

<b>2008-09 Spending Plan</b>	<b>Agency Name</b> Commission of Correction (SCOC)
	<b>Agency Head</b> Daniel L. Stewart, Chairman

## A. Overview of Proposed Plan

### A.1 Overall Approach

The Commission has undertaken a comprehensive review of all PS and NPS expenditures in order to identify areas which are ripe for current, sustainable (recurrent) savings, as well as with an eye toward future cost savings measures. As per the directive, SCOC plans to achieve current savings through a combination of PS reduction and NPS reduction, as detailed more fully below. SCOC's target for savings is \$94,000, based upon its 2008 – 2009 appropriation. It should be noted that SCOC's budget does not include Capital or Local Assistance funds, therefore all savings achieved will be attributed to General Fund allocations. In addition, SCOC has already maximized potential administrative savings by virtue of its hosted agency status with the Division of Criminal Justice Services (DCJS).

SCOC authorized fill level is 35. With the exception of one Secretary 1 position (SG-11), SCOC is at its fill level. The agency has traditionally operated at one position above fill level by virtue of a wholly federally funded clerical position at either the Keyboard Specialist 1 (SG-06) or Secretary 1 (SG-11) level.

### A.2 Achievement of Savings on a Recurring Basis

SCOC will continue to leave vacant one Secretary 1 (SG-11) position, which is funded through General Fund appropriations. This will generate recurring annual savings of approximately \$37,500.

From fiscal 2006-2007 to 2007-2008, SCOC reduced overtime expenditures from \$14,000 to \$10,000. The agency will further reduce overtime 25 percent to \$7,500.

In addition, SCOC will eliminate its current practice of utilizing contract clerical workers, thereby achieving an additional annualized saving of approximately \$30,000.

SCOC will achieve \$24,000 in annualized NPS savings by economizing travel in various ways, primarily by maximizing federal travel funds. This will be accomplished by combining the agency's federal contract work with regular agency mission related travel, thereby enabling a significant portion of agency travel expenditures to be charged to the federal contract.

**A.3 Protecting Key Priorities**

The agency's key priority, as outlined in its mission statement, is to maintain a safe, stable and humane correctional system both on the state and local level.

Increasing involvement with the Office of Children and Family Services (OCFS) secure centers will occur this fiscal year with the promulgation of minimum standards in connection with SCOC oversight of those facilities.

A review of manpower and resources indicates that this proposed savings plan will enable SCOC to continue to meet its key priorities within the correctional system.

**A.4 Treatment of New Initiatives**

New initiatives are limited in scope. As addressed above, SCOC will be expanding its presence in OCFS facilities, but this additional workload has already been factored into the proposed savings plan and agency work plans. The only other potential new initiatives involve the agency's role in juvenile detention monitoring under contract with DCJS as required under the federal Juvenile Justice and Delinquency Prevention Act. Any expansion in this area will be funded by a concomitant increase in federal funds so there will be no burden on the agency's General Funds requirements.

**B. Summary of General Fund Financial Impacts**

<b>GENERAL FUND -- SAVINGS SUMMARY</b>			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	N/A	N/A	N/A
Personal Service	N/A	40,000	40,000
Non-personal Service	N/A	54,000	54,000
Total State Operations	94,000	94,000	94,000
Capital	N/A	N/A	N/A
<b>TOTAL</b>	<b>94,000</b>	<b>94,000</b>	<b>94,000</b>

<b>GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS</b>			
	2007-08 Actual	Revised Projection	Percent Change
Local Assistance	N/A	N/A	N/A
Personal Service	2,184,800	2,268,563	3.8%
Non-personal Service	581,600	441,432	(24.1%)
Total State Operations	2,766,400	2,709,995	(2%)
Capital	N/A	N/A	N/A
<b>TOTAL</b>	<b>2,766,400</b>	<b>2,709,995</b>	<b>(2%)</b>

### C. Identification of Proposed General Fund Actions

		2008-09 Cash	2009-10 Cash	2010-11 Cash
<b>GENERAL FUND</b>				
<b>Local Assistance</b>	N/A	N/A	N/A	N/A
<b>State Operations</b>				
11. Eliminate vacant Secretary 1 item		37,500	37,500	37,500
12. Reduce overtime expenditures		2,500	2,500	2,500
13. Eliminate temporary clerical services		30,000	30,000	30,000
14. Reduce NPS expenditures by reducing travel expenditures		24,000	24,000	24,000
<b>Capital Projects</b>	N/A	N/A	N/A	N/A

### D. Summary of Impact on Other Funds

N/A

### E. Identification of Proposed Other Fund Actions

N/A

### F. Plan to Manage the Workforce

#### F.1 Overall Approach

SCOC will continue to leave vacant its only vacant General Fund position, a Secretary 1 (SG-11) position. In addition, the agency will leave any positions which become vacant unfilled as long as continued agency operations will allow.

