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MINNESOTA BIENNIAL BUDGET

Criminal Justice 2000-01

Presented by Governor Jesse Ventura
to the 81st Legislature

2000-01 BIENNIAL BUDGET

-INDEX-

CRIMINAL JUSTICE

Bill Summary - Criminal Justice

	<u>Page Number</u>
Auto Theft Prevention Board	H-107
Corrections, Department of	H-113
Crime Victim Ombudsman	H-295
Crime Victim Service Center	H-273
<u>Courts</u>	
Court of Appeals	H-38
Trial Court	H-47
Supreme Court	H-1
Tax Court	H-70
Human Rights, Department of	H-301
Judicial Standards Board	H-67
Legal Professional Boards	H-44
Ombudsman for Corrections	H-263
Peace Officers Standards & Training Board	H-78
Private Detective Board	H-75
Public Defense Board	H-84
Sentencing Guidelines Commission	H-267
Uniform Laws Commission	H-315

The Governor's 2000-01 Biennial Budget can be viewed at
the Department of Finance's web site at:
<http://www.finance.state.mn.us/bis>

2000-01 Biennial Budget
Bill Summary: Criminal Justice

The criminal justice system in Minnesota is composed of many federal, state and local agencies working together to investigate crime, apprehend suspects, adjudicate criminal cases, assist crime victims, and sanction offenders to reduce the future risk of crime. This section of the budget includes many of the significant state agencies involved in the criminal justice system, including the Department of Corrections, the Courts, the Board of Public Defense, and the Crime Victim Services Center. The Department of Public Safety is not included in this budget book. The Governor's budget recommendations address cost pressures in the criminal justice area due to caseload increases, and also provide for technology improvements and improved services to citizens.

Criminal Justice Funding (\$000s)	1998-99 Biennium				2000-01 Biennium			
	General Fund	% of Total	All Funds	% of Total	General Fund	% of Total	All Funds	% of Total
Supreme Court	48,546	5.26	53,654	4.97	51,489	4.78	54,553	4.37
Court of Appeals	12,467	1.35	12,467	1.16	13,174	1.22	13,174	1.05
Trail Courts	145,178	15.72	145,192	13.46	161,397	15.00	161,403	12.92
Public Defense Board	84,697	9.17	85,040	7.88	94,293	8.76	94,615	7.57
Corrections, Department of	604,503	65.44	722,429	66.97	698,677	64.92	827,614	66.22
Crime Victim Services Center	15,307	1.66	29,564	2.74	43,809	4.07	63,824	5.11
Human Rights, Department of	7,645	0.83	7,732	0.72	7,869	0.73	7,979	0.64
Peace Officers Board (POST)	148	0.02	7,519	0.70			8,832	0.71
Legal Profession Boards			6,504	0.60			6,834	0.55
Automobile Theft Prevention Board			3,280	0.30			5,433	0.43
Tax Court	1,619	0.18	1,619	0.15	1,344	0.12	1,344	0.11
Ombudsman for Corrections	1,163	0.13	1,163	0.11	1,253	0.12	1,253	0.10
Sentencing Guidelines Commission	880	0.10	880	0.08	1,157	0.11	1,157	0.09
Crime Victim Ombudsman	749	0.08	749	0.07	889	0.08	889	0.07
Judicial Standards Board	561	0.06	561	0.05	476	0.04	476	0.04
Private Detective Board	262	0.03	262	0.02	277	0.03	277	0.02
Uniform Laws Commission	71	0.01	71	0.01	75	0.01	75	0.01
Total (Direct, Open and Statutory)	923,796		1,078,686		1,076,179		1,249,732	

2000-01 Biennial Budget
Bill Summary: Criminal Justice
(Continued)

Base Adjustments by Category	F.Y. 2000		F.Y. 2001	
	General Fund	All Funds	General Fund	All Funds
Attorney General Costs	8	8	14	14
New Programs to Agency Base	6,129	6,878	6,129	6,878
Biennial Appropriations	10	10	10	10
Caseload/Enrollment Change	17,242	17,242	28,866	28,866
Dedicated Receipts Offset		(578)		(617)
Fund Change/Consolidation	(5,475)	(5,475)	(5,475)	(5,475)
One-Time Appropriations	(2,718)	(2,929)	(2,718)	(2,929)
Doc Space Rental/Lease	228	230	299	302
Small Agency Operational Expense	13	26	24	49
Statewide Administration Systems	321	321	321	321
2000-01 Salary and Benefit Base	8,309	8,334	16,894	16,945
Transfers Between Agencies	18,031	18,031	19,329	19,329
Uniform Pension Bill Reduction	(160)	(160)	(160)	(160)
Totals	41,938	41,938	63,533	63,533

Note: Individual base adjustments may be positive or negative depending on the item and adjustment category; all category amounts shown here are net figures.

Crime.Sum

2000-01 BIENNIAL BUDGET

PROGRAM STRUCTURE/INDEX

AGENCY: Supreme Court

PAGE

Agency Executive Summary
Budget Brief
Agency Revenue Summary

H-1
H-5
H-7

PROGRAMS AND CHANGE ITEMS

SUPREME COURT

H-9

Change Item - Access to Justice
Change Item - Judicial Branch Infrastructure
Change Item - Salary Supplement

H-12
H-13
H-14

CIVIL LEGAL SERVICES

H-15

Change Item - Civil Legal Services

H-18

STATE COURT ADMINISTRATION

H-20

Change Item - Access to Justice - SCA
Change Item - Community Dispute Resolution Grants
Change Item - Community/Justice System Collaboration
Change Item - Expanded Use of Alternative Forums
IT - Change Item - Expanded Use of Technology - SCA
Change Item - Judicial Infrastructure - SCA
Change Item - Victim Offender Mediation

H-24
H-25
H-26
H-27
H-28
H-30
H-31

LAW LIBRARY

H-33

IT - Change Item - Expanded Use of Technology - Law Library
Change Item - Judicial Branch Infrastructure - Law Library

H-36
H-37

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Supreme Court

AGENCY MISSION AND VISION:

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

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

KEY SERVICE STRATEGIES:

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

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

OPERATING ENVIRONMENT:

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

- Laws, case types, legal sanctions change annually.
- The volume of the court workload is determined by other branches and levels of government, usually without notice or consultation.
- Major criminal and juvenile cases are increasing dramatically.
- Funding for approximately half of judicial branch operations comes unevenly from 87 counties.

ORGANIZATION/PROGRAM STRUCTURE:

Judicial Branch Administrative Structure

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

Supreme Court Organizational Structure

Chief and Associate Justices	7.0 fte
Supreme Court Operations	44.4 fte
State Court Administration	97.2 fte
Law Library	15.2 fte

9/30/98 TOTAL FTEs 161.3

GOVERNOR'S RECOMMENDATION:

Historically, the courts, the legislature, and other constitutional officers have departed somewhat 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 without specific recommendations from the Governor. However, since the Governor is required by law to submit a balanced budget to the legislature, it is necessary to identify funding for those offices as part of preparing a completed balanced budget.

The Governor's general recommendations for the constitutional offices reflect his firm commitment to minimize the overall growth of government and the resulting tax burden on Minnesota taxpayers. Therefore, the Governor recommends funding to maintain the existing level of appropriations previously established by the

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Supreme Court
(Continuation)

legislature plus base adjustments allowed for all state agencies in the budget.

However, the Governor recognizes that the overall volume of cases brought through the judicial branch has increased more than 40% over the last decade, reflecting changes in criminal penalties and sentencing laws and the increasingly litigious nature of our society. Therefore, the Governor recommends that the budgets of all of the courts and public defender be increased 4% a year over the adjusted base to recognize caseload increases. The Governor recommends a biennial increase of \$3,682,000 for the Supreme Court, which includes the excess amount that this calculation would have provided to the Court of Appeals (\$776,000) over its request. The ongoing costs of the total court increases have been projected to the FY 2002-03 biennium based on the same percentage total of Governor's recommendations versus agency requests for the FY 2000-01 biennium, with the increased amount included under the Supreme Court, totaling \$8,636,000 for FY 2002-03. For display purposes only, the increase is shown under the Supreme Court Operations Program, although the funds are intended to be available agency-wide.

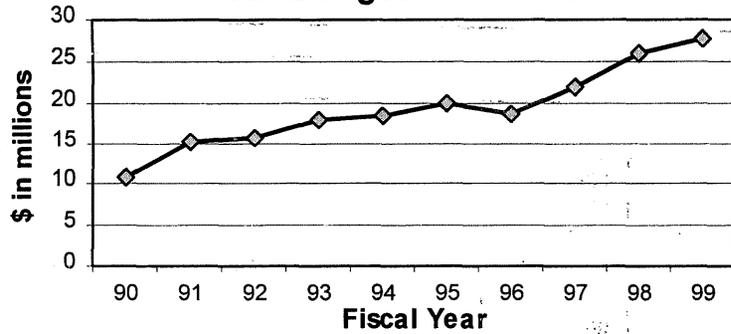
The Governor makes no recommendation regarding the specific initiatives put forward by the Supreme Court.

**2000-01 Biennial Budget
Agency Executive Summary**

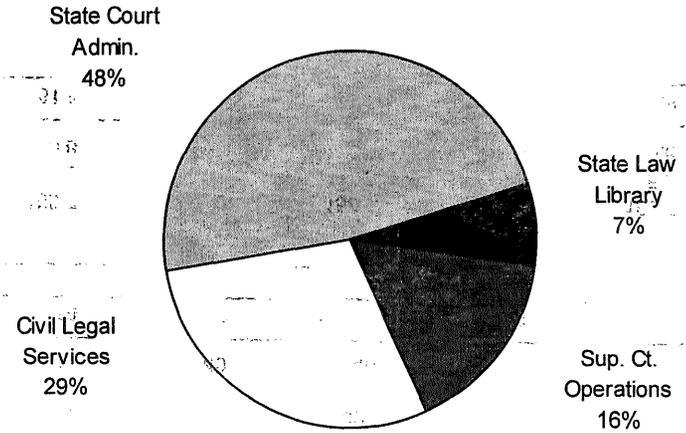
AGENCY: Supreme Court
(Continuation)

TRENDS AND PERSPECTIVE:

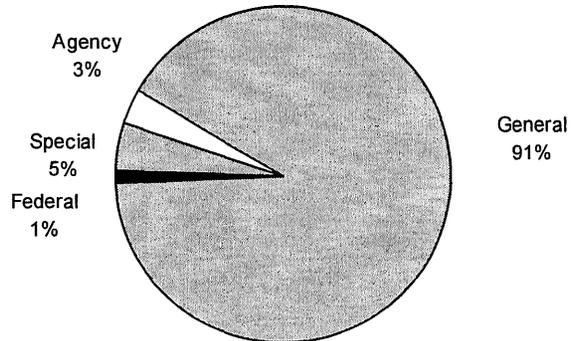
Total Budget - All Funds



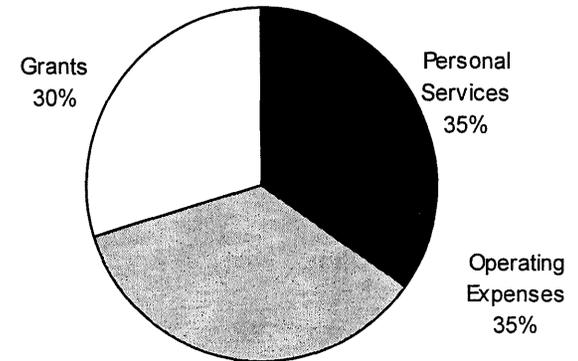
1998-99 Expenditures by Program
Total \$54 Million



1998-99 Expenditures by Fund
Total \$54 Million



1998-99 Expenditures by Category
Total \$54 Million



State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: SUPREME COURT

Agency Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY PROGRAM:									
SUPREME COURT OPERATIONS	4,006	4,151	4,445	4,497	4,882	5,693	4,593	4,903	7,079
CIVIL LEGAL SERVICES	6,236	7,521	7,830	7,414	8,414	7,414	7,414	8,414	7,414
STATE COURT ADMINISTRATION	9,941	12,544	13,568	11,490	15,189	11,490	11,611	15,257	11,611
LAW LIBRARY OPERATIONS	1,761	1,720	1,875	1,917	2,007	1,917	1,935	1,988	1,935
Total Expenditures	21,944	25,936	27,718	25,318	30,492	26,514	25,553	30,562	28,039

FINANCING BY FUND:									
CARRY FORWARD:									
GENERAL	0	0	0	24	24	24	0	0	0
DIRECT APPROPRIATIONS:									
GENERAL	21,608	22,564	25,038	23,648	28,822	24,844	23,905	28,914	26,391
FEDERAL	0	121	0	0	0	0	0	0	0
STATUTORY APPROPRIATIONS:									
GENERAL	17	91	853	115	115	115	115	115	115
SPECIAL REVENUE	53	1,178	1,279	1,190	1,190	1,190	1,192	1,192	1,192
FEDERAL	233	264	263	301	301	301	301	301	301
AGENCY	0	1,679	170	0	0	0	0	0	0
GIFT	33	39	115	40	40	40	40	40	40
Total Financing	21,944	25,936	27,718	25,318	30,492	26,514	25,553	30,562	28,039

FTE BY EMPLOYMENT TYPE:									
FULL TIME	133.4	147.2	157.7	155.7	162.7	155.7	155.7	162.7	155.7
PART-TIME, SEASONAL, LABOR SER	6.7	6.1	5.3	5.3	5.3	5.3	5.3	5.3	5.3
OVERTIME PAY	0.2	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Total Full-Time Equivalent	140.3	154.1	163.8	161.8	168.8	161.8	161.8	168.8	161.8

**2000-01 Biennial Budget
Agency Budget Brief
(\$ in thousands)**

Agency: Supreme Court

Fund: General

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>Biennium</u>
<u>BASE-YEAR (F.Y. 1999)</u>			
Appropriations (F.Y. 1999)	\$23,012	\$23,012	\$46,024
<u>BASE ADJUSTMENT</u>			
Statewide Administration Systems	11	11	22
Uniform Pension	(10)	(10)	(20)
One time	(1,050)	(1,050)	(1,050)
2000-01 Salary and Benefit Base	249	506	755
Rent	86	86	172
Transfers	<u>1,350</u>	<u>1,350</u>	<u>2,700</u>
<u>BASE LEVEL (for 2000 and 2001)</u>	\$23,648	\$23,905	\$47,553
<u>AGENCY REQUEST ITEMS</u>			
Access to Justice-Sup Ct	55	18	73
Judicial Branch Infrastructure-Sup Ct	316	292	608
Salary Supplement	14	-0-	14
Civil Legal Services	1,000	1,000	2,000
Access to Justice-SCA	50	50	100
Community/Justice System Collab.	194	164	358
Expanded Use of Technology-SCA	2,878	2,868	5,746
Expanded Use of Alternative Forums	62	52	114
Judicial Branch Infrastructure-SCA	145	142	287
Victim Offender Mediation Grant	220	220	440
Community Dispute Resolution Grant	150	150	300
Expanded Use of Technology-Law Lib	50	13	63
Judicial Branch Infrastructure-Law Lib	<u>40</u>	<u>40</u>	<u>80</u>
<u>AGENCY REQUEST (for 2000 and 2001)</u>	\$28,822	\$28,914	\$57,736
<u>GOVERNOR'S INITIATIVES</u>			
Judicial Branch Caseload Adjustment	<u>1,196</u>	<u>2,486</u>	<u>3,682</u>
<u>GOVERNOR'S RECOMMENDATIONS</u>	\$24,844	\$26,391	\$51,235

Brief Explanation of Budget Decisions:

- In F.Y. 1999 the Supreme Court will spend \$9,753,000, approximately 30% of

its base budget, to provide a statewide justice information system which provides operational information to courts, the Department of Public Safety, Sentencing Guidelines Commission, Department of Corrections, Public Defenders, and Prosecutors.

- Within the Supreme Court budget 30% of its base budget is for grants to civil legal service providers, victim offender mediation programs and community dispute resolution programs. Change requests from these programs constitute 7% of total Change Requests.
- Base adjustments include the removal of one-time grant funds to local units of government and legal services providers, a legislative study and partial funding for the court/justice system collaboration team. Salary and rent adjustments are as specified by budget guidelines. The transfer of \$1,350 from Department of Public Safety (DPS) to the Supreme Court for the justice network reflects legislative intent.
- No filing fee increase is requested since the Minnesota filing fee at \$250 is one of the highest in the country. Other fees, such as the Total Court Information System (TCIS) access fee and alternative dispute resolution registration fee, are adequate to support current operation.
- In furtherance of the Judicial Branch vision of a justice system that is accessible, fair, consistent responsive, free of discrimination, independent and well managed, change level requests have been made in each of the 4 program areas: Supreme Court Operations; State Court Administration; State Law Library; and Civil Legal Services in support of the judiciary's strategic plan.
- Continuation of funds for the legislatively mandated study, the Parental Cooperation Task Force, into F.Y. 2000 is requested.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends a biennial increase of \$3,682,000 to recognize caseload increases. The Governor makes no recommendation regarding the specific initiatives put forward by the Supreme Court.

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**2000-01 Biennial Budget
Agency Level Revenue Summary**

AGENCY: Supreme Court

REVENUE SOURCES:

The Supreme Court generates dedicated revenue, non-dedicated revenue, and federal funds. The non-dedicated revenue is generated by appellate court filing fees collected by the clerk of appellate courts for both the Supreme Court and Court of Appeals. These filing fees are deposited into the Cambridge State Bank Fund. These funds are estimated to be \$450,000 in 1999.

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

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

FEE STRUCTURE:

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

RECENT CHANGES:

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

FORECAST BASIS:

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

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: SUPREME COURT

Summary of Agency Revenues	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
NON-DEDICATED REVENUE:									
DEPARTMENTAL EARNINGS:									
CAMBRIDGE DEPOSIT FUND	477	448	450	450	450	450	450	2	.2%
Total Non-Dedicated Receipts	477	448	450	450	450	450	450	2	.2%
DEDICATED RECEIPTS:									
DEPARTMENTAL EARNINGS:									
GENERAL	151	139	115	115	115	115	115	(24)	-9.4%
SPECIAL REVENUE	199	1,076	1,066	1,066	1,066	1,066	1,066	(10)	-5%
GRANTS:									
GENERAL	25	0	200	0	0	0	0	(200)	-100.0%
FEDERAL	238	403	240	301	301	301	301	(41)	-6.4%
OTHER REVENUES:									
GENERAL	0	0	490	0	0	0	0	(490)	-100.0%
SPECIAL REVENUE	5	9	140	130	130	130	130	111	74.5%
GIFT	32	44	90	40	40	40	40	(54)	-40.3%
OTHER SOURCES:									
AGENCY	0	1,849	0	0	0	0	0	(1,849)	-100.0%
Total Dedicated Receipts	650	3,520	2,341	1,652	1,652	1,652	1,652	(2,557)	-43.6%
Agency Total Revenues	1,127	3,968	2,791	2,102	2,102	2,102	2,102	(2,555)	-37.8%

2000-01 Biennial Budget

PROGRAM: Supreme Court Operations
AGENCY: Supreme Court

PROGRAM PROFILE:

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

The Minnesota Supreme Court considers appeals from 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 900 cases in 1998. The volume of filings is expected to remain at this level through the next biennium. Yet, the court is deciding petitions of writs of certiorari within the statutory 60 day period.

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

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

STRATEGIES AND PERFORMANCE:

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

The Supreme Court seeks to use its personnel:

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

FINANCING INFORMATION:

The Supreme Court operation is totally funded by the General Fund except for approximately \$70,000 annually in dedicated funds allocated for collection of attorney registration fees.

BUDGET ISSUES:

The Supreme Court Operations budget will be constrained in the next biennium as it has been for the past several biennia by limited salary funding to award employees cost of living, merit increases and to cover insurance cost increases. In 1998-99 the court awarded a cost of living adjustment below union agreements to fund insurance cost increases. Continued implementation of this practice will adversely affect the courts' ability to attract and retain qualified candidates.

The court will need a salary supplement to provide salary adjustments to staff. The budget base adjustment guidelines have been incorporated into the budget. A small additional supplement is requested to implement 1998 Laws, Chapter 390, Art. 5, Sec 16.

In order to pursue its mission the court is requesting additional funding for infrastructure maintenance including security issues, staff, equipment, employee development and research tools.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	2,834	3,037	3,208	3,286	3,503	3,286	3,382	3,585	3,382
OPERATING EXPENSES	1,066	1,112	1,237	1,211	1,379	2,407	1,211	1,318	3,697
SUBTOTAL STATE OPERATIONS	3,900	4,149	4,445	4,497	4,882	5,693	4,593	4,903	7,079
CAPITAL OUTLAY	106	2	0	0	0	0	0	0	0
Total Expenditures	4,006	4,151	4,445	4,497	4,882	5,693	4,593	4,903	7,079
CHANGE ITEMS:									
	FUND								
(B) ACCESS TO JUSTICE-SUP CT.	GEN				55			18	
(B) JUDICIAL BRANCH INFRASTRUCTURE-SUP CT	GEN				316			292	
(B) SALARY SUPPLEMENT	GEN				14				
(B) JUDICIAL BRANCH CASELOAD ADJUSTMENT	GEN					1,196			2,486
Total Change Items					385	1,196		310	2,486
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	3,973	4,049	4,258	4,387	4,772	5,583	4,481	4,791	6,967
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	0	63	72	70	70	70	72	72	72
GIFT	33	39	115	40	40	40	40	40	40
Total Financing	4,006	4,151	4,445	4,497	4,882	5,693	4,593	4,903	7,079
REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	0	75	76	76	76	76	76	76	76
GIFT	32	44	90	40	40	40	40	40	40

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
NONDEDICATED									
CAMBRIDGE DEPOSIT FUND	477	448	450	450	450	450	450	450	450
Total Revenues Collected	509	567	616	566	566	566	566	566	566
<u>FTE BY EMPLOYMENT TYPE:</u>									
FULL TIME	48.0	49.8	51.8	51.8	54.8	51.8	51.8	54.8	51.8
PART-TIME, SEASONAL, LABOR SER	0.8	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Full-Time Equivalent	48.8	50.3	52.3	52.3	55.3	52.3	52.3	55.3	52.3

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: Supreme Court Operations
ACTIVITY:

ITEM TITLE: Access to Justice - Supreme Court

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$55	\$18	\$18	\$18

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The clerk's office receives 900 appeals and writs for the Supreme Court and 2,300 trial court and agency decisions for the Court of Appeals annually. In an increasing number of these cases, approximately 10%, litigants represent themselves. They seek advice from the staff of the Clerk of Appellate Court on how to complete the writs or other documents required to initiate their appeal. The court is requesting a half-time clerical position to assist persons with the completion of these forms and funding for a computer and printer by which these forms could be completed and generated on site.

In addition, this staff person would also facilitate an archiving project that would transfer court administrative orders and rules from paper to disc. Court administrative orders and rules are regularly accessed and updated. Conversion to electronic media would speed ability to quickly amend the document, preserve the original document from repetitious handling, allow for the swift production of a clear and legible copy and reduce storage space. Once old administrative records have been converted, the originals can be turned over to the Historical Society archives. This .5 FTE position is needed permanently to provide assistance to litigants represent-

ing themselves, responding to questions, maintaining and updating the electronically stored administrative orders archives and providing general relief to an office stricken with carpal tunnel and other work related injuries.

FINANCING:

General Fund money is requested.

OUTCOMES:

An estimated 300 litigants annually would be assisted by this position giving information about the required documents to initiate an appeal and providing access to computer assisted instruction for completing the required forms to generate an appeal.

Administrative records will be converted to electronic storage media and indexed for more convenient access and revision.

Relief for current workers struggling with work related carpal tunnel injuries would be provided.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: Supreme Court Operations
ACTIVITY:

ITEM TITLE: Judicial Branch Infrastructure - Sup. Ct.

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$316	\$292	\$287	\$287

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The Supreme Court has identified the following infrastructure needs.

After recent thefts, damage to secured space and periodic threat to individuals, a court security committee, with the assistance of the federal marshal and Capitol Security, has recommended a number of security improvements in the Judicial Center, including additional key card secured access points and the hiring of an armed state trooper to be present in the building during working hours. Cost for the biennium is \$216,000.

The court operational funding has been eroding the last 4 years at the rate of .5-1% per year to fund increasing salary costs. The court has been forced to hold positions open for 3-6 months as administrative vacancies occurred to fund worker's compensation claims, inflationary cost increases for goods and services, or replace equipment. Increasing the workload of remaining administrative positions increases the risk of carpal tunnel injuries and exacerbates worker's compensation claims. The court is therefore requesting \$90,000 for the biennium to replace outmoded equipment with ergonomic or more functional equipment.

The court requests 2 FTE administrative staff -- an administrative assistant for the chief justice to assist with correspondence and special projects and a human resources secretary to process voluminous personnel transactions, correspondence, rules, and facilitate better communication about employee rights, responsibilities and court policies and practices. Cost for the biennium is \$220,000.

In addition, the court is seeking biennial increases for employee development funding at the rate of \$264 per employee for technology and other training, online computerized legal research funding increase of \$20,000 because of a 21% cost increase imposed by the providers in the last 3 years and continued increases contemplated in the next biennium, \$10,000 for community outreach as the Court holds hearings in outstate Minnesota and conducts other activities to inform the public about the operation of the court, and a \$32,000 biennial inflationary cost increase for the National Center for State Court (NCSC) dues. The NCSC is the equivalent of the National Conference of State Legislatures and provides research and technical assistance to member states.

FINANCING:

General Fund money is requested.

This funding request is a 7% increase to the Court's \$9 million General Fund base for the biennium.

OUTCOMES:

- Increased safety for Judicial Center employees.
- Increased public awareness of court processes and issues through community outreach by members of the court or the new administrative aide for the Chief Justice.
- Prevent worker injury by installing ergonomic equipment and replacing outmoded equipment and facilitate injured worker to return to full employment without risk of re-injury.
- Employees will be more aware of court policies, procedures and programs for their health, safety and job enrichment through increased communications from Human Resource office.
- Enhanced employee job skills to increase job effectiveness through training.
- Maintain quality of the court work product by continued access to research tools.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: Supreme Court Operations
ACTIVITY:

ITEM TITLE: Salary Supplement Judicial

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$14	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

1998 Laws, Chapter 390, Article 5, Section 16, authorized a salary increase for judges equal to the average general adjustment in collective bargaining agreements and arbitration awards for other state employees as certified by the commissioner of the Department of Employee Relations. The commissioner has certified a 3% increase. The effective dates for the increases are 7-1-99 and 1-1-2000.

FINANCING:

General Fund money is requested.

The amount requested is a 1.5% increase over the budgeted base salary supplement in the first year only.

OUTCOMES:

The Judicial Branch, like other state agencies, has been required to absorb salary

cost increases for 6 years prior to the last biennium. Last biennium, because of insurance cost increases and pension funding cancellations, the Judicial Branch was forced to award salary increases less than those negotiated for executive branch employees and hold positions open to fully fund staff. This supplemental funding is necessary to implement salary increases authorized by law.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

2000-01 Biennial Budget

PROGRAM: Civil Legal Services
AGENCY: Supreme Court

PROGRAM PROFILE:

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

The Legal Services Advisory Committee funds legal services programs to provide legal assistance to low-income persons meeting statutory income eligibility guidelines. By statute 85% of the funding is granted to 6 regional legal services programs (Coalition Programs) with 24 offices throughout the state, which had demonstrated an ability as of 7-1-82 to provide legal services with funds provided by the federal Legal Services Corporation. Most of the legal problems handled by these programs directly and significantly affect the day-to-day lives of needy people: their homes, family, health and support for their children and personal safety. Through representation, negotiation, conciliation and enforcement of legal rights, lawyers in the programs constructively resolve the legal problems of low income applicants for program services, the majority of whom are children and families – often female-headed households, the aged, minority race individuals, disabled persons, refugees, family farmers, immigrants, the homeless and other disadvantaged persons.

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

STRATEGIES AND PERFORMANCE:

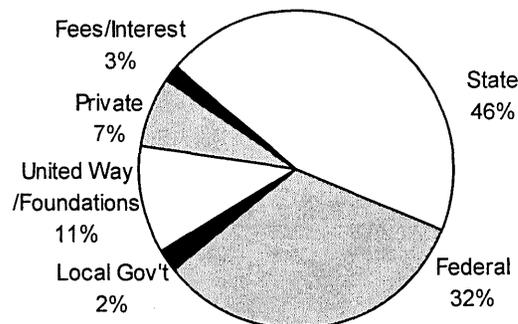
The programs funded serve in excess of 40,000 clients annually.

FINANCING INFORMATION:

This program provides grants to non-profit organizations providing civil legal services. The 6 major Minnesota Legal Service Coalition programs receive a mixture of funding as follows:

1998 Sources of Legal Services Coalition Funding

Total: \$19 Million



REVENUE SUMMARY

State Revenue

- 87% of the funding for this program is General Fund revenue. Historically various legislatively approved surcharges were implemented on filing fees and real estate recording fees to fund this program. Those funds raised are deposited directly to the General Fund.
- The Supreme Court has added a \$50 assessment (\$25 for those practicing less than 3 years) to the attorney registration fee to support legal services for the poor. This assessment raises approximately \$930,000 annually. 13% of the funding for the program comes from the attorney registration fee. In addition these 6 programs receive additional funding to address the well documented and significant unmet need for family law services. These funds are also distributed based on the formula specified in M.S.480.242 Subd 2(a).
- Funding from the National Legal Services Corporation (LSC) was reduced nationwide by nearly 35% in 1995 and 1996. There were only minor increases in F.Y.s 1997, 1998, and 1999. No funding increase is expected in either F.Y. 2000 (beginning 10-1-99) or F.Y. 2001.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
<u>EXPENDITURES BY CATEGORY:</u>									
STATE OPERATIONS									
OPERATING EXPENSES	6	1	0	0	0	0	0	0	0
SUBTOTAL STATE OPERATIONS	6	1	0	0	0	0	0	0	0
LOCAL ASSISTANCE	5,880	7,520	7,830	7,414	8,414	7,414	7,414	8,414	7,414
Total Expenditures	5,886	7,521	7,830	7,414	8,414	7,414	7,414	8,414	7,414
<u>CHANGE ITEMS:</u>									
	<u>FUND</u>								
(B) CIVIL LEGAL SERVICES	GEN				1,000			1,000	
Total Change Items					1,000			1,000	
<u>FINANCING BY FUND:</u>									
DIRECT APPROPRIATIONS:									
GENERAL	5,886	6,484	6,859	6,484	7,484	6,484	6,484	7,484	6,484
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	0	1,037	971	930	930	930	930	930	930
Total Financing	5,886	7,521	7,830	7,414	8,414	7,414	7,414	8,414	7,414
<u>REVENUE COLLECTED:</u>									
DEDICATED									
SPECIAL REVENUE	147	931	930	930	930	930	930	930	930
Total Revenues Collected	147	931	930	930	930	930	930	930	930

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY CATEGORY:									
LOCAL ASSISTANCE	350	0	0	0	0	0	0	0	0
Total Expenditures	350	0	0	0	0	0	0	0	0
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	350	0	0	0	0	0	0	0	0
Total Financing	350	0	0	0	0	0	0	0	0

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: Civil Legal Services
ACTIVITY:

ITEM TITLE: Civil Legal Services

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$1,000	\$1,000	\$1,000	\$1,000

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The Supreme Court Committee on Funding for Legal Services, composed of community leaders, lawyers, legal services providers, judges and legislators, in 1997 recognized the unmet need for legal services described in the base budget narrative. The Committee recommended that lawyers and the legislature make a joint commitment to increase funding for civil legal services over a 5-year period.

Upon petition from the organized bar, the Supreme Court assessed Minnesota lawyers an annual fee of \$50 (\$25 if admitted less than 3 years) to support civil legal services for the poor. That assessment raises \$930,000 annually.

The Supreme Court Committee further found that legal services help persons "to constructively resolve legal problems resulting from family violence, homelessness, substandard housing, malnutrition, lack of access to medical care and discrimination." The committee also found that legal aid services, which help to "stabilize families, maintain communities, save taxpayer money, prevent legal problems which would otherwise further clog the court system" and otherwise help

people "to become self-sufficient and participate effectively in society", benefit the broader community .

The Civil Legal Services Coalition seeks funding from the legislature to address the unmet basic family, food, shelter, safety and other civil legal needs for thousands of individuals seeking help each year who must be turned away.

FINANCING:

General Fund money is requested.

OUTCOMES:

At an average cost of \$450 per case (including both representation and advice cases), an additional 1,100 Minnesotans would receive needed help with respect to their critical legal problems by using at least \$500,000 to hire additional staff. These resources would be concentrated in critical legal need areas described above.

The Minnesota Supreme Court Committee also found that legal aid attorney salaries are only about 2/3 of comparable public lawyers such as public defenders and county attorneys. Legal aid attorneys do not accumulate pensions. Many new legal aid attorneys have excessive debt loads, in some instances, as high as \$80,000. While volunteer attorneys provide free services in excess of \$5 million per year, the Committee also recognized the need to strengthen volunteer programs, by providing additional monies for recruitment, training and administration. \$250,000 of the increased appropriation would be used for salary increases, particularly to newer attorneys and to increase volunteer participation.

The Supreme Court Committee found the Coalition programs to be "a national model of coordination and cooperation, but that the programs should continue to search for areas in which they can achieve additional efficiency, including expanded uses of technology." Coalition programs have completed a statewide year long technology planning effort and have submitted a grant request to the Bush Foundation to purchase, expand, and make more effective use of technology statewide consistent with this plan. \$250,000 of the requested increase would be used to provide required match to the Bush Foundation grant.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

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2000-01 Biennial Budget

PROGRAM: State Court Administration
AGENCY: Supreme Court

PROGRAM PROFILE:

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

STRATEGIES AND PERFORMANCE:

State Court Administration operates in the following major program areas:

The State Court Administrator supervises the state court administrative staff and assists the chief justice in supervising the court operations of the state, and 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. 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 trial 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.

Curriculum for guardians ad litem has been developed and more than 1,400 guardians have been trained statewide. A pilot program educating parents about the effects of divorce has been implemented in 2 judicial districts.

Court Services This area examines the structure and operation of the judicial system to identify court related problems and recommends organizational changes; conducts research and makes recommendations for improvements in the areas of judicial resources, court management, 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; advises the Supreme Court in the exercise of its sunset and transfer authority over trial court judgeships, presents statistical information

on the work of the courts to the legislature, other governmental agencies and the public; and evaluates innovative case management, technology and service improvement programs. This unit with funding from the 1998 legislature will provide technical assistance to facilitate collaboration between courts, local governmental units and social service agencies.

Research and Informational Technology. This office 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 non-judicial 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. This office has provided leadership in establishing a data sharing collaboration among criminal justice agencies such as Public Safety, Sentencing Guidelines, and Corrections.

FINANCING INFORMATION:

70% of the State Court Administrator's office budget is for the Judicial Branch/Statewide Technology Office serving courts statewide and other criminal justice agencies. 91% of the funding for F.Y. 1998-99 for the State Court Administrator's office is from the General Fund, 2% from federal funds, 6% from interagency agreements, and 1% from dedicated revenue.

Revenue Summary:

The State Court Administrator Office receives cost reimbursements from non-court users of the Total Court Information System, ADR registration fees and seminar fees. The total biennial revenue from these sources is estimated to be \$400,000.

2000-01 Biennial Budget

PROGRAM: State Court Administration
AGENCY: Supreme Court
(Continuation)

Grant Summary:

<u>Grant Program</u>	<u>Statutory Reference</u>	<u>Purpose</u>	<u>Source</u>
Community Dispute Resolution Programs	MS 490	To promote and provide alternative dispute resolution in a community	General Fund
Victim Offender Mediation	611A.77	Grants to non-profit organizations to provide victim offender mediation for resolution of dispute	General Fund

BUDGET ISSUES:

- Salary supplement funding to implement technology professionals' increases,
- Because the court provides the technology linking court users to each other and to other criminal justice agencies, funding for expansion of the state network and redesign of care programs are critical.
- A staff position to actively seek federal and other grant funds is requested.
- The office encourages court innovation and collaboration with other court and community professionals. Staff is requested.
- Infrastructure funding for equipment replacement and employee development is required for employees to hone skills necessary to foster innovation.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	3,963	4,679	6,325	6,624	7,424	6,624	6,747	7,547	6,747
OPERATING EXPENSES	5,733	7,585	6,903	5,039	7,568	5,039	5,037	7,513	5,037
TRANSFERS	0	0	0	(490)	(490)	(490)	(490)	(490)	(490)
SUBTOTAL STATE OPERATIONS	9,696	12,264	13,228	11,173	14,502	11,173	11,294	14,570	11,294
LOCAL ASSISTANCE	245	280	340	317	687	317	317	687	317
Total Expenditures	9,941	12,544	13,568	11,490	15,189	11,490	11,611	15,257	11,611

CHANGE ITEMS:	FUND								
(B) ACCESS TO JUSTICE-SCA	GEN				50			50	
(B) COMMUNITY DISPUTE RESOLUTION GRANTS	GEN				150			150	
(B) COMMUNITY/JUSTICE SYSTEM COLLABORATION	GEN				194			164	
(B) EXPAND USE OF ALTERNATIVE FORUMS	GEN				62			52	
(B) EXPANDED USE OF TECHNOLOGY-SCA	GEN				2,878			2,868	
(B) JUDICIAL INFRASTRUCTURE-SCA	GEN				145			142	
(B) VICTIM OFFENDER MEDIATION	GEN				220			220	
Total Change Items					3,699			3,646	

FINANCING BY FUND:									
CARRY FORWARD:									
GENERAL	0	0	0	24	24	24	0	0	0
DIRECT APPROPRIATIONS:									
GENERAL	9,638	10,311	12,176	10,990	14,689	10,990	11,135	14,781	11,135
FEDERAL	0	121	0	0	0	0	0	0	0
STATUTORY APPROPRIATIONS:									
GENERAL	17	91	853	115	115	115	115	115	115
SPECIAL REVENUE	53	78	106	60	60	60	60	60	60
FEDERAL	233	264	263	301	301	301	301	301	301
AGENCY	0	1,679	170	0	0	0	0	0	0

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
Total Financing	9.941	12.544	13.568	11.490	15.189	11.490	11.611	15.257	11.611
REVENUE COLLECTED:									
DEDICATED									
GENERAL	176	139	805	115	115	115	115	115	115
SPECIAL REVENUE	57	79	70	60	60	60	60	60	60
FEDERAL	238	403	240	301	301	301	301	301	301
AGENCY	0	1,849	0	0	0	0	0	0	0
Total Revenues Collected	471	2,470	1,115	476	476	476	476	476	476
FTE BY EMPLOYMENT TYPE:									
FULL TIME	73.8	85.4	93.9	91.9	95.9	91.9	91.9	95.9	91.9
PART-TIME, SEASONAL, LABOR SER	2.8	2.4	1.6	1.6	1.6	1.6	1.6	1.6	1.6
OVERTIME PAY	0.2	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Total Full-Time Equivalent	76.8	88.6	96.3	94.3	98.3	94.3	94.3	98.3	94.3

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: State Court Administration
ACTIVITY:

ITEM TITLE: Access to Justice - SCA

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$50	\$50	\$50	\$50

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The State Court Administrator seeks funding to have court forms translated into several languages, other than English, frequently encountered by the courts. As Minnesota becomes more culturally diverse (50+ languages are spoken in Minnesota) the courts have recognized that language is an access barrier for non-English speaking residents.

By providing frequently used forms, conciliation court summons and complaint, order for protection, statement of defendant's rights, for example, in Hispanic, Russian and Southeast Asian languages, court users may more quickly understand the information that is needed for various court processes and for pursuing their rights.

The process for translating forms requires careful attention to legal detail and phraseology in English, as well as in the language of translation. Committees of judges and court personnel review the English version. The University of Minnesota Language Lab translates the forms working with the State Court

Interpreters Office to arrive at an accurate recitation of the legal language. The forms are field tested with members of each particular language community to verify that the idiom used is clearly understood in the intended manner.

In the Court's strategic plan, the need for information about the frequently used court processes has been clearly identified as a service that would benefit court users. Litigants could comprehend the process and could be better prepared. It would also improve court service because accurate information could be concisely conveyed.

Once translated, the forms must be reviewed regularly for changes in law or procedure. To provide and maintain this service through the multi-layers of review needed for clarity and accuracy will require the assistance of an outside agency, like the University of Minnesota Language Lab.

FINANCING:

General Fund money is requested.

This function has not previously been funded.

OUTCOMES:

Approximately 40-50 pages of frequently used court forms and/or informational documents will be translated each year. As the basic forms are translated, it is anticipated that the review and amendment process will be less costly.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: State Court Administration
ACTIVITY:

ITEM TITLE: Community Dispute Resolution Program

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$150	\$150	\$150	\$150

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

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 1999, the 5 metro and one outstate programs served over 10,000 people. To help in this work, the State Court Administrator received matching funds 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 problems 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.

FINANCING:

General Fund money is requested. These programs also receive funds from local government and private sources, which match state funding.

The request represents a 136% increase over F.Y. 1998-99.

OUTCOMES:

The community dispute resolution programs continue to assist courts with the resolution of conciliation court, landlord/tenant, truancy and many other cases. Mediations from community sources can be expanded.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: State Court Administration
ACTIVITY:

ITEM TITLE: Community/Justice System Collaboration

	2000-01 Biennium		2002-03 Biennium	
	F.Y. 2000	F.Y. 2001	F.Y. 2002	F.Y. 2003
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$194	\$164	\$164	\$164

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

Today courts are increasingly focused on finding more effective outcomes for those who come before them. The courts are exploring innovative approaches and collaborations with community and human services professionals to address social problems which are rooted outside the court process - problems such as domestic violence, drugs, decaying housing stock, livability crimes in the inner city, the increase in violent juvenile crime and neglected children.

By establishing an experienced 6-person court services team: a court services director, a senior court services specialist, an administrative secretary, a training specialist, a research analyst specialist and a community outreach coordinator, the court could provide implementation assistance for statewide multi-disciplinary programs and policies and other specialized assistance to local courts. The team would manage complex legal and social services projects that identify and organize community and court resources to respond to court/community problems; design and implement programs effectively, train court and community participants to implement agreed upon approaches; and design and conduct project evaluations to inform policy makers about effective and transferable approaches.

The proposed court services staff would work with local court operations staff and multi-disciplinary stakeholders to identify the barriers to change, the alternative approaches and the best approach to assure implementation. Examples of innovations this team would support include one judge/one family courts, drug courts, community focused courts and improved specialized calendars, and system coordination in such areas as domestic violence, child protection and early juvenile court intervention strategies. Additionally, these court services specialists would provide technical assistance to local courts in the unique areas of court operations, such as caseload, jury management, fine management, court security and facilities planning, and pro se services for the increasing number of unrepresented litigants.

Appellate and trial courts in over 100 court locations throughout the state are largely managed by a limited regional administrative staff of 4 or 5 persons who rely on the scarce professional and managerial services of the state court administrator's office to provide expertise.

A recent National Center for State Courts study noted that one feature distinguishing Minnesota from its counterparts in other states is the lack of a specialized court services unit to provide technical assistance and project support to the trial court level. The judicial branch must have adequate support staff at the state level to identify emerging needs and provide leadership in exploring alternatives and implementing court and interdisciplinary programs.

The court renews its request for the 3 FTE not funded in F.Y. 1999.

FINANCING:

General Fund money is requested for 3 FTE. \$200,000 was appropriated in F.Y. 1999 for 3 FTE.

OUTCOMES:

Citizens are better served by an exploration of innovative approaches to court/community concerns and coordination between courts, human service programs, community programs, and other criminal justice agencies.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: State Court Administration
ACTIVITY:

ITEM TITLE: Expanded Use of Alternative Forums

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$62	\$52	\$52	\$52
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The Supreme Court, upon recommendation of its Alternative Dispute Resolution (ADR) Review Board, is requesting one professional position, with a background in family and civil ADR, to oversee and direct the growth of the state courts ADR program.

At present, the State Court Administrator's Office maintains a roster of over 3,000 individuals of which 1,490 are active (1,257 civil neutrals and 444 family neutrals). In order to be placed on the roster for court referral, an applicant must submit an application which is reviewed by the clerical and/or professional staff assigned part-time from other functions. Numerous written and telephone communications are involved and require the attention of a single professional staff person for consistency and thoroughness.

The Supreme Court has directed the ADR Review Board to develop an enforcement mechanism for Rule 114 Neutrals Ethics Code. A professional staff person

will be required to conduct investigations into allegations of ethics violations and recommend appropriate action to the Board.

With the requirement to consider ADR in all family law matters, the ADR Manager is required to provide guidance of future development of ADR in the state through involvement in systematic monitoring and evaluation of the usage and outcomes of Rule 114. Evaluation will allow systematic programmatic changes, as well as rule changes to increase the effectiveness and availability of ADR to enhance the court process or as an alternative to it.

A final function for this position is to develop a system to help assure the quality of the neutrals on the roster. Attendance at a certified training program is the initial criteria for placement on the neutral roster. Development of a skills assessment mechanism would provide greater assurance of mastery of the skills taught in the ADR courses. In the family law area, where many neutrals are therapists or counselors rather than lawyers, many concerns are being raised over the ability to understand or guide the complicated issues of asset and property distribution, child and spousal support and child custody and visitation matters. While training requirements specify 6 hours of family law and 5 hours of family economics, additional methods may be needed to ensure adequate process guidance.

FINANCING:

General Fund money is requested.

This program was initiated with volunteer board assistance and .1 FTE professional assistance from State Court Administrator's Office. To perform the tasks identified 1 FTE professional position is required. The .1 FTE would return to planning and implementing training and education programs for court personnel.

OUTCOMES:

- Review credentials of new ADR neutral applicants and assure compliance of 1,400 current neutrals with continuing education and training.
- Investigate ethics code violations complaints.
- Evaluate existing ADR programs and recommend improvements.
- Develop a quality assurance plan for assessing neutrals' skills.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-2001 Information Technology New Funding

AGENCY: SUPREME COURT

PROGRAM: STATE COURT ADMINISTRATION

ACTIVITY: STATE COURT ADMINISTRATION

IT Change Item: EXPANDED USE OF TECHNOLOGY-SCA

ITEM DESCRIPTION AND PURPOSE:

Improve communications between courts, justice system agencies, and other public offices through the continued implementation and maintenance of the judicial network, and plan for and implement a replacement over six years of the outmoded legacy court case management system

FUNDING:

Funding Distribution	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Facilities	0	0	0	0	0	0
Grants	0	0	0	0	0	0
Hardware	105	105	650	650	1,000	300
Personnel	578	568	568	568	568	568
Services	1,900	1,900	9,500	9,500	4,000	500
Software	230	230	550	550	900	550
Supplies	0	0	0	0	0	150
Training	65	65	300	300	1,100	100
Total	2,878	2,868	11,568	11,568	7,568	2,168

The funding for the network upgrade and implementation of the Memorandum of Understanding (MOU) is within the budget parameters indicated to the legislature last biennium. These 2 items, at a cost of \$1,600,000 represent an 8.6% increase in the IT budget. The funding for the redesign of the Total Court Information System is a new initiative. The \$4,146,000 request for the biennium is a 22% increase in the IT budget for the entire judicial branch statewide.

RATIONALE:

The judicial network funding is required to provide adequate security, maintenance, and communication utilities, and technical training for their maintenance and use. The funding for the MOU salary adjustments for IT professionals is required to attract and retain professional staff needed to maintain a complex, statewide information system. In the 6-month period prior to the court's adoption of the MOU 6 IT positions turned over. The redesigned TCIS application is necessary to improve access to court data, to provide support for additional court management functions and to position the courts to share critical information with other members of the criminal justice information community. The project will address court business functions and will interface with the information systems of other criminal justice system agencies, as well as other state and local government agencies. The system redesign will improve the court's ability to manage case information and be accountable for following legislative policy, especially in juvenile cases where case law has recently been changed.

LIFE CYCLE ANALYSIS:

Life Cycle Status	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Development	X	X	X	X	X	
Operations	X	X	X	X	X	X
Modification	X	X	X	X	X	X
Retirement			X	X	X	X

The judicial network requires funding in FY 2000-2003 for additional security, maintenance, and open data base communication functionality that is not supported by the base network. Dated components being retired beginning in FY 2002 must be replaced to maintain systemwide communication. The project to replace the legacy system will entail three major phases: 1) 2000-01 complete the requirements analysis and planning to a level of detail that will support an accurate projection of the full cost of replacement and operation; 2) 2002-04 will encompass detail design and programming; 3) Operation of the rest of the system will begin in FY2005. MOU funding is required immediately and continues.

F.Y. 2000-2001 Information Technology New Funding

AGENCY: SUPREME COURT

IT Change Item: Expanded Use Of Technology - SCA
(Continuation)

OFFICE OF TECHNOLOGY ANALYSIS:

The court is involved in several major collaborative efforts and is a leader in sharing information between agencies such as the Departments of Corrections and Public Safety and the Minnesota Sentencing Guidelines Commission. The court continues to upgrade its current infrastructure to accomodate all ten judicial districts.

This initiative consists of three projects: 1) upgrade of the Supreme Court judicial network, 2) IT memorandum of understanding for salary adjustments, 3) redesign of the Total Court Information System (TCIS). The judicial network is required to provide adequate security, maintenance, communications facilities, and technical training for their maintenance and use. The TCIS redesign would: 1) improve court access to data, 2) provide support for case management functions, 3) provide interfaces to other criminal justice agencies as well as other state and local agencies. Recommendation: The Criminal Justice Data Network Upgrade and the Total Court Information System (TCIS) are critical statewide projects that must be funded. OT supports funding of these projects.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: State Court Administration
ACTIVITY:

ITEM TITLE: Judicial Infrastructure - SCA

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$145	\$142	\$142	\$142

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The State Court Administrator requests funding for employee development, equipment replacement, travel and parking expense funding for the 30 task forces and committees staffed by the office and a grant writer.

The State Court Administrator's Office is charged, by statute, with recommending improvements for judicial branch operations. Analysis and review of the operations occurs in part through the operation of committees who serve without per diem. The court has provided reimbursement for travel, parking and meals during the meeting. While those costs were initially paid from grants or the appropriation creating the group, no appropriation has been made for the on-going expenses of these committees who devote hundreds of volunteer hours to court improvement issues.

All major professions, lawyers, doctors, accountants, ministers, teachers, social workers, psychologists, etc. recognize the benefit of continuing education and require it in professional codes and standards. The Bureau of Labor Statistics

indicates on average employers spent \$504 for employee development. \$200 per employee is requested for employee development, critical in an organization charged with innovation and change. Training may be provided in-house by contracting with trainers or tuition for outside courses may be made available.

A partial community/court collaboration unit was established with legislative funding in 1999. This unit provides technical assistance to courts and agencies interacting with them to foster innovative approaches to court/community issues. In order to obtain financial support for innovative pilot projects, the court seeks continuing funding for the grant writer position funded in F.Y. 1999.

FINANCING:

General Fund money is requested.

This funding request is less than a 1% increase for the biennium.

OUTCOMES:

Volunteer services of lawyers and other community professionals will be leveraged by providing travel reimbursement.

Employee skills and morale will be developed and maintained. Federal and private foundation funding can be sought to support innovative pilot projects.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: State Court Administration
ACTIVITY:

ITEM TITLE: Victim Offender Mediation

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$220	\$220	\$220	\$220

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The State Court Administrator's Office administers matching grant funds to encourage the implementation, expansion and evaluation of victim offender mediation programs for victims of juvenile and adult offenders. In 1999, 11 programs were funded. Grant awards ranged from \$10,000 - 30,000.

Demands for the opportunity from crime victims to meet safely with their offenders have increased in the past biennium as evidenced by the emergence of new programs seeking funding. In addition, demands on existing programs have increased to the point where programs often have to turn cases away from lack of resources. Thus, victims have no other, or unsatisfactory, options available to them and offenders are denied the chance to take direct responsibility for their actions and repair the harm done to the victim.

Victim/offender mediation programs make an impact on the court system. Corrections Departments that contain or have available VOM programs are making regular referrals, diverting numerous first-time offenders from court at a consider-

able cost savings when compared with the average \$15,500 grant per program. A 1995 study indicates that offenders who participated in VOM programs "are less likely to re-offend within a year of their meeting, and if they do re-offend, will commit less serious offenses than children and adolescents who go through a more traditional juvenile justice system approach." Diversion and a reduction in recidivism represent a savings to the court system.

FINANCING:

General Fund money is requested.

The request represents a 129% increase over the last biennium.

OUTCOMES:

The current 11 programs will be able to devote additional effort to client service. Funding for 4 new programs is contemplated.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

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2000-01 Biennial Budget

PROGRAM: Law Library
AGENCY: Supreme Court

PROGRAM PROFILE:

This program provides research and information services on a statewide basis to users of legal data. A complete range of traditional and automated professional library functions 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.

STRATEGIES AND PERFORMANCE:

- The public services staff provides reference and circulation assistance, suggesting research strategies to locate cases, statutes, regulations and books on point for the 18,000 annual reference requests.
- The technical services staff handles the acquisitions, processing, cataloging and conservation of the library's resources using the latest in automated technology. State, county and academic law libraries, benefit from 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.
- The library, in cooperation with several other libraries, participates in the production and distribution of the records and briefs of cases argued before the Minnesota Supreme Court and the Court of Appeals. The microfiche format saves shelf space, binding costs, and state time needed to process documents.
- Under contract with the Department of Corrections, the library provides inmates in Minnesota's 7 adult correctional institutions with access to legal materials and information. Librarians assigned to the program make regular visits to the prisons, supplementing the institutional core collections with materials and research results from the library collection.
- The library is required by law to advise and assist development of county law libraries throughout the state. The librarian assigned to coordinate the project makes on-site visits to the libraries and submits recommendations for solving issues confronting the boards of trustees. The coordinator also provides training in law library management and develops cooperative programs.
- The library operates the first computer-assisted legal research program available throughout the state. This service provides users with an economical way to utilize the most advanced legal research techniques. In addition, the library has introduced CD ROM technology to its collection to save space and increase economical access to materials.

FINANCING INFORMATION:

State Law Library operations are financed :

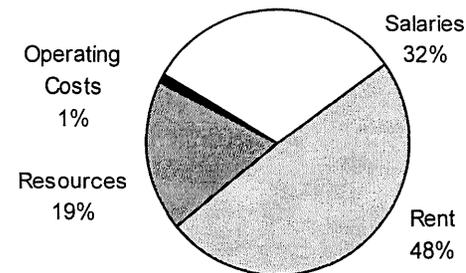
93% by a direct general appropriation

7% by a contract with the Department of Corrections to provide reference materials for prisoners at 7 institutions

Approximately \$100,000 in costs for such things as copying and cataloging services for other libraries are reimbursed each biennium.

1998-99 Law Library Costs

Total: \$3.5 Million



BUDGET ISSUES:

- Legal reference material inflation for many frequently used materials exceeds 20%. The agency has implemented strategies to operate within its budget by reducing the frequency with which materials are updated. However, for the materials to be of use they must be current. The agency seeks additional funding to maintain its collection.
- The State Law Library is required by legislation to participate in MnLink. In order to do so the agency must upgrade its computers. The State Law Library is exploring technology alternatives, CDROM, Internet Resources as a means to provide broader access to limited materials while containing cost increases.
- Without additional funding the Law Library will be unable to provide staff salary increases. The Supreme Court by necessity granted a 2.5% cost of living adjustment rather than the 3% negotiated last biennium so that insurance and merit increase costs could be maintained. Funding to cover personnel cost increases of a modest amount is critical.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	620	660	668	684	684	684	702	702	702
OPERATING EXPENSES	1,141	1,060	1,207	1,233	1,323	1,233	1,233	1,286	1,233
SUBTOTAL STATE OPERATIONS	1,761	1,720	1,875	1,917	2,007	1,917	1,935	1,988	1,935
Total Expenditures	1,761	1,720	1,875	1,917	2,007	1,917	1,935	1,988	1,935
CHANGE ITEMS:									
	FUND								
(B) EXPANDED USE OF TECHNOLOGY-LAW LIB	GEN				50			13	
(B) JUDICIAL BRANCH INFRASTRUCTURE-LAW LIB	GEN				40			40	
Total Change Items					90			53	
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	1,761	1,720	1,745	1,787	1,877	1,787	1,805	1,858	1,805
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	0	0	130	130	130	130	130	130	130
Total Financing	1,761	1,720	1,875	1,917	2,007	1,917	1,935	1,988	1,935
REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	0	0	130	130	130	130	130	130	130
Total Revenues Collected	0	0	130	130	130	130	130	130	130

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
<u>FTE BY EMPLOYMENT TYPE:</u>									
FULL TIME	11.6	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
PART-TIME, SEASONAL, LABOR SER	3.1	3.2	3.2	3.2	3.2	3.2	3.2	3.2	3.2
Total Full-Time Equivalent	14.7	15.2	15.2	15.2	15.2	15.2	15.2	15.2	15.2

F.Y. 2000-2001 Information Technology New Funding

AGENCY: SUPREME COURT

PROGRAM: LAW LIBRARY OPERATIONS

ACTIVITY: LAW LIBRARY OPERATIONS

IT Change Item: EXPANDED USE OF TECHNOLOGY-LAW LIB

ITEM DESCRIPTION AND PURPOSE:

Link the State Law Library to other public libraries throughout Minnesota and the Judicial Network through upgraded technology

FUNDING:

Funding Distribution	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Facilities	0	0	0	0	0	0
Grants	0	0	0	0	0	0
Hardware	50	10	10	10	10	10
Personnel	0	0	0	0	0	0
Services	0	0	0	0	0	0
Software	0	3	3	3	3	3
Supplies	0	0	0	0	0	0
Training	0	0	0	0	0	0
Total	50	13	13	13	13	13

Law library work stations require upgrading to conform to Mn. Supreme Court Local Area Network Standards which require a Windows NT Workstation (32-bit operating system). This standard was selected to insure reliability, compatibility, manageability, expandability, supportability and security. This request would replace 10 workstations operating in an 8-bit environment and upgrade 2 other workstations and a printer. Purchases would be made in the first year of the biennium. Funding for further upgrades and software changes in subsequent fiscal years is requested.

RATIONALE:

By legislative mandate (1997 Laws, Chapter 183, Art. 1, Sec. 2, Subd. 8) Minnesota will implement MnLink, a new statewide information system that will link public libraries, academic libraries, school libraries and government libraries all over Minnesota so that they will appear to the user as a single resource. The system will provide the State Law Library with an integrated automation package, allowing internal management of data as well as public access to information and allow Law Library employees to communicate with other court agencies through the Judicial network.

LIFE CYCLE ANALYSIS:

Life Cycle Status	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Development	X					
Operations	X					
Modification		X	X	X	X	X
Retirement			X	X	X	X

10 new personal computers, 2 systems upgrades, and a printer will be purchased in the first year of the biennium. Upgrades in software, hardware, and peripherals will be purchased in subsequent years as required for participation in the Judicial network and MnLink.

OFFICE OF TECHNOLOGY ANALYSIS:

Proceed with Project. OT supports this project.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Supreme Court
PROGRAM: Law Library
ACTIVITY:

ITEM TITLE: Judicial Branch Infrastructure - Law Library

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$40	\$40	\$40	\$40

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

Collection Maintenance: Over the past 10 years, the legal publishing industry has been in a constant state of upheaval, reflecting the impact of technology upon the delivery of legal information. Within the past 3 years, mega-mergers within the field have escalated prices as legal publishers try to recoup the cost of their acquisitions by recodifying and republishing fundamental treatises and basic tools. There has also been an increase in the frequency and price of serials supplementation, a major source of income for publishers. [NOTE: In the average law library, better than 95% of the collection expenditures consist of serial publications (as opposed to monographs which are not supplemented.)] According to the *Price Index for Legal Publications*, the mean cost of the average serial rose from \$50.08 in 1973-74 to \$297.89 in 1995-96. This is more than double the increase in the Consumer Price Index for the same period.

Collection Development: The same factors pushing up the price for serials had a similar effect on monograph costs. According to the *Price Index*, the mean cost of the average legal treatise rose from \$11.16 in 1973-74 to \$64.58 in 1995-96, a 578% increase.

FINANCING:

General Fund money is requested.

The amount requested is a 12.5% increase for the collection budget. With a 15% cost increase in core serial materials from 1993-94 to 1996-97, and a 20% increase from 1997 to 1998, this request barely allows the Law Library to maintain the status quo.

OUTCOMES:

To maintain the Law Library's role as the state's largest public law library, collection maintenance and development funds are needed to fill-in deficiencies and to add new resources cognizant with emerging ways of organizing information.

To provide the highest caliber of customer service and to remain an essential element in the administration of justice, the Law Library must have the proper tools. To have less than the most complete information would not only be a disservice to the Judiciary, it would seriously affect its role as the legal resource center for other clientele and for those who cannot be helped by other law libraries.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Court of Appeals

AGENCY MISSION AND VISION:

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

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

KEY SERVICE STRATEGIES:

To accomplish its mission the Court of Appeals:

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

OPERATING ENVIRONMENT:

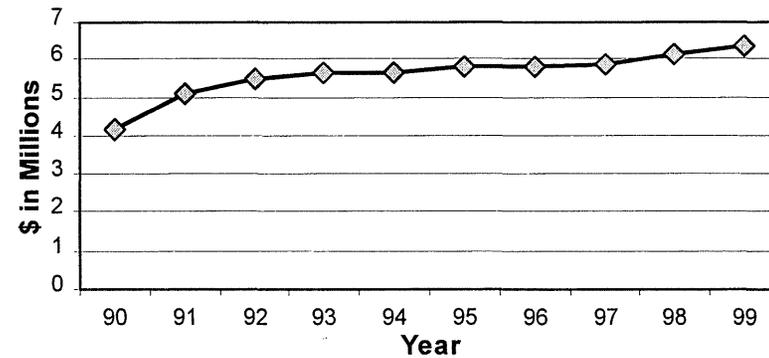
Court of Appeals hears cases throughout the state as well as in St. Paul to make access to the court easier. The court has installed interactive video as an additional measure to provide timely access. Appellate caseload of approximately 2,200 cases is determined by trial court and agency caseloads and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

ORGANIZATION/PROGRAM STRUCTURE:

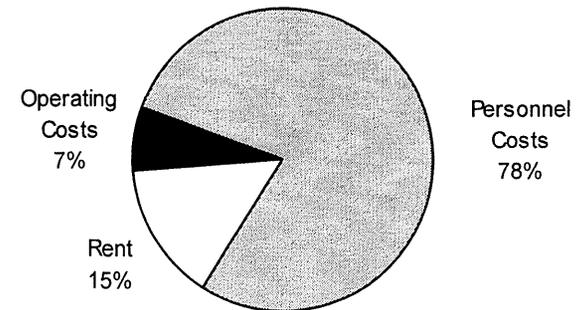
Chief Judge & Judges of the Court of Appeals	16 fte
Legal Staff	45.0 fte
Administrative Staff	22.5 fte
Retired Judges	3.5 fte
9/30/98 TOTAL FTEs	88.5

TRENDS AND PERSPECTIVE:

Total Budget - All Funds



1998-99 Expenditures by Category
Total \$12 Million



GOVERNOR'S RECOMMENDATION:

Historically, the courts, the legislature, and other constitutional officers have departed somewhat 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

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Court of Appeals
(Continuation)

present their budget requests directly to the legislature without specific recommendations from the Governor. However, since the Governor is required by law to submit a balanced budget to the legislature, it is necessary to identify funding for those offices as part of preparing a completed balanced budget.

The Governor's general recommendations for the constitutional offices reflect his firm commitment to minimize the overall growth of government and the resulting tax burden on Minnesota taxpayers. Therefore, the Governor recommends funding to maintain the existing level of appropriations previously established by the legislature plus base adjustments allowed for all state agencies in the budget.

However, the Governor recognizes that the overall volume of cases brought through the judicial branch has increased more than 40% over the last decade, reflecting changes in criminal penalties and sentencing laws and the increasingly litigious nature of our society. Therefore, the Governor recommends that the budgets of all of the courts and public defender be increased 4% a year over the adjusted base to recognize caseload increases. Applying this policy to the Court of Appeals would give the court more resources than it requested, so the excess (\$776,000) has been reallocated to the Supreme Court, recognizing its responsibility for oversight of the total court system. The Governor recommends a biennial increase of \$29,000 for the Court of Appeals.

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

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: COURT OF APPEALS

Program: COURT OF APPEALS

Activity: COURT OF APPEALS

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	4.584	4.710	5.112	5.252	5.281	5.252	5.401	5.401	5.401
OPERATING EXPENSES	1.277	1.347	1.298	1.246	1.246	1.256	1.246	1.246	1.265
SUBTOTAL STATE OPERATIONS	5.861	6.057	6.410	6.498	6.527	6.508	6.647	6.647	6.666
Total Expenditures	5.861	6.057	6.410	6.498	6.527	6.508	6.647	6.647	6.666
CHANGE ITEMS:									
	<u>FUND</u>								
(B) SALARY SUPPLEMENT	GEN				29				
(B) JUDICIAL BRANCH CASELOAD ADJUSTMENT	GEN					10			19
Total Change Items					29	10			19
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	5.861	6.057	6.410	6.498	6.527	6.508	6.647	6.647	6.666
Total Financing	5.861	6.057	6.410	6.498	6.527	6.508	6.647	6.647	6.666
FTE BY EMPLOYMENT TYPE:									
FULL TIME	78.6	78.5	82.3	82.5	82.5	82.5	82.5	82.5	82.5
PART-TIME, SEASONAL, LABOR SER	4.5	5.1	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Total Full-Time Equivalent	83.1	83.6	85.8	86.0	86.0	86.0	86.0	86.0	86.0

**2000-01 Biennial Budget
Agency Budget Brief
(\$ in thousands)**

Agency: Court of Appeals

Fund: General

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>Biennium</u>
<u>BASE-YEAR (F.Y. 1999)</u>			
Appropriations (F.Y. 1999)	\$6,327	\$6,327	\$12,654
<u>BASE ADJUSTMENT</u>			
Documented Space/Rental Lease	30	30	60
2000-01 Salary & Benefits	145	294	439
Uniform Pension Bill Reduction	<u>(4)</u>	<u>(4)</u>	<u>(8)</u>
<u>BASE LEVEL (for 2000 and 2001)</u>	\$6,498	\$6,647	\$13,145
<u>AGENCY REQUEST ITEMS</u>			
Salary Adjustment	<u>29</u>	<u>-0-</u>	<u>-0-</u>
<u>AGENCY REQUEST (for 2000 and 2001)</u>	\$6,527	\$6,647	\$13,174
<u>GOVERNOR'S INITIATIVES</u>			
Judicial Branch Caseload Adjustment	<u>10</u>	<u>19</u>	<u>29</u>
GOVERNOR'S RECOMMENDATION	\$6,508	\$6,666	\$13,174

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends a biennial increase of \$29,000 to recognize caseload increases. The Governor makes no recommendation regarding the specific initiative put forward by the Court of Appeals.

Brief Explanation of Budget Decisions:

- The Court of Appeals is totally funded by the General Fund.
- The base budget pays for the operation of the court of appeals. No major changes in the volume of appeals are projected, although increased criminal penalties may result in increased appeals.
- Filing fee revenue is collected by the Clerk of Appellate Courts, serving both the Supreme Court and Court of Appeals. The revenue is accounted for in the Supreme Court budget.
- A change request for an additional salary supplement to implement the scheduled 1-1-2000 judicial salary increase is requested.

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Salary Supplement Judicial

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST *				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$29	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

1998 Laws, Chapt 390, Art 5, sec. 16, authorized a salary increase for judges equal to average general adjustment in collective bargaining agreements and arbitration awards for other state employees as certified by the Commissioner of Employee Relations. The Commissioner has certified a 3% increase. The effective dates for the increases are 7-1-99 and 1-1-2000.

FINANCING:

General Fund money is requested.

The amount requested is a 1.5% increase over the budgeted base salary supplement in the first year only.

OUTCOMES:

The Judicial Branch, like other state agencies, has been required to absorb salary

cost increases for 6 years prior to the last biennium. Last biennium because of insurance cost increases and pension funding cancellations, the Judicial Branch was forced to award salary increases less than those negotiated for executive branch employees and hold positions open to full fund staff. This supplemental funding is necessary to implement salary increases authorized by law.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

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**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Legal Professional Boards

AGENCY MISSION AND VISION:

Mission and Vision:

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

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

KEY SERVICE STRATEGIES:

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

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

OPERATING ENVIRONMENT/ORGANIZATION STRUCTURE:

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

REVENUE:

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

ORGANIZATION/PROGRAM STRUCTURE:

SUPREME COURT	
Continuing Legal Education	2.75 fte
Lawyers Professional Responsibility	24.2 fte
Legal Certification	.5 fte
Client Security Board	0 fte
Law Examiners	7.8fte

9/30/98 TOTAL FTEs 35.3

GOVERNOR'S RECOMMENDATIONS:

The Governor recommends the agency's base budget.

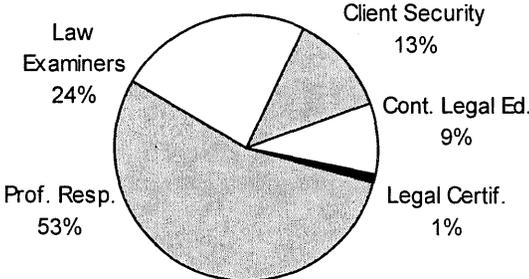
2000-01 Biennial Budget
Agency Executive Summary

AGENCY: Legal Professional Boards
(Continuation)

TRENDS AND PERSPECTIVES:

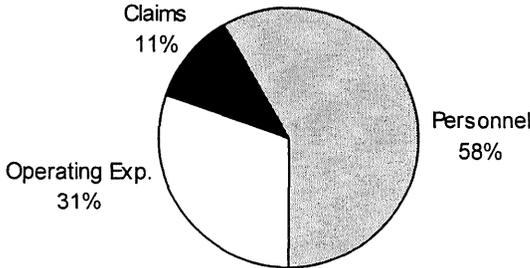
1998-99 Spending by Program

Total \$6.5 Million



1998-99 Expenditures by Category

Total \$6.5 Million



State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: LEGAL PROFESSION BOARDS

Agency Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY PROGRAM:									
CONTINUING LEGAL EDUCATION BD	200	250	306	251	251	251	254	254	254
PROFESSIONAL RESPONSIBILITY BD	1,802	1,698	1,801	1,856	1,856	1,856	1,885	1,885	1,885
LEGAL CERTIFICATION BOARD	37	39	42	43	43	43	44	44	44
CLIENT SECURITY BOARD	131	382	435	435	435	435	435	435	435
LAW EXAMINERS BOARD	734	748	803	811	811	811	820	820	820
Total Expenditures	2,904	3,117	3,387	3,396	3,396	3,396	3,438	3,438	3,438
FINANCING BY FUND:									
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	2,904	3,117	3,387	3,396	3,396	3,396	3,438	3,438	3,438
Total Financing	2,904	3,117	3,387	3,396	3,396	3,396	3,438	3,438	3,438
FTE BY EMPLOYMENT TYPE:									
FULL TIME	33.1	32.2	32.2	32.2	32.2	32.2	32.2	32.2	32.2
PART-TIME, SEASONAL, LABOR SER	3.0	2.9	2.9	2.9	2.9	2.9	2.9	2.9	2.9
Total Full-Time Equivalent	36.1	35.1	35.1	35.1	35.1	35.1	35.1	35.1	35.1

2000-01 BIENNIAL BUDGET

PROGRAM STRUCTURE/INDEX

AGENCY: Trial Courts

PAGE

Agency Executive Summary	H-48
Budget Brief	H-51
Agency Revenue Summary	H-53

PROGRAM, BUDGET ACTIVITIES, AND CHANGE ITEMS

TRIAL COURTS	H-55
Change Item - Access to Justice - Adjudication	H-60
Change Item - Access to Justice - Guardians Ad Litem	H-61
Change Item - Community/Justice System Collaboration	H-62
Change Item - Expanded Use of Technology - Video	H-63
Change Item - Judicial Branch Infrastructure	H-64
Change Item - Salary Supplement	H-65

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Trial Courts

AGENCY MISSION AND VISION:

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

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

KEY SERVICE STRATEGIES:

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

- Delegate legal research and where possible draft decision writing to law clerks freeing judges to spend more time hearing cases or directing the case dispositional activities;
- Set case processing and case management standards and institute monitoring programs for exceptions;
- Develop alternatives to full court hearings for appropriate cases or as tools to reduce the complexity of cases;
- 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;
- Explore ways to use technology to improve and expedite the work of the courts including making justice more consumer oriented.
- Develop programs and technologies to provide judges the critical information needed to make timely sound case and policy decisions;
- Review and evaluate court practices and policies to identify the need for systemic improvement through the Conference of Chief Judges and study commission established by the Supreme Court.
- Explore greater integration and coordination with other justice and social service agencies.

OPERATING ENVIRONMENT:

- Trial Courts operate in every county in the state. Court administrators manage the county administrative operations of the courts and are dependent for their court operating funding on 74 counties. Judges, law clerks, court reporters, referees, district administration staff and the court administration staff in the 8th Judicial District are funded by the state.
- The Trial Courts continue to receive nearly 2 million cases each year.
- 20,386 (74%) more felony and gross misdemeanor cases were filed in 1998 compared to 1988.
- 38,088 (107%) more juvenile petitions were filed in 1998 compared to 1988.
- Time spend on gross misdemeanors declined from 64 minutes in 1986 to 49 minutes in 1997.
- Time spend on orders for protection declined from 42 minutes in 1986 to 37 minutes in 1997.
- Legislative changes to Children in Need of Protective Services (CHIPS) cases in 1993 and Termination of Parental Rights (TPR) cases placement guidelines in 1997 have significantly increased trial rates. CHIPS trial rates have increased over 50% while TPR trial rates have risen 86%.
- Trial Courts ability to implement uniform administrative policies is often hindered by dependence on county funding.
- Trial Court workloads are driven by local law enforcement and prosecutorial initiatives over which they courts have no control.

ORGANIZATION/PROGRAM STRUCTURE:

Judges	254.0 fte
District Administration Staff	43.0 fte
Law Clerks	249.0 fte
Court Reporters	279.0 fte
Referees/Judicial Officer	24.0 fte
Eighth District Court Administration Staff	60.0 fte
District Judges Association	2.0 fte
Judicial Advisory Service	1.5 fte

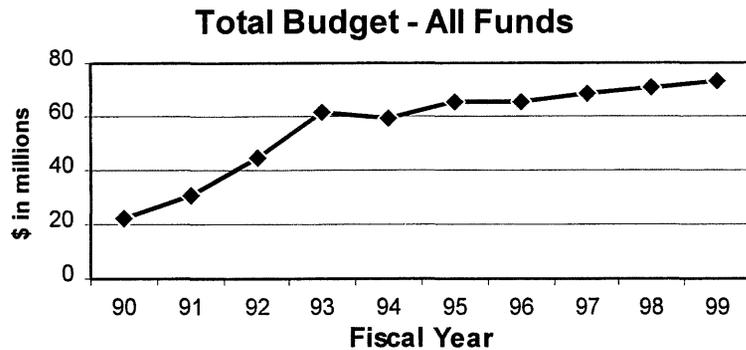
9/30/98 TOTAL FTEs 921.5

**2000-01 Biennial Budget
Agency Executive Summary**

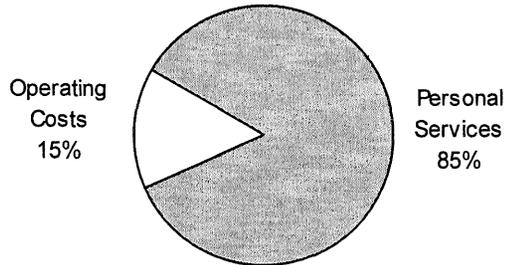
AGENCY: Trial Courts
(Continuation)

TRENDS AND PERSPECTIVE:

The state funded portion of Trial Court budget is totally funded by the state General Fund.

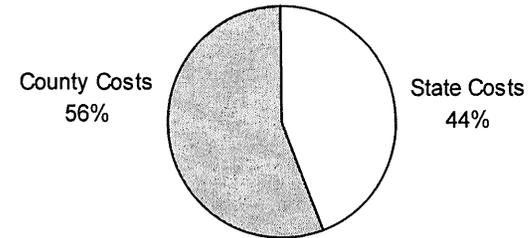


1998-99 Expenditures by Category
Total \$145 Million



**1998 Funding of the Courts -
State/County Share**

Total \$160 Million



GOVERNOR'S RECOMMENDATION:

Historically, the courts, the legislature, and other constitutional officers have departed somewhat 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 without specific recommendations from the Governor. However, since the Governor is required by law to submit a balanced budget to the legislature, it is necessary to identify funding for those offices as part of preparing a completed balanced budget.

The Governor's general recommendations for the constitutional offices reflect his firm commitment to minimize the overall growth of government and the resulting tax burden on Minnesota taxpayers. Therefore, the Governor recommends funding to maintain the existing level of appropriations previously established by the legislature plus base adjustments allowed for all state agencies in the budget.

However, the Governor recognizes that the overall volume of cases brought through the judicial branch has increased more than 40% over the last decade, reflecting changes in criminal penalties and sentencing laws and the increasingly litigious nature of our society. Therefore, the Governor recommends that the budgets of all of the courts and public defender be increased 4% a year over the adjusted base to recognize caseload increases. For the Trial Courts, this amounts to a biennial increase of \$9,312,000.

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

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: TRIAL COURTS

Agency Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY PROGRAM:									
TRIAL COURTS	68.457	69.200	75.992	75.148	83.658	78.151	76.943	83.977	83.252
Total Expenditures	68.457	69.200	75.992	75.148	83.658	78.151	76.943	83.977	83.252

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	68.446	69.191	75.525	75.075	83.585	78.078	76.940	83.974	83.249
STATUTORY APPROPRIATIONS:									
GENERAL	0	0	462	70	70	70	0	0	0
SPECIAL REVENUE	11	9	5	3	3	3	3	3	3
Total Financing	68.457	69.200	75.992	75.148	83.658	78.151	76.943	83.977	83.252

FTE BY EMPLOYMENT TYPE:									
FULL TIME	884.1	890.1	915.4	915.9	983.9	915.9	915.9	984.9	915.9
PART-TIME, SEASONAL, LABOR SER	16.6	16.3	10.9	10.9	10.9	10.9	10.9	10.9	10.9
OVERTIME PAY	0.1	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6
Total Full-Time Equivalent	900.8	907.0	926.9	927.4	995.4	927.4	927.4	996.4	927.4

**2000-01 Biennial Budget
Agency Budget Brief
(\$ in thousands)**

Agency: Trial Courts

Fund: General

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>Biennium</u>
<u>BASE-YEAR (F.Y. 1999)</u>			
Appropriations (F.Y. 1999)	\$73,244	\$73,244	\$146,488
<u>BASE ADJUSTMENT</u>			
Statewide Administration Systems	44	44	88
2000-01 Salary and Benefit Base	1,805	3,670	5,475
Uniform Pension Bill Red.	<u>(18)</u>	<u>(18)</u>	<u>(36)</u>
<u>BASE LEVEL (for 2000 and 2001)</u>	\$75,075	\$76,940	\$152,015
<u>AGENCY REQUEST ITEMS</u>			
Access to Justice-Adjudication	5,916	5,535	11,451
Access to Justice-Guardian Ad Litem Coord.	439	420	859
Community/Justice System Collaboration	400	400	800
Expanded Use of Technology - Video	600	42	642
Judicial Branch Infrastructure	722	637	1,359
Salary Supplement	<u>433</u>	<u>-0-</u>	<u>433</u>
<u>AGENCY REQUEST (for 2000 and 2001)</u>	\$83,585	\$83,974	\$167,559
<u>GOVERNOR'S INITIATIVES</u>			
Judicial Branch Caseload Adjustment	<u>3,003</u>	<u>6,309</u>	<u>9,312</u>
<u>GOVERNOR'S RECOMMENDATIONS</u>	\$78,078	\$83,249	\$161,327

Brief Explanation of Budget Decisions:

- The General Fund is the sole source of funding for the adjudicatory function of the trial courts. The budget base funds the salaries and operating expenses of judges and their staff (law clerks and court reporters), referees and district administration staff, and court administration staff in the 8th Judicial District.
- Jury expenses are also funded in the trial court budget base.

- Base Adjustments are the compensation related adjustment of 3.0% per year provided by budget guidelines as well as the uniform pension bill reduction.

The Trial Court change requests include funding for 18 new judge units, expansion of video in the courts, guardian ad litem coordinators and infrastructure items detailed subsequently.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends a biennial increase of \$9,312,000 to recognize caseload increases. The Governor makes no recommendation regarding the specific initiatives put forward by the Trial Courts.

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**2000-01 Biennial Budget
Agency Level Revenue Summary**

AGENCY: Trial Courts

REVENUE SOURCES:

Fine revenue from the Eighth Judicial District is collected in the Trial Court budget and transmitted to the State Treasurer for deposit in the General Fund.

Dedicated revenue in the form of grants from other state agencies is recognized in the Trial Court budget.

FEE STRUCTURE:

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

RECENT CHANGES:

The 1998 legislature simplified the surcharges on court fines by reducing the number of surcharges. This change is effective 1-1-99.

FORECAST BASIS:

Fee and fine revenue is projected based on past collections.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: TRIAL COURTS

Summary of Agency Revenues	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
NON-DEDICATED REVENUE:									
OTHER REVENUES:									
GENERAL	941	1,053	1,100	1,100	1,100	1,100	1,100	47	2.2%
Total Non-Dedicated Receipts	941	1,053	1,100	1,100	1,100	1,100	1,100	47	2.2%
DEDICATED RECEIPTS:									
GRANTS:									
GENERAL	0	148	784	70	70	0	0	(862)	-92.5%
OTHER REVENUES:									
SPECIAL REVENUE	5	8	3	3	3	3	3	(5)	-45.5%
Total Dedicated Receipts	5	156	787	73	73	3	3	(867)	-91.9%
Agency Total Revenues	946	1,209	1,887	1,173	1,173	1,103	1,103	(820)	-26.5%

2000-01 Biennial Budget

PROGRAM: Trial Courts
AGENCY: Trial Courts

PROGRAM PROFILE:

The Trial Courts are charged with the constitutional responsibility of adjudicating fairly and expeditiously all civil and criminal legal disputes brought before them by private parties and government agencies. In order to assure a more uniform delivery of judicial services, the state funds the salaries and certain statutorily defined expenses of all trial court judges, law clerks, court reporters, referees and the operations of judicial district administration staff. The state funds the operating expenses of the local court administrators' offices responsible for court records and daily court operations in the 13 counties of the 8th Judicial District in west central Minnesota. The state also funds jury per diem and day care costs statewide.

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

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

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

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

In addition to the adjudicative and administrative functions funded statewide, the 13 Court Administrator offices in the 8th District are included. These offices are

responsible for creating and maintaining the official court records and for the effective administration of the court in a particular county. The Court Administrator receives and files all official court documents, schedules all cases for hearing, collects all fees and fines, monitors the status of cases, issues legal process, and enters official court orders and judgements.

STRATEGIES AND PERFORMANCE:

The Trial Courts continue to look for innovative methods to insure that cases are competently reviewed and expeditiously decided in spite of a 41% growth in the major caseload (the most serious civil and criminal cases) in the last decade.

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

Efforts to reduce time to disposition for litigants, now raise issues of the ability to provide thorough consideration for all cases, including serious criminal and juvenile cases. Time spent, for example, on gross misdemeanors declined from 64 minutes in 1986 to 49 minutes in 1997. In order to allow for full, thoughtful consideration, additional judges are needed. Even as courts dispose of cases more quickly, the backlog of cases in recent years has been growing.

FINANCING INFORMATION:

The trial courts are funded by a General Fund appropriation.

BUDGET ISSUES:

The trial courts have included the 3% base adjustment to fund salary increases. The budget is dependent upon a salary supplement to fund any salary increase granted. 1998 Laws, Chapter 390, Article 5, Sec. 16, provides for a judicial salary increase on 7-1-99 and 1-1-2000 for which an additional supplement is required in the first year of the biennium. Additional judicial and support staff are required to maintain the quality of judicial decision making. Funding for innovative court projects and infrastructure is requested. Additional funding requests for court infrastructure is detailed in the change items.

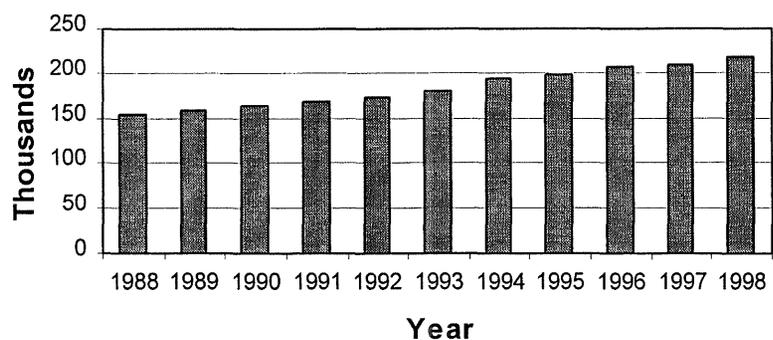
GOVERNOR'S RECOMMENDATION:

The Governor recommends a biennial increase of \$9,312,000 to recognize caseload increases. The Governor makes no recommendation regarding the specific initiatives put forward by the Trial Courts.

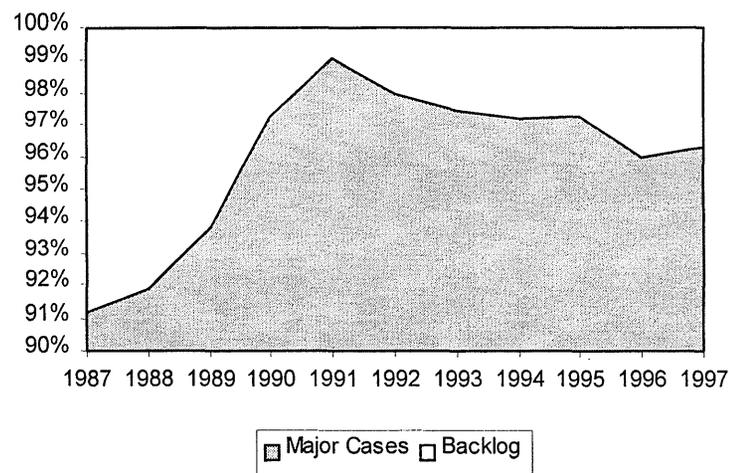
2000-01 Biennial Budget

PROGRAM: Trial Courts
 AGENCY: Trial Courts
 (Continuation)

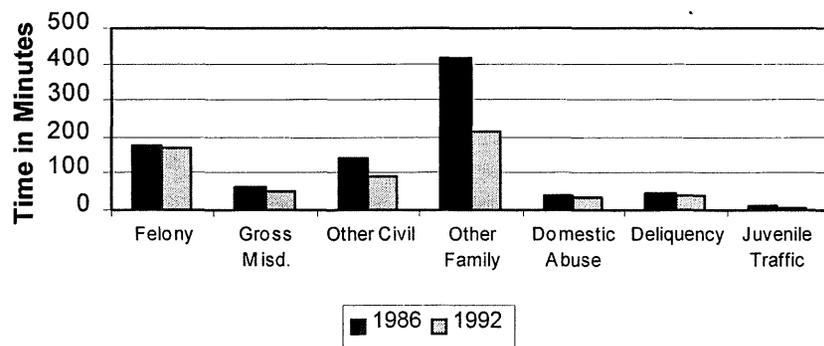
Major Case Filings
 1988 - 1998



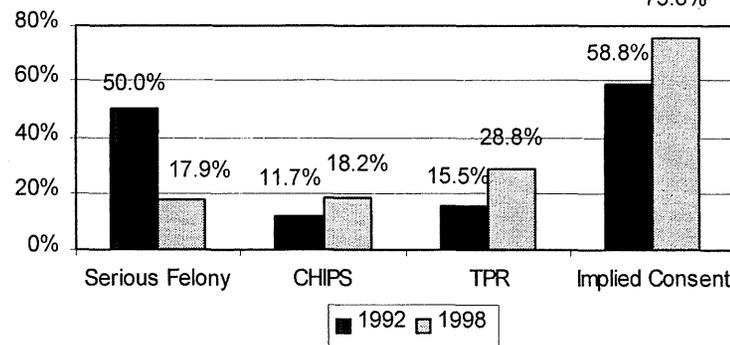
Major Case Backlog
 1987 - 1997



Change in Time Spent on Cases
 1986 vs 1992



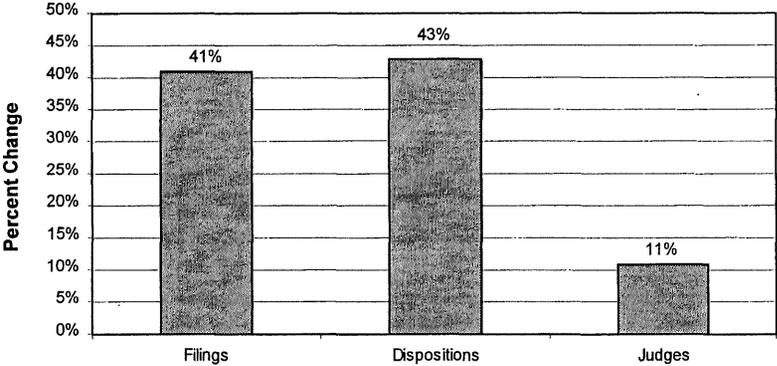
Change in Trial Rates
 1992 vs 1998



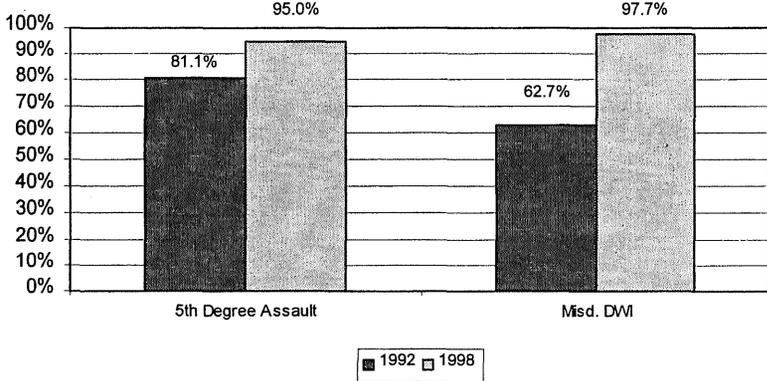
2000-01 Biennial Budget

PROGRAM: Trial Courts
 AGENCY: Trial Courts
 (Continuation)

Judicial Productivity Percent Change
 1988 - 1998



Case Disposed with Pretrial Hearings
 1992 - 1998



State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
<u>EXPENDITURES BY CATEGORY:</u>									
STATE OPERATIONS									
PERSONAL SERVICES	56,317	58,967	63,882	65,216	71,616	65,216	67,081	72,668	67,081
OPERATING EXPENSES	12,140	10,233	12,110	9,932	11,642	12,935	9,862	10,909	16,171
SUBTOTAL STATE OPERATIONS	68,457	69,200	75,992	75,148	83,258	78,151	76,943	83,577	83,252
LOCAL ASSISTANCE	0	0	0	0	400	0	0	400	0
Total Expenditures	68,457	69,200	75,992	75,148	83,658	78,151	76,943	83,977	83,252
<u>CHANGE ITEMS:</u>									
	<u>FUND:</u>								
(B) ACCESS TO JUSTICE-ADJUDICATION	GEN				5,916			5,535	
(B) ACCESS TO JUSTICE-GUARDIAN AD LITEM COOR	GEN				439			420	
(B) COMMUNITY/JUSTICE SYSTEM COLLABORATION	GEN				400			400	
(B) EXPANDED USE OF TECHNOLOGY-VIDEO	GEN				600			42	
(B) JUDICIAL BRANCH INFRASTRUCTURE	GEN				722			637	
(B) SALARY SUPPLEMENT	GEN				433				
(B) JUDICIAL BRANCH CASELOAD ADJUSTMENT	GEN					3,003			6,309
Total Change Items					8,510	3,003		7,034	6,309
<u>FINANCING BY FUND:</u>									
DIRECT APPROPRIATIONS:									
GENERAL	68,446	69,191	75,525	75,075	83,585	78,078	76,940	83,974	83,249
STATUTORY APPROPRIATIONS:									
GENERAL	0	0	462	70	70	70	0	0	0
SPECIAL REVENUE	11	9	5	3	3	3	3	3	3
Total Financing	68,457	69,200	75,992	75,148	83,658	78,151	76,943	83,977	83,252
<u>REVENUE COLLECTED:</u>									

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: TRIAL COURTS

Program: TRIAL COURTS

Activity: TRIAL COURTS

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
DEDICATED									
GENERAL	0	148	616	70	70	70	0	0	0
SPECIAL REVENUE	5	8	3	3	3	3	3	3	3
NONDEDICATED									
GENERAL	1,026	1,053	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Total Revenues Collected	1,031	1,209	1,719	1,173	1,173	1,173	1,103	1,103	1,103
FTE BY EMPLOYMENT TYPE:									
FULL TIME	884.1	890.1	915.4	915.9	983.9	915.9	915.9	984.9	915.9
PART-TIME, SEASONAL, LABOR SER	16.6	16.3	10.9	10.9	10.9	10.9	10.9	10.9	10.9
OVERTIME PAY	0.1	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6
Total Full-Time Equivalent	900.8	907.0	926.9	927.4	995.4	927.4	927.4	996.4	927.4

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Access to Justice-Adjudication

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$5,916	\$5,535	\$5,535	\$5,535

Statutory Change? Yes X No ___

If yes, statutes(s) affected: M.S. M.S. 2.722

New Activity Supplemental Funding Reallocation

*Non-Executive Branches of Government

RATIONALE:

In 1998 the trial courts disposed of more than 217,000 major cases, an average of 855 major cases per judge, plus thousands of minor cases. Minor cases include misdemeanor DWI and domestic assault. Because the number of judges has not kept pace with the growing caseload, judges are spending significantly less time per case in virtually all areas of criminal, juvenile and family law. Time spent on gross misdemeanors declined from 64 minutes in 1986 to 49 minutes in 1997. Time spend on orders for protection declined from 42 minutes in 1986 to 37 minutes in 1997. Judges now spend, on average, only:

- 11.3 minutes on each misdemeanor DWI case,
- less than 20.5 minutes on each domestic abuse matter,
- 5 minutes per juvenile traffic offense.

Because of legislative changes to Child in Need of Protection Statutes (CHIPS) in 1993 and Termination of Parental Rights (TPR) case placement guidelines in 1997, CHIPS trial rates have increased over 50% while TPR trial rates have risen 86%. Legislative changes in domestic assault and DWI have increased the demand on judicial resources by increasing pre-trial hearings by nearly 2000 in 1998 compared to 1995.

From 1986-1992, significant steps were taken to increase the efficiency of the courts and productivity of judges. In this period filings increased by 16%, but judges increased the number of cases disposed by 22%. Courts were reducing backlogs. Since that period, filings outpace disposition and backlogs are building. No new judgeships have been created since 1995. Since that year, major criminal filings have increased 16% and juvenile filings 24%. Overall major caseloads have grown by 10%. The courts used the weighted caseload analyses to determine the resources needed to meet the increased demand on the courts. 18 additional judge units in the 1st, 4th, 7th, 9th and 10th judicial districts are requested. A judge unit consists of a judge, law clerk, and court reporter. Judgeship support costs including judicial orientation, and court security training funds, 5 law clerks for judges who are without clerks, referee conversion costs, pension/salary deficit funding and juror per diem for additional trials are also requested.

FINANCING:

General Fund money is requested for this increase in the number of judge units and staff support. Sixty-one additional FTE's are requested. This cost represents an increase of 8% over the F.Y. 1998-99 biennium trial court base budget.

OUTCOMES:

Litigants will receive fuller judicial attention for serious legal matters. As backlogs in disposing of cases are reduced, litigants will be able to have their cases resolved in a more timely manner.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Access to Justice-Guardian Ad Litem Coordinator

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$439	\$420	\$420	\$420

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

Guardians ad litem conduct independent investigations, advocate for, monitor and prepare written reports on the child's best interest in juvenile and family cases. In its 1995 report, the Legislative Auditor identified significant statewide concerns regarding Minnesota's guardian ad litem system, including lack of guardian ad litem education and training, lack of clarity regarding the role and responsibilities of guardians ad litem, lack of understanding regarding the authority of guardians ad litem, lack of a process in which to bring complaints against guardians ad litem, lack of guardian ad litem supervision and accountability, and lack of management of guardian ad litem programs. At the recommendation of the Legislative Auditor and the request of the Legislature, the Minnesota Supreme Court established a Task Force which studied each of these issues and made recommendations for comprehensive, systemic changes. The court adopted the Task Force's recommendations and promulgated the Minnesota Rules of Guardian Ad Litem Procedure which are effective 1-1-99.

Key to the integrity and success of Minnesota's guardian ad litem system under the Rules is the requirement that each chief judge designate one or more guardian ad litem program coordinators within each judicial district. Each program coordinator is responsible for management of the local guardian ad litem program, including recruiting, screening, training, selecting, supervising, and evaluating the guardians ad litem within the county.

The Rules provide that to be eligible to serve as a program coordinator, the individual must have prior management experience, must have an in-depth understanding of the guardian ad litem system and the roles and responsibilities of guardians ad litem, and must satisfy certain minimum training requirements. Given that organized guardian ad litem programs did not previously exist in most counties or judicial districts, this new program coordinator approach has placed increased burdens on counties and judicial districts as most do not have staff qualified to supervise guardians ad litem or manage guardian ad litem programs. To implement the guardian ad litem system improvements required under the Rules, 6 judicial districts are requesting funding for guardian ad litem program coordinators to carry out the management duties required under the Rules.

FINANCING:

General Fund money is requested for 6 FTEs. Funding for training all current guardians to minimum standards was provided in F.Y. 1998-99. The training funding is not a continuing appropriation. No base funding at the district level is provided for guardian ad litem coordination.

OUTCOMES:

Families will receive supervised and more uniform services from the 1,400 guardians ad litem currently appointed by the court to advocate for the best interests of children involved in family and juvenile court cases.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Community Justice System Collaboration

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$400	\$400	\$400	\$400

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

In the last biennium the 2nd and 4th Judicial Districts received funding for establishing community courts which would be responsive to community needs. These community courts require cooperation and communication between the prosecutors, public defenders, courts, community corrections and court and human services providers. These initiatives in both districts are in initial implementation phases. The second district will implement a Community Crimes Impact calendar to adjudicate misdemeanor theft, prostitution, misdemeanor drug, criminal damage to property, graffiti, and loitering with intent to commit a crime charges. The defendant will be ordered to appear within a short time after arrest. If the defendant pleads guilty, sentencing will occur immediately. Sentencing options will include community service, sentencing to serve, restitution. Defendants will be provided community resources such as chemical abuse, treatment referrals, employment services, support to breakaway from prostitution, community mentoring and mediation services. The Fourth District project is still being developed and community funding is being sought. Continuation funding is requested to allow the projects to operate for several years before an evaluation is conducted to assess the results.

FINANCING:

General Fund money at the same level is requested through the next biennium.

OUTCOMES:

In other jurisdictions, such as the Manhattan Community Court project, active community support, coupled with close collaboration between courts, social service agencies, and other criminal justice agencies, has resulted in the reduction of crime. An evaluation of the Manhattan Community Court found that 69% of the offenders were sentenced to community service. The emphasis on swift punishment and strict monitoring has resulted in 75% compliance with community service. Arrest to arraignment time has been dramatically reduced to 18 hours, compared to 30 hours at Manhattan's central courthouse. The Manhattan Community Court is a model extensively studied in the Minnesota planning phase. Similar results may be achievable in Minnesota.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Expanded Use of Technology-Video

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$600	\$42	\$642	\$78

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

Improved video technology and the existence of a statewide communications network between courthouses encourages the courts to expand the introduction of video beyond the initial counties in the 9th Judicial District in northwestern Minnesota. Video usage has been well received by litigants in the 9th District, and it has increased timely access to the courts in less populous counties. Judges and court administrators are using video for administrative meetings as well as court settings. Video has also been a tool for court outreach efforts to schools, allowing discussions of court processes and the legal system.

The courts are requesting funding to locate video installations elsewhere in the state, especially in counties not currently served by a resident judge. There are 11 such locations outside the 9th District which would be paired with another location within the judicial district to facilitate timely access to justice for underserved populations.

The model of the 9th District would require a court/county collaboration whereby the county provides the space and the court provides the equipment. Both partners then have access to the equipment.

FINANCING:

General Fund money is requested for the initial purchase of the equipment and ongoing maintenance. The investment in equipment requested this biennium is 1/3 less than in F.Y. 1998-99 as a one time appropriation. The court contemplates an additional investment in video technology in subsequent biennia.

OUTCOMES:

Citizens especially in underserved and remote locations will have more regular and timely access to the court.

Court personnel will be able to use time saved from travel for other more productive court purposes.

Additional uses for video technology can be explored in a variety of legal settings so that appropriate protocols can be crafted for its use statewide.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Judicial Branch Infrastructure

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$722	\$637	\$637	\$637

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

With the installation of personal computers, workstation assessments for judges, law clerks, court reporters, and referees indicate a need to replace 1950-60 workstations with workstation furniture adjustable to individual users. Equipment designed for adaptability is necessary to prevent/reduce carpal tunnel syndrome injuries. A cost of \$1,000 per judge unit of 3 people is budgeted as an ongoing cost to allow upgrade of workstations over time. Replacement of outmoded telephone systems is also contemplated.

As a consequence of internally funding salary increases for the past 3 biennia without inflationary increases for operational costs, the trial courts are seeking replacement funds needed to continue to maintain equipment, purchase on-line legal services, and provide for needed employee development. The courts are requesting a 6% adjustment to the non-personnel base to restore its ability to provide these services. Included in this request are funds for increased rent and moving expenses where district offices have been required by the county to relocate.

Additional staffing for the Eighth Judicial District by increasing staff hours to 80 hours a pay period in 6 counties with a 35 or 37.5 hour workweek is requested. Case filings have increased by more than 10,000 cases in the past 5 years in the 8th District. While law enforcement, probation, prosecutors and public defenders, all customers of court administration services, have increased staff, court administration has not. Increasing the workweek will increase hours available to accomplish court work which can be distributed through the district through a district workshare program. In Kandiyohi county the caseload has increased 37% in the past five years. Traffic cases have increased 45%, criminal cases 71% and juvenile cases 86%. The court will use the workshare program in the first year for case processing assistance with the Kandiyohi County workload and requests 1 FTE clerical position in the second year for that county.

FINANCING:

General Fund money is requested for this request. The request is a less than a 1% increase to the F.Y. 2000-01 Trial Court budget.

OUTCOMES:

Worker injury from carpal tunnel syndrome will be prevented or minimized. Trial court employees will be able to use on-line legal research services, have equipment repaired or replaced on a timely basis, and participate in training opportunities on a periodic basis.

Staff effort can be shared among Eighth Judicial District Court Administrative offices when the workweek is equalized. Hiring an additional position in Kandiyohi County, the county with the largest workload, where the volume of work has increased 37% in the past 5 years, can be deferred to the second year of the biennium.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Salary Supplement Judicial

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$433	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

1998 Laws, Chap. 390, Art. 5., Sec. 16 authorized a salary increase for judges equal to the average general adjustment in collective bargaining agreements and arbitration awards for other state employees as certified by the Commissioner of the Department of Employee Relations. The Commissioner has certified a 3% increase. The effective dates for the increases are 7-1-99 and 1-1-2000.

FINANCING:

General Fund money is requested.

The amount requested is a 1.5% increase over the budgeted base salary supplement in the first year only. Assuming the 3% base adjustment for salary supplement is granted, funding in the second year is adequate.

OUTCOMES:

The Judicial Branch, like other state agencies, has been required to absorb salary cost increases for 6 years prior to the last biennium. Last biennium because of insurance cost increases and pension funding cancellations, the Judicial Branch was forced to award salary increases less than those negotiated for executive branch employees and hold positions open to fully fund staff. This supplemental funding is necessary to implement salary increases authorized by law.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

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2000-01 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. The responsibility is to review and investigate complaints of judge disability or alleged misconduct interfering with the performance of their duties and actions, inaction, or incompetence that may constitute failure to perform duties, habitual intemperance, or conduct prejudicial to the administration of justice. The board determines if there is sufficient cause to proceed to a public complaint against a judge which could result in a public hearing and recommending disciplinary disposition to the Minnesota Supreme Court, including retirement, censure or removal from office. The board may impose private warnings, public reprimands or other conditions.

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. The board has jurisdiction over 459 judges and referees.

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

- In the last calendar year (1997), 765 inquiries by the public and the judges were responded to by the staff within the same or next day and then an agency pamphlet is sent to each individual.
- The board meets on a monthly basis. Matters before the Board are resolved, on an average, within 58 days.

REVENUES: None

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 12 years. There have been no increases in staffing in spite of the increased scope of operations and responsibili-

ties. Necessary operating expenses are fixed by contract or statute. Thus, planning is based on operating expenses and salaries of the agency.

A factor taking great priority within the agency operating budget is the costs for connectivity and operation of MAPS, SEMA4, BBS, e-mail access, web page and improvements for new systems of technology. With the development of the ever changing technology, operating expenses are increasing to create and maintain these new environments. This would include training costs, technical assistance, equipment and basic operation and upkeep. It is a challenge for a small agency to address these increasing expenditures within its operating budget.

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. 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 115 complaints will be received in each budget year. Within the last year, 66 complaints or 80% of the complaints required investigation. This is compared to an average of 30 investigations in previous years.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget. The Governor has also included funding to improve this agency's technology infrastructure in the Small Agency Infrastructure Initiative under the Minnesota Office of Technology.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: JUDICIAL STANDARDS BOARD

Program: JUDICIAL STANDARDS BOARD

Activity: JUDICIAL STANDARDS BOARD

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	133	151	176	163	163	167	167	3	.9%
OPERATING EXPENSES	124	141	93	72	72	74	74	(88)	-37.6%
SUBTOTAL STATE OPERATIONS	257	292	269	235	235	241	241	(85)	-15.2%
Total Expenditures	257	292	269	235	235	241	241	(85)	-15.2%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	257	292	269	235	235	241	241		
Total Financing	257	292	269	235	235	241	241		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	2.0	2.0	2.0	2.0	2.0	2.0	2.0		
Total Full-Time Equivalent	2.0	2.0	2.0	2.0	2.0	2.0	2.0		

State of Minnesota
 2000-2001 Biennial Budget
BASE RECONCILIATION REPORT
 (Dollars in Thousands)

Agency: JUDICIAL STANDARDS BOARD

	All Funds		General Fund		Other State Funds		Federal Funds	
	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01
F.Y. 99 BUDGETED	248	248	248	248	0	0	0	0
BASE ADJUSTMENTS								
BIENNIAL APPROPRIATIONS	10	10	10	10	0	0	0	0
ONE-TIME APPROPRIATIONS	<30>	<30>	<30>	<30>	0	0	0	0
SMALL AGENCY OPERATIONAL EXPE	2	4	2	4	0	0	0	0
2000-01 SAL. & BEN. BASE	5	9	5	9	0	0	0	0
SUBTOTAL BASE ADJUSTMENTS	<13>	<7>	<13>	<7>	0	0	0	0
BASE BUDGET	235	241	235	241	0	0	0	0

2000-01 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 3 Tax Court judges are appointed by the Governor for 6-year terms subject to Senate confirmation. The Tax Court's mission is to provide timely and equitable disposition of appeals of orders issued by the Commissioner of Revenue and appeals of local property tax valuations, classifications, equalization and/or exemptions.

The Tax Court has primary jurisdiction for appeals from Commissioner orders (see M.S. Ch.271). For property tax matters, the District Courts delegate their jurisdiction to the Tax Court (see M.S. Ch.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. The Tax Court hears property tax cases 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 distribute a written decision on every case heard by the Court.

PERFORMANCE SUMMARY:

The Tax Court's mission is to equitably resolve tax appeals in a timely manner. This is affected by the number of cases and the complexity of the cases.

Property tax appeals fluctuate with the economic conditions of the real estate market. The number of petitions filed (5,454) peaked in 1993 and has steadily declined. It is anticipated that, based upon the real estate market, the filings will begin to rise again in the near future when the assessed values may exceed the fair market values. The number of appeals due to orders from the Commissioner of Revenue increased in 1998 after slightly decreasing the previous 3 years.

Despite the fewer number of petitions filed, cases that do go to trial take longer to try. Of the cases going to trial, new theories are being advanced and more rebuttal witnesses are being used. In addition, many cases involve issues of first impression. The Tax Court has addressed complex procedural issues involving multi-year complaints filed in district court by multi-county property owners against assessors and county officials involving a preferential property classification. Issues include class action suits, jurisdiction and jury trial requests. The Tax Court has addressed major statutory interpretations involving Commissioner of Revenue cases, including business-non business issues, unitary business, capital equipment and non-domiciliary residents.

Because of the issues involved and their complexity, the number of cases requiring motions and pretrial conferences has increased. The Tax Court is actively involved in managing the cases. The Tax Court case management goals are:

- All Tax Court cases are scheduled for hearing or disposed of within one year of filing. This enables the taxpayer or property owner to resolve the dispute with the county or Commissioner in a timely and efficient manner.
- All Tax Court decisions are issued within 90 days. Non dispositive motions are generally resolved within 30 days.

In addition to managing cases, the Tax Court has taken several proactive steps to improve the appeals process including educating the taxpayer, streamlining rules, and surveying court constituents.

In October 1997, the Tax Court produced a handbook for pro se litigants¹ entitled "Presenting Property Tax Appeals To The Minnesota Tax Court." The handbook is designed to help the taxpayer understand the property tax appeal process and their rights and responsibilities in dealing with the Tax Court. Pro se taxpayers have said the handbook has helped them understand the process and what information they need to challenge a property tax dispute. Our handbook has been used as a model by other state's tax courts.

The Tax Court also revised its Rules of Tax Court Procedure, effective 12-9-96 as published in the Legal Register, to eliminate duplication of statutory provisions and adopted certain district court rules of procedure to lessen confusion for attorneys who practice in both district court and Tax Court. The Tax Court included input from taxpayers and practitioners who reviewed the revised rules during the rulemaking process.

¹ In 1998, 16% of the property tax petitions were filed by taxpayers not represented by an attorney ("pro se").

2000-01 Biennial Budget

AGENCY: Tax Court
(Continuation)

The Tax Court held a customer meeting in July 1998 to solicit how the Tax Court can better serve its constituents, and has responded to the issues raised. The responses include the decision to develop and implement a Tax Court website that will include Tax Court decisions, the development of a case disposition notification form for litigants to use when notifying the court of their case dispositions, revision of the court's pretrial procedure policy eliminating unnecessary travel for litigants and a plan to distribute hearing notices to litigants by fax or e-mail.

REVENUES:

This activity generates non-dedicated revenue.

Regular Division filing fee:	\$122.00
Small Claims Division filing fee:	\$ 25.00

All filing fee revenue is deposited into the General Fund.

EXPLANATION OF AGENCY'S BUDGET PLAN:

- The agency's plan includes a 3% inflationary increase each year for salaries and operational expenses. Virtually all of the Tax Court's budget pays for the rent (20%) and the salaries of the 3 judges and 3.5 staff (70%).
- In 1991, the Tax Court went from a manual case management system to a Unix based case management system. The Unix system is not Year 2000 compliant and is not fully supported. For F.Y. 1998-99, the Tax Court was given funding to purchase new hardware and software. The new network and desktop infrastructure must be adequately maintained and supported.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget. The Governor has also included funding to maintain this agency's technology infrastructure in the Small Agency Infrastructure Initiative under the Minnesota Office of Technology.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: TAX COURT

Program: TAX COURT

Activity: TAX COURT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	429	435	441	454	454	468	468	46	5.3%
OPERATING EXPENSES	186	189	554	210	210	212	212	(321)	-43.2%
SUBTOTAL STATE OPERATIONS	615	624	995	664	664	680	680	(275)	-17.0%
Total Expenditures	615	624	995	664	664	680	680	(275)	-17.0%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	615	624	995	664	664	680	680		
Total Financing	615	624	995	664	664	680	680		
REVENUE COLLECTED:									
NONDEDICATED									
GENERAL	12	17	12	12	12	12	12		
Total Revenues Collected	12	17	12	12	12	12	12		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	5.8	5.5	6.0	6.0	6.0	6.0	6.0		
PART-TIME, SEASONAL, LABOR SER	0.2	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	6.0	5.5	6.0	6.0	6.0	6.0	6.0		

State of Minnesota
 2000-2001 Biennial Budget
BASE RECONCILIATION REPORT
 (Dollars in Thousands)

Agency: TAX COURT

	All Funds		General Fund		Other State Funds		Federal Funds	
	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01
F.Y. 99 BUDGETED	645	645	645	645	0	0	0	0
BASE ADJUSTMENTS								
DOC. SPACE RENTAL/LEASE	4	4	4	4	0	0	0	0
SMALL AGENCY OPERATIONAL EXPE	2	4	2	4	0	0	0	0
2000-01 SAL. & BEN. BASE	13	27	13	27	0	0	0	0
SUBTOTAL BASE ADJUSTMENTS	19	35	19	35	0	0	0	0
BASE BUDGET	664	680	664	680	0	0	0	0

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2000-01 Biennial Budget

AGENCY: Private Detective Board

AGENCY DESCRIPTION:

The mission of the Private Detective and Protective Agent Services Board is to ensure that investigative and security service practitioners meet statutory qualifications and training for licensure, and maintain standards set forth in M.S. 326.32-339. The board is composed of industry professionals, law enforcement officials and the public. It is the regulatory authority dedicated to ensuring industry skill and competency that provide crucial assistance to Minnesota law enforcement efforts. The increased use and visibility of these services contribute to the safety and protection of the people and property in Minnesota.

PERFORMANCE SUMMARY:

The board oversees more than 300 investigative and security license holders, and anticipates a 10% increase in new licensing. The continued use and growth of these services can be seen in the increase in new license applications, along with the reissuance of over 100 licenses annually. The board works to monitor, educate and discipline license holders, using its authority to ensure statute, rules and standards are being met.

The board identifies concerns regarding changes in government public safety efforts and privately provided services, balancing public safety with a non-intrusive approach to regulation of private business. The board recognizes that there are evolving, specialized areas of service, including the need to focus on fire/arson investigators and the specialized skills and training that are required.

The public is concerned with its vulnerability to crime, both individually as well as the community as a whole. Public law enforcement has changed, becoming more of a reactive service rather than preventive. Private investigations and security businesses are effectively responding to community and business needs as an adjunct support to law enforcement. As Year 2000 approaches, the ratio of private security personnel to public law enforcement will be more than 3 to 1.

In addition to a fear of crime, citizens are concerned with an over-burdened court system. When private investigators and security are operating, civil and criminal

violations are either frequently prevented or minimized. These are positions of trust, with increasing visibility. With that visibility comes increased potential for abuse of perceived power. Through board licensing, training, and disciplinary action, there is active monitoring and response to such circumstances, including the failure to maintain standards. Thus, citizens are assured of qualified license holders and their employees.

The board is committed to contributing to safe environments for all Minnesotans in the regulation of these industries as they assume more protective, preventive, and responsive services in our communities.

REVENUES:

The board's revenue is generated from a variety of fee sources: license and reissuance applicants, qualifying position changes, administrative fees, and administrative penalties.

EXPLANATION OF AGENCY'S BUDGET PLAN:

The agency expenditure plan totals \$136,000 in F.Y. 2000, and \$141,000 in F.Y. 2001.

Continuing budget expenditures include the primary licensing program; personnel, administration/monitoring of licensing operations, communications, and training. The board is reviewing and evaluating changes that have come with these industries, particularly the possible regulation of individual employees and proprietary operations.

At current fee levels, non-dedicated revenue is estimated at \$104,000 per year in the 2000-01 biennium.

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the agency implement its fee structure increase as outlined in the F.Y. 1998-99 Departmental Earnings Plan to meet its base level of expenditures for the next biennium.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: PRIVATE DETECTIVE BOARD
 Program: PRIV DETECT/PROTECT AGENTS BD
 Activity: PRIV DETECT/PROTECT AGENTS BD

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	68	71	106	92	92	94	94	9	5.1%
OPERATING EXPENSES	22	26	59	44	44	47	47	6	7.1%
SUBTOTAL STATE OPERATIONS	90	97	165	136	136	141	141	15	5.7%
Total Expenditures	90	97	165	136	136	141	141	15	5.7%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	90	97	165	136	136	141	141		
Total Financing	90	97	165	136	136	141	141		

REVENUE COLLECTED:									
NONDEDICATED									
GENERAL	0	0	1	1	1	1	1		
CAMBRIDGE DEPOSIT FUND	103	96	103	103	103	103	103		
Total Revenues Collected	103	96	104	104	104	104	104		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	1.0	1.0	2.0	2.0	2.0	2.0	2.0		
PART-TIME, SEASONAL, LABOR SER	0.5	0.6	0.2	0.2	0.2	0.2	0.2		
Total Full-Time Equivalent	1.5	1.6	2.2	2.2	2.2	2.2	2.2		

State of Minnesota
 2000-2001 Biennial Budget
BASE RECONCILIATION REPORT
 (Dollars in Thousands)

Agency: PRIVATE DETECTIVE BOARD

	All Funds		General Fund		Other State Funds		Federal Funds	
	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01
F.Y. 99 BUDGETED	132	132	132	132	0	0	0	0
BASE ADJUSTMENTS								
DOC. SPACE RENTAL/LEASE	0	1		1	0	0	0	0
SMALL AGENCY OPERATIONAL EXPE	2	4	2	4	0	0	0	0
2000-01 SAL. & BEN. BASE	2	4	2	4	0	0	0	0
SUBTOTAL BASE ADJUSTMENTS	4	9	4	9	0	0	0	0
BASE BUDGET	136	141	136	141	0	0	0	0

2000-01 Biennial Budget

AGENCY: Peace Officers Standard and Training, Board of (POST)

AGENCY DESCRIPTION:

The Board of Peace Officer Standard and Training (POST Board) regulates the practice of law enforcement in Minnesota by providing the following services: 1) developing pre-service educational learning objectives which are delivered through the Professional Peace Officer Education (PPOE) Program and monitoring the instruction provided by institutions offering PPOE; 2) screening applicants applying for admission into PPOE 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; 6) ensuring that all practicing peace officers have successfully completed required continuing education; 7) ensuring that continuing education courses offered provide meaningful learning experiences for peace officers; 8) issuing and reissuing licenses to peace officers who meet continuing education requirements; and 9) fulfilling legislative mandates to develop model policies and researching emerging issues.

PERFORMANCE SUMMARY:

The POST Board has published revised learning objectives for the pre-service PPOE program. Implementation of the newly revised learning objectives will begin at the participating schools in the spring of 1999. The POST licensing exams will also be revised to reflect these new learning objectives. A new computer system including hardware, software, and training is in place which now provides more comprehensive, accurate, and easier access to licensing, continuing education, and agency information.

A review of the standards of conduct has been completed while work continues on revision of selection standards and other POST rules. Revision of the rules to bring fees into compliance with statutory requirements has been completed. Other revisions including obsolete or outdated rules are expected to be completed by early 1999.

Minority recruitment issues have been addressed with the addition of a new position to concentrate on those issues. A training video will be completed by late 1998 and recruitment efforts including individual agency concentration as well as industry-wide efforts are continuing. Coordination of the Community Notification of Sex Offender Release process has been completed with less involvement expected in the future.

Since 7-1-97, the board has processed more than 80 licensing complaints including 19 through the complaint committee and 3 through the Office of Administrative Hearings. Revisions of the Administrator's Manual and review of required policies and agency compliance with those mandates is underway.

REVENUES:

Dedicated Revenue - Special

- Peace Officer and Part-time Peace Officer Examination fees
- Peace Officer and Part-time Peace Officer Licensing fees

EXPLANATION OF AGENCY'S BUDGET PLAN:

The budget plan allows the POST Board's goals to be accomplished as follows: 1) to continue efforts 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 examinations to about 900 candidates annually; 3) to implement a system for conducting inquiries, based upon the minimum selection standards, on all candidates for professional peace officer education; 4) to revise the licensing exam based upon the new learning objectives; 5) to approve continuing education courses and track the continuing education hours of over 8,000 active peace officers; 6) to distribute recruitment videos including the proposed series that are specialized toward protected class individuals; 7) to provide wider use of the computer system for efficient and effective information to the industry as well as to the general public; 8) to continue a review of rules and administrative procedures; and 9) to clarify, coordinate, and modify the process for entry of career change candidates into law enforcement.

ISSUES AFFECTING AGENCY'S OPERATIONS:

As of 1-1-99, the POST Board will be funded from a court surcharge on criminal and traffic offenders. The surcharge is anticipated to generate approximately \$7

2000-01 Biennial Budget

GOVERNOR'S RECOMMENDATION:

AGENCY: Peace Officers Standard and Training, Board of (POST)
(Continuation)

The Governor recommends the agency's base budget and one-time funding in F.Y. 2000 of \$60,000 for the Minority Recruitment Video initiative to improve outreach to protected class individuals interested in law enforcement careers.

million annually. Previously funding was from a surcharge on only moving traffic fines. That surcharge generated approximately \$5 million annually.

The surcharge also supported aid to local jurisdictions and selected higher education schools. The support to higher education expired by legislation at the end of F.Y. 1997 and, in accordance with legislative intent, has been restored to the base budget of the POST Board for funding of local jurisdiction activities.

One of the missions of the POST Board is to ensure that officers throughout the state receive both mandated and other vital training. Data for 1998 shows that local agency training expenditures were in excess of \$14.3 million, more than 6 times the \$2.3 million refunded by the POST Board. These expenditures do not include the expense of paying an officer's salary while in training nor the cost of training coordinator positions at large agencies.

The POST Board is addressing issues raised by the legislature regarding the increase in recruitment of protected class individuals into the law enforcement profession. Although there are many opportunities for recruitment, they are geographically wide-spread and culturally diverse. The Minority Recruiter staff member requires additional resources to meet the assigned legislative intent and to prepare the required reports to the legislature.

The occurrence of additional mandated training brings a reallocation of time and resources. POST is often viewed as the coordinating agency in the law enforcement field. This occasionally causes a temporary inability to react promptly to industry changes while the board chooses an appropriate course of action. The industry has also expressed their dissatisfaction with the current pool of candidates for hire. POST is struggling to improve the pool of candidates. The board is also engaged in an ongoing review of the role of part-time, "limited" licensed peace officers.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: PEACE OFFICERS BOARD (POST)
Program: PEACE OFFICERS STANDARDS&TRAIN
Activity: PEACE OFFICERS STANDARDS&TRAIN

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	558	682	774	788	788	810	810	142	9.8%
OPERATING EXPENSES	307	433	372	230	290	238	238	(277)	-34.4%
SUBTOTAL STATE OPERATIONS	865	1,115	1,146	1,018	1,078	1,048	1,048	(135)	-6.0%
LOCAL ASSISTANCE	3,357	2,524	2,734	3,353	3,353	3,353	3,353	1,448	27.5%
Total Expenditures	4,222	3,639	3,880	4,371	4,431	4,401	4,401	1,313	17.5%

CHANGE ITEMS:	FUND			
(B) MINORITY RECRUITMENT VIDEOS	SR			60
Total Change Items				60

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	0	148	0	0	0	0	0
SPECIAL REVENUE	4,189	3,491	3,880	4,371	4,431	4,401	4,401
TRUNK HIGHWAY	2	0	0	0	0	0	0
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	31	0	0	0	0	0	0
Total Financing	4,222	3,639	3,880	4,371	4,431	4,401	4,401

REVENUE COLLECTED:							
NONDEDICATED							
CAMBRIDGE DEPOSIT FUND	117	340	411	411	411	411	411
Total Revenues Collected	117	340	411	411	411	411	411

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: PEACE OFFICERS BOARD (POST)

Program: PEACE OFFICERS STANDARDS&TRAIN

Activity: PEACE OFFICERS STANDARDS&TRAIN

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
FTE BY EMPLOYMENT TYPE:							
FULL TIME	11.1	13.6	16.0	16.0	16.0	16.0	16.0
PART-TIME, SEASONAL, LABOR SER	0.7	0.3	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	11.8	13.9	16.0	16.0	16.0	16.0	16.0

**2000-01 Biennial Budget
Agency Budget Brief (Appropriation Level)
(\$ in thousands)**

Agency: PEACE OFFICERS BOARD (POST)

Fund: SPECIAL REVENUE

Summary of Agency Actions

<u>Base Year (F.Y. 1999)</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 00-01</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>	<u>F.Y. 02-03</u>
Budgeted Appropriations (F.Y. 1999 - Resource Load)	3,801	3,801	7,602	3,831	3,831	7,662
<u>Base Adjustment</u>						
NEW PROGRAMS TO AGENCY BASE	749	749	1,498	749	749	1,498
ONE-TIME APPROPRIATIONS	(211)	(211)	(422)	(211)	(211)	(422)
DOC. SPACE RENTAL/LEASE	2	2	4	2	2	4
SMALL AGENCY OPERATIONAL EXPENSE	9	17	26	17	17	34
2000-01 SAL. & BEN. BASE	21	43	64	43	43	86
<u>Base Level (for 2000 - 2003)</u>	<u>4,371</u>	<u>4,401</u>	<u>8,772</u>	<u>4,431</u>	<u>4,431</u>	<u>8,862</u>
<u>Governor's Recommendations</u>						
MINORITY RECRUITMENT VIDEOS (EXP)	60	0	60	0	0	0
Governor's Recommendation	<u>4,431</u>	<u>4,401</u>	<u>8,832</u>	<u>4,431</u>	<u>4,431</u>	<u>8,862</u>

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Peace Officer Standards and Training, Board of
PROGRAM: Peace Officer Standards and Training, Board of
ACTIVITY: Peace Officer Standards and Training, Board of

ITEM TITLE: Minority Recruitment Videos

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
Special Revenue Fund				
- State Operations	\$60	\$-0-	\$-0-	\$-0-
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$60,000 in F.Y. 2000 from the Special Revenue Fund to increase the recruitment of minorities with the production of 6 specialized recruitment videos.

RATIONALE:

The POST Minority Recruiter is developing a series of 6 recruitment videos appropriate for students from junior high school through college. The videos will be specifically aimed at each of the 4 traditional protected classes (African-Americans, Asian, Native American, and Latino), women, and career-change prospective candidates. These videos will explain the variety of law enforcement careers available in Minnesota. The current operating budget of the POST Board does not contain sufficient funding to produce the videos once they have been developed.

FINANCING:

The production cost of each video will be \$10,000. The 6 videos will be made to reach out to each of the 4 traditional protected classes, women, and those seeking career change.

OUTCOMES:

This initiative will allow the POST Board more promotion and outreach to protected class individuals interested in a career in law enforcement

2000-01 Biennial Budget
PROGRAM STRUCTURE/INDEX

AGENCY: Public Defense Board

	PAGE
Agency Executive Summary	H-85
Budget Brief	H-89
Change Item - Salary Study Funding	H-90
 PROGRAMS, BUDGET ACTIVITIES, AND CHANGE ITEMS	
 STATE PUBLIC DEFENDER	 H-91
Change Item - Appellate Case Relief/Community Notification	H-94
 ADMINISTRATIVE SERVICES OFFICE	 H-95
Change Item - Human Resources Director	H-97
 DISTRICT PUBLIC DEFENSE	 H-98
Change Item - Caseload Equity/Special Needs	H-102
Change Item - Public Defense Corporation Funding	H-103
IT - Change Item - Statewide Connection Project	H-104

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Public Defense Board

AGENCY MISSION AND VISION:

The Public Defense Board is a Judicial Branch agency whose purpose is to provide quality criminal defense services to indigent defendants in the state of Minnesota through a cost effective and efficient public defender system. Public defenders provide service in every courthouse in Minnesota, handling over 185,000 cases per year. The board has an annual budget of \$43 million and a complement of 397. Of these, 267 are attorney positions, with 67% of the district level defenders being part time. In addition, there are another 15 FTE attorneys in the Second (Ramsey) and the Fourth (Hennepin) who remain county employees.

The board is made up of 7 members with 3 members appointed by the Governor, and 4 members (attorneys) appointed by the Supreme Court. The responsibilities of the board include: Appointing the State Public Defender, selecting a District Chief Public Defender in each of the 10 Judicial Districts, and 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, Administrative Services Office, and District Public Defense.

KEY SERVICE STRATEGIES:

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

- ensure effective provision of counsel by pursuing the resources necessary to provide equitable caseloads statewide and lower attorney caseloads;
- set caseload standards;
- provide adequate compensation for its employees;
- maximize client contact early in cases through the use of non-attorney professionals;
- work with the courts and other criminal justice agencies to ensure that the criminal justice system operates as efficiently as possible;
- increase the diversity of the agency staff; and

- provide policy makers and stakeholders with accurate information.

M.S. 611.27 allocates up to 2% of county criminal justice aid to be used for trial level cases and appellate transcript costs not funded by legislative appropriations. In F.Y. 1998, 9 new cases were referred out and \$259,000 was expended. Also, to date \$151,000 has been paid in transcript fees.

ORGANIZATION/PROGRAM STRUCTURE:

State Board of Public Defense	
District Public Defense	344 fte
State Public Defender	43 fte
Admin. Services Office	10 fte
TOTAL FTEs 397	

OPERATING ENVIRONMENT:

Largest Customer of the Court - The board is the largest user of the state court system, so changes in court procedures calendars, and technology impacts the board's ability to provide quality legal services.

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, constitutional mandates, legislative policies, Supreme Court Rules, sentencing guideline changes, judicial calendaring changes and Department of Corrections policies. Under Minnesota law, all individuals accused of a felony, gross misdemeanor, misdemeanor or juvenile crime are entitled to be represented by an attorney.

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

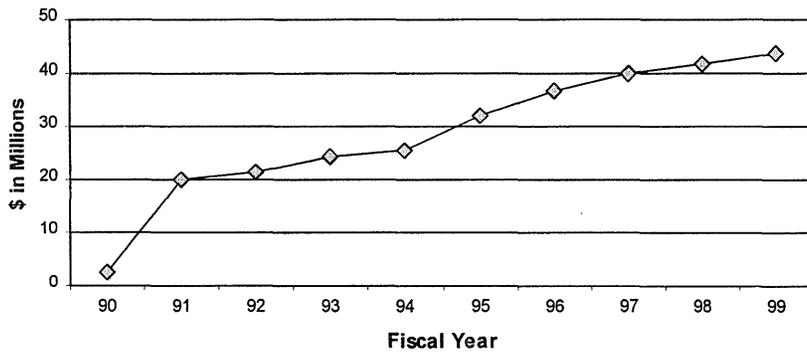
Stiffer penalties and stricter enforcement have also resulted in a significant increase in the population of our jails and prisons. This is the client base for the public defender system at the trial and appellate level.

**2000-01 Biennial Budget
Agency Executive Summary**

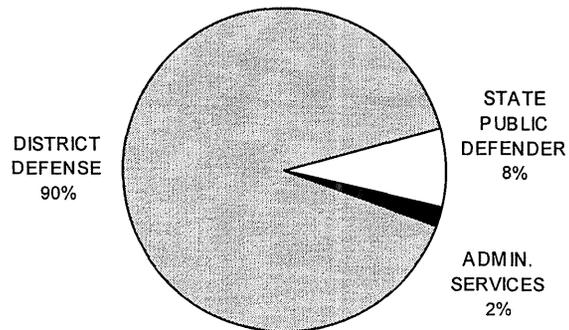
AGENCY: Public Defense Board
(Continuation)

TRENDS AND PERSPECTIVE:

Total Budget - All Funds

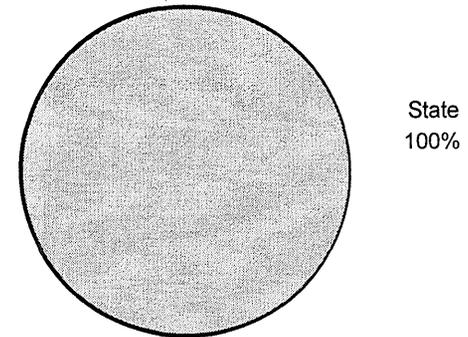


Expenditures by Program

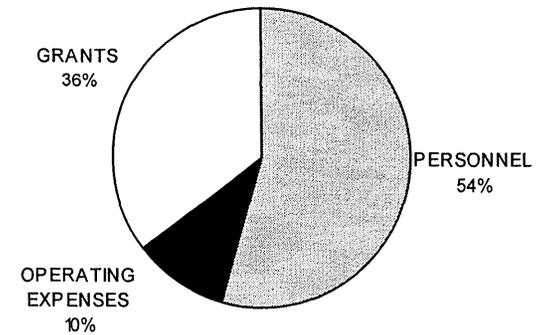


1998-99 Funding Sources

Total \$85 Million



Expenditures by Expense Category



**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Public Defense Board
(Continuation)

GOVERNORS RECOMMENDATION:

Historically, the courts, the legislature, and other constitutional officers have departed somewhat 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 without specific recommendations from the Governor. However, since the Governor is required by law to submit a balanced budget to the legislature, it is necessary to identify funding for those offices as part of preparing a completed balanced budget.

The Governor's general recommendations for the constitutional offices reflect his firm commitment to minimize the overall growth of government and the resulting tax burden on Minnesota taxpayers. Therefore, the Governor recommends funding to maintain the existing level of appropriations previously established by the legislature plus base adjustments allowed for all state agencies in the budget.

However, the Governor recognizes that the overall volume of cases brought through the judicial branch has increased more than 40% over the last decade, primarily reflecting changes in criminal penalties and sentencing laws. Therefore, the Governor recommends that the budgets of all of the courts and public defender be increased 4% a year over the adjusted base to recognize caseload increases. For the Public Defense Board, this amounts to a biennial increase of \$5,445,000. For display purposes only, the increase is shown under the State Public Defender Program, although the funds are intended to be available agency-wide.

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

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: PUBLIC DEFENSE BOARD

Agency Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY PROGRAM:									
STATE PUBLIC DEFENDER	2,721	3,285	3,002	3,080	3,468	4,833	3,163	3,541	6,855
ADMINISTRATIVE SERVICES OFFICE	1,390	839	1,260	1,215	1,306	1,215	1,236	1,325	1,236
DISTRICT PUBLIC DEFENSE	35,830	37,415	39,239	39,688	44,743	39,688	40,788	45,285	40,788
Total Expenditures	39,941	41,539	43,501	43,983	49,517	45,736	45,187	50,151	48,879

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	39,740	41,375	43,288	43,822	49,356	45,575	45,026	49,990	48,718
STATUTORY APPROPRIATIONS:									
GENERAL	0	5	29	0	0	0	0	0	0
FEDERAL	201	159	183	160	160	160	160	160	160
GIFT	0	0	1	1	1	1	1	1	1
Total Financing	39,941	41,539	43,501	43,983	49,517	45,736	45,187	50,151	48,879

FTE BY EMPLOYMENT TYPE:									
FULL TIME	235.9	243.8	243.8	243.8	278.8	243.8	243.8	278.8	243.8
PART-TIME, SEASONAL, LABOR SER	153.6	153.8	151.1	151.1	151.1	151.1	151.1	151.1	151.1
Total Full-Time Equivalent	389.5	397.6	394.9	394.9	429.9	394.9	394.9	429.9	394.9

**2000-01 Biennial Budget
Agency Budget Brief
(\$ in thousands)**

Agency: Public Defense Board

Fund: General

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>Biennium</u>
<u>BASE-YEAR (F.Y. 1999)</u>			
Appropriations (F.Y. 1999)	\$42,642	\$42,642	\$85,284
<u>BASE ADJUSTMENT</u>			
Rental Rate Adjustment	36	60	96
Statewide Administration Systems	25	25	50
Uniform Pension Bill	(23)	(23)	(46)
2000-2001 Salary & Benefit	<u>1,142</u>	<u>2,322</u>	<u>3,464</u>
<u>BASE LEVEL (for 2000 and 2001)</u>	\$43,822	\$45,026	\$88,848
<u>AGENCY REQUEST ITEMS</u>			
Comparable Compensation Study	2,387	2,457	4,844
Statewide Connection to WAN	525	-0-	525
Caseload Equity/Special Needs	1,576	1,481	3,057
Appellate Office Caseload	173	157	330
Public Defense Corporations	786	784	1,570
Human Resources Director	<u>87</u>	<u>85</u>	<u>172</u>
<u>AGENCY REQUEST (for 2000 and 2001)</u>	\$49,356	\$49,990	\$99,346
<u>GOVERNOR'S INITIATIVES</u>			
Judicial Branch Caseload Adjustment	<u>1,753</u>	<u>3,692</u>	<u>5,445</u>
GOVERNOR'S RECOMMENDATIONS	\$45,575	\$48,718	\$94,293

Brief Explanation of Base Adjustments:

- The 2000-2001 salary and benefit base adjustment includes \$2,081,000 for state employees and \$1,383,000 for employees in the second and fourth judicial districts, as directed by M.S. 611.26.
- Minor adjustments for rental rate changes and uniform pension bill changes are consistent with base adjustments allowed to all state agencies.

Brief Explanation of Agency Request Items:

- Fund an additional \$2,387,000 in F.Y. 2000 and \$2,457,000 in F.Y. 2001 to provide compensation for employees comparable to other state employees doing similar work and with like years of experience.
- Fund an additional \$525,000 in F.Y. 2000 to extend the board's wide area network to the remaining 50% of the board's staff.
- Fund an additional \$1,576,000 in F.Y. 2000 and \$1,481,000 in F.Y. 2001 to provide equity of caseloads across the state in caseloads per full-time equivalent attorney; full-time equivalent support staff, and to address a special needs pilot project.
- Fund an additional \$173,000 in F.Y. 2000 and \$157,000 in F.Y.2001 to add 2 attorneys, 2 law clerks and 1 half-time secretary in the State Public Defenders Office to attempt to keep pace with the rapidly increasing caseloads from the state's correctional facilities.
- Fund an additional \$786,000 in F.Y. 2000 and \$784,000 in F.Y. 2001 to the public defense corporations which provide competent, cost effective legal representation to members of the minority communities throughout Minnesota who otherwise would need public defender services. This would include the addition of 3 community workers, 1 attorney, and salary adjustments for corporation staff to levels requested for public defense employees.
- Fund an additional \$87,000 in F.Y. 2000 and \$85,000 in F.Y. 2001 to hire a human resources director to oversee personnel-related issues for the 477 employees of the board.

GOVERNOR'S RECOMMENDATION(S):

The Governor recommends a biennial increase of \$5,445,000 to recognize caseload increases. The Governor makes no recommendation regarding the specific initiatives put forward by the Public Defense Board.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Public Defense Board
PROGRAM: Agency
ACTIVITY:

ITEM TITLE: Salary Study Funding

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$2,387	\$2,457	\$2,457	\$2,457
- Grants				

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The 1998 Legislature charged the Board of Public Defense to conduct a study of the compensation levels of its employees in comparison to those of the Attorney General's Office. The purpose of the study is to present recommendations to the 1999 Legislature regarding a procedure for Board of Public Defense employees to be paid comparably to employees in the Attorney General's Office who have like experience.

The study included attorneys, investigators, secretaries, office managers, paralegals and dispositional advisors. For each class of employee in the Attorney General's Office an average salary was constructed based on each employee's years of experience. (For example, an average was calculated for all attorneys with one-year experience). The years of experience used for attorneys begins with the date licensed in the state of Minnesota. The experience for all other classes of employees was the date started with the state of Minnesota, or with the public defense system. These averages were then compared to each Board of Public

Defense employee with similar experience. The minimum salary in the recommendation is the introductory level salary for each class of employee in the Attorney General's Office, and the maximum is the highest average salary after 20 or more years of experience. The maximum is not the top of the salary range for any of the classes of employees. The salary difference for each individual Board of Public Defense employee was then summed to come up with the costs for each class of employee. The salaries of the employees who may have exceed this smoothed average were frozen.

FINANCING:

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Attorneys	\$1,945	\$2,004
Investigators	98	101
Paralegals	41	42
Legal Secretary	149	153
Office Managers	79	81
Dispositional Advisors	<u>74</u>	<u>76</u>
Total	\$2,387	\$2,457

OUTCOMES:

The salary study is an attempt to have employees of the board compensated in a similar manner to other state employees doing comparable work. It will help the board attract and retain quality employees. The proposal combined with the 1998 law change that makes new hires in the Second and Fourth Districts state employees will eventually lead to a system where all employees are compensated in a like manner. It will compensate defenders in Greater Minnesota (the majority of whom are part time) in a similar manner than those in the metropolitan area. Finally, and perhaps most important, it will help maintain the part time nature of the public defender system by providing part time defenders with salaries that will allow them to continue to do public defense work. The proposal would allow the board to pay its half time and three-quarter time defenders one half or three-quarters of the salary of an assistant attorney general that has like experience.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

2000-01 Biennial Budget

PROGRAM: State Public Defender
AGENCY: Public Defense Board

PROGRAM PROFILE:

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

STRATEGIES AND PERFORMANCE:

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

FINANCING INFORMATION:

The SPD has attempted to keep up with this ever-increasing caseload within its limited resources by using law clerks where possible and job sharing with district public defenders. Currently, the office staff has 28.5 FTE attorneys, (an increase of 2 FTEs over the past 3 years) and a budget of approximately \$3.3 million. Of the budgeted amount almost 10% is expended on the cost of trial transcripts.

The budget request is an attempt to keep up with the increases in caseloads resulting from increased numbers of inmates sentenced to Minnesota correctional facilities, the opening of the new prison at Rush City, and the increased number and complexity of community notification hearings. The SPD is seeking \$173,000 in F.Y. 2000 and \$157,000 in F.Y. 2001 to fund 2 attorneys and 2 law clerks and a half-time secretary in an attempt to keep pace with the rapidly increasing caseloads, which are a direct result of the number of people incarcerated in the state's correctional facilities.

BUDGET ISSUES:

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 (DOC) estimates that by 2003, there will be almost 6,300 inmates in the state's correctional facilities, a 45% increase over the 1994 population. This population is the client base for the SPD. The increase in the prison population is almost a mirror image of the increase in the caseload of the SPD. From F.Y. 1993 to F.Y. 1998, the number of appellate files opened increased 31%, the number of briefs filed increased 21%, the number of parole revocation hearings increased by 127%, and the increase in DOC estimates of community notification hearings increased 71%.

Community notification hearings continue to put pressure on the office's resources both with increased caseloads and increased complexity of cases. The DOC originally estimated there would be 350 of these cases a year, and is now estimating that there will be 600 a year. In addition, there will be 120-140 second reviews each year because those subject to community notification can seek a change in classification every 2 years under the statute. The community notification process consists of several steps. The first is a review of the inmate's history by a DOC psychologist. In most cases, the review determines which of the 3 community notification levels for the inmate is appropriate. In a significant minority of cases, the psychologist looks at "special factors" to determine his/her recommendation. The recommendation is forwarded to the End of Confinement Review Committee (ECRC). It is at this point that LAP becomes involved in the process, interviewing the inmate and reviewing his history and the report, including its scoring. The ECRC announces the community notification level; the inmate has the option of having the ECRC decision reviewed by an administrative law judge. In this proceeding, witnesses are called and testimony is taken under oath.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	2,183	2,393	2,486	2,551	2,901	2,551	2,627	2,986	2,627
OPERATING EXPENSES	538	892	516	529	567	2,282	536	555	4,228
SUBTOTAL STATE OPERATIONS	2,721	3,285	3,002	3,080	3,468	4,833	3,163	3,541	6,855
Total Expenditures	2,721	3,285	3,002	3,080	3,468	4,833	3,163	3,541	6,855
CHANGE ITEMS:									
	<u>FUND</u>								
(A) SALARY STUDY- COMP. TO ATTORNEY GEN.	GEN				215			221	
(B) APPELLATE OFFICE CASELOAD INCREASES	GEN				173			157	
(B) JUDICIAL BRANCH CASELOAD ADJUSTMENT	GEN					1,753			3,692
Total Change Items					388	1,753		378	3,692
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	2,666	3,248	3,002	3,080	3,468	4,833	3,163	3,541	6,855
STATUTORY APPROPRIATIONS:									
FEDERAL	55	37	0	0	0	0	0	0	0
Total Financing	2,721	3,285	3,002	3,080	3,468	4,833	3,163	3,541	6,855
REVENUE COLLECTED:									
DEDICATED									
FEDERAL	35	51	0	0	0	0	0	0	0
NONDEDICATED									
GENERAL	0	1	0	0	0	0	0	0	0
Total Revenues Collected	35	52	0	0	0	0	0	0	0

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
<u>FTE BY EMPLOYMENT TYPE:</u>									
FULL TIME	39.5	39.5	39.5	39.5	44.0	39.5	39.5	44.0	39.5
PART-TIME, SEASONAL, LABOR SER	5.0	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5
Total Full-Time Equivalent	44.5	43.0	43.0	43.0	47.5	43.0	43.0	47.5	43.0

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Appellate Case Relief/Community Notification

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$173	\$157	\$157	\$157
- Grants				

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The Minnesota Department of Corrections (DOC) estimates that by 2003, there will be almost 6,300 inmates in the state's correctional facilities, a 45% increase over the 1994 population. A new facility at Rush City and the expansion of the women's facility at Shakopee will add to the current workload in the office. 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. 1993 to F.Y. 1998

Appellate files opened - Up 31%
 Briefs filed - Up 21%
 Parole Revocation Hearings - Up 127%

Initially, the DOC estimated there would be 350 community notification cases per year. It is now estimating that there will be 600 a year. In addition there will be 120-140 secondary reviews that are required by the law.

What was not anticipated was the size of the caseload, the difficulty of the cases, and the significant expense of expert testimony at the ALJ hearings. Each case requires review of the psychological assessment, and the scoring system. If the inmate disagrees with the ECRC decision, the law requires LAP to represent him or her in the administrative review. Preparing for this review is essentially the same as preparing for a trial in which the *defense* has the burden of proof.

FINANCING:

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

The original appropriