPROGRAM	FY 94	FY 95
DIRECTOR'S OFFICE		
Director	1.00	1.00
Deputy Director	1.00	1.00
Attorney	2.00	2.00
Personnel Services		
Personnel Admin.	1.00	1.00
Personnel Officer I	1.00	1.00
Personnel Spec. II	1.00	1.00
Clerical Support		
Administrative Assistant	1.00	1.00
Word Processing Technician	2.00	2.00
Administrative Secretary	1.00	1.00
Secretary II	1.00	1.00
Subtotal Director's Office	<u>12.00</u>	<u>12.00</u>
MANAGEMENT SERVICES DIVISION		
Administrator	1.00	1.00
Administrative Assistant	1.00	1.00
Fiscal Bureau		
Accounting & Fiscal Manager	1.00	1.00
Budget Analyst	2.00	2.00
Grant/Contract Accountant	1.00	1.00
Accounting Technician	2.00	2.00
Payroll Technician	1.00	1.00
Reimbursement Bureau		
Bureau Chief	1.00	1.00
Control Unit Supervisor	1.00	1.00
Billing Clerk	6.00	6.00
Administrative Clerk	0.50	0.50
Financial Investigator II	4.00	4.00
Information Systems Bureau		
Special Assistant/Management Systems	1.00	1.00
Programmer Analyst	2.00	2.00
Software Specialist III	1.00	1.00
Data Entry Operator	0.50	0.50
Subtotal Management Services	<u>26.00</u>	<u>26.00</u>
SPECIAL SERVICES		
Administrator (Administers Developmental Disabilities and Vets' Home programs)	<u>1.00</u>	<u>1.00</u>
TOTAL FTE - PROGRAM 10 (1)	<u>39.00</u>	<u>39.00</u>

TOTAL PERSONAL SERVICES LFA CL \$1,328,480 \$1,332,168

(1) EXCLUDES BOARD OF PARDONS

EXHIBIT 2  
DATE 2-18-93

DEPARTMENT OF CORRECTIONS AND HUMAN SERVICES  
CURRENT LEVEL POSITIONS GRADE 18 AND ABOVE  
1989 AND 1993

18-Feb-93

ORGANIZATIONAL UNIT	-----1989-----		-----1993-----	
	GR	FTE	GR	FTE
<b>DIRECTOR'S OFFICE</b>				
Deputy Director	22	1.00	Deputy Director	22 1.00
Inst Personnel Mgr	18	1.00	Inst Personnel Mgr	18 1.00
			Attorney Supervisor	18 1.00
<b>MANAGEMENT SERVICES DIVISION</b>				
Division Administrator	19	1.00	Division Administrator	20 1.00
Spec Assist./Mgmt Systems	18	1.00	Spec Assist./Mgmt Systems	18 1.00
<b>TREATMENT SERVICES DIVISION</b>				
Mental Health Bureau Chief	18	1.00	<b>MENTAL HEALTH DIVISION</b>	
MSH - Superintendent	24	1.00	Division Administrator	22 1.00
MSH-Director, Business Ofc	18	1.00	MSH - Superintendent	24 1.00
MSH-Director, Environ Svcs	18	1.00	MSH-Director, Business Ofc	18 1.00
MSH-Director, Medical Services	32	1.00	MSH-Director, Environ Svcs	18 1.00
MSH-Director, Treatment/ Residential Services	19	1.00	MSH-Director, Medical Servi	32 1.00
MSH-Treatment Unit Supvar	18	1.00	MSH-Director, Treatment Services	19 1.00
MSH-Treatment Unit Supvar	18	1.00	MSH-Treatment Unit Supvar	18 1.00
MSH-Treatment Unit Supvar	18	1.00	MSH-Treatment Unit Supvar	18 1.00
MSH-Treatment Unit Supvar	18	1.00	MSH-Treatment Unit Supvar	18 1.00
H-Treatment Unit Supvar	18	1.00	MSH-Treatment Unit Supvar	18 1.00
JH-Treatment Unit Supvar	18	1.00	MSH-Program Development	18 1.00
MSH-Nursing Director/Galen	18	1.00	MSH-Nursing Director/Galen	18 1.00
C/A-Superintendent	18	1.00	C/A-Superintendent	18 1.00
<b>CHEMICAL DEPENDENCY BUREAU</b>				
Chemical Dependency Bureau Chief	18	1.00	<b>ALCOHOL AND DRUG ABUSE DIVISION</b>	
			Division Administrator	19 1.00
			Treatment Unit Supvar	18 1.00
<b>DIVISION ADMINISTRATOR</b>				
Division Administrator	22	1.00	<b>SPECIAL SERVICES DIVISION</b>	
MDC-Superintendent	21	1.00	Division Administrator	22 1.00
MDC-Ed and Related	18	1.00	MDC-Superintendent	21 1.00
EHSC-Superintendent	18	1.00	MDC-Treatment Svcs Director	18 1.00
VETS-Superintendent	18	1.00	EHSC-Superintendent	19 1.00
			VETS-Superintendent	18 1.00
<b>CORRECTIONS DIVISION</b>				
Division Administrator	22	1.00	<b>CORRECTIONS DIVISION</b>	
Community Corrections Bureau Chief	18	1.00	Division Administrator	22 1.00
MSP-Warden	22	1.00	Deputy Administrator	20 1.00
MSP-Deputy Warden	18	1.00	Community Corrections Bureau Chief	19 1.00
SRFC-Superintendent	19	1.00	MSP-Warden	22 1.00
			MSP-Deputy Warden	19 1.00
			SRFC-Superintendent	19 1.00
TOTAL		29.00		31.00
AVERAGE GRADE	19.45		19.73	
TOTAL DEPT CL FTE		2080.78		2052.61

HOUSE OF REPRESENTATIVES

INSTITUTIONS/CULTURAL EDU. SUB-COMMITTEE

ROLL CALL VOTE

DATE 2-18 BILL NO. \_\_\_\_\_ NUMBER \_\_\_\_\_

MOTION: to accept the reduction

decrease in proposed services the dept  
offered of \$64,252 per year for the next  
9 years. carried

NAME	AYE	NO
SEN. GARY AKLESTAD	✓	
SEN. TOM BECK	✓	
SEN. EVE FRANKLIN, VICE CHAIRMAN	✓	
SEN. J.D. LYNCH		
REP. RED MENAHAN		✓
REP. LINDA NELSON	✓	
REP. ED GRADY, CHAIRMAN	✓	