*F.2 Plan for Refill of Vacant Positions (both current and anticipated vacancies)*

<b>Workforce Impact -- All Funds</b>	
<b>a. Initial Target: x,xxx [for reference]</b>	<b>35</b>
b. Current Fills PP# 3 or 4	34
c. Recurring impact of proposed actions (see Parts C & E)	-1
d. Recurring impact of vacancy-refilling plan (see F.2)	1
	34
<b>f. Change from Initial 2008-09 Target (line a minus line e)</b>	<b>1</b>

**G. Monthly Projections: All Funds Workforce; General Fund State Operations/Local/Capital**

See Attachments 1 and 2

**H. Assumptions Underlying the Proposed Plan**

That the relative stability of the correctional system which has existed in the recent past continues unabated.

That no new statutorily mandated functions, powers or duties are given to the agency.

**I. Management of Risks Inherent in the Plan**

Risks are minimal and should be easily managed. Any major disruption of the correctional system could require unexpected and inordinate amounts of overtime. This is not anticipated but can be managed through alternate work scheduling, etc.

**J. Additional Savings Opportunities for 2008-09**

SCOC is examining ongoing contractual obligations and expenditures such as telecommunications, reference materials, travel efficiencies, etc., for savings opportunities.

SCOC has implemented a policy of senior management review of all expenditures, in order to control NPS outlays.

SCOC is exploring further federal contract funding in order to replace some General Fund PS allocations.

**K. Potential Future Savings Opportunities/Operational Improvements (indicate if statutory change is required)**

While SCOC will continue to explore savings, the agency has previously experienced several instances of downsizing under prior administrations, having gone from a high of 98 authorized fills in the early 1990's to today's fill level of 35. Since the bulk of SCOC's budget appropriation consists of fixed costs, such as salaries and rent, further substantive savings may be challenging to achieve.

All savings outlined in this plan should be sustainable for the foreseeable future.

**ATTACHMENTS, if any:**

1. 2008-09 SCOC Cash Disbursement Plan
2. 2008-09 SCOC Staffing Plan

STATE OPERATIONS  
 State Commission of Correction  
 State Agency  
 General Fund 003-00

PS ceiling \$2,318,000  
 NPS ceiling \$392,000  
 Total cash ceiling \$2,710,000

Attachment 1

Date: 5/1/2008

PROJECTIONS

ACTUALS

	CASH		DISBURSEMENTS FROM				CASH		DISBURSEMENTS			
	2007-08 Carryover Approps	2008-09 New Approps PS	Appropriations NPS	Reappropriations	Monthly Disbursement Total	Yr-To-Date Disbursement Total	2007-08 Carryover Approps	2008-09 New Approps PS	Appropriations NPS	Reappropriations	Monthly Disbursement Total	Yr.-To-Date Disbursement Total
APRIL	61,863	198,331	0	0	260,194	260,194	95,800	198,300	0	0	294,100	294,100
MAY	8,700	178,349	42,000	0	229,043	489,237	0	0	0	0	294,100	294,100
JUNE	18,132	178,000	27,500	0	223,632	712,869	0	0	0	0	294,100	294,100
JULY	0	178,000	43,000	0	221,000	933,869	0	0	0	0	294,100	294,100
AUGUST	0	176,300	51,000	0	227,300	1,161,169	0	0	0	0	294,100	294,100
SEPTEMBER	0	132,100	36,100	0	168,200	1,329,369	0	0	0	0	294,100	294,100
OCTOBER	0	264,000	45,000	0	309,000	1,638,369	0	0	0	0	294,100	294,100
NOVEMBER	0	188,431	35,000	0	223,431	1,861,800	0	0	0	0	294,100	294,100
DECEMBER	0	185,600	29,500	0	215,100	2,076,900	0	0	0	0	294,100	294,100
JANUARY	0	185,600	41,500	0	227,100	2,304,000	XXX	0	0	0	294,100	294,100
FEBRUARY	0	189,763	34,000	0	223,763	2,527,763	XXX	0	0	0	294,100	294,100
MARCH	0	152,200	30,000	0	182,200	2,709,963	XXX	0	0	0	294,100	294,100
TOTAL	88,700	2,206,700	414,600	0	2,710,000		95,800	198,300	0	0	294,100	

Attachment 2

State Commission of Correction  
SFY 08/09 Staffing Plan

	<u>Plan</u>	<u>Actual</u>
April	34	34
May	34	
June	34	
July	34	
August	34	
September	34	
October	34	
November	34	
December	34	
January	34	
February	34	
March	34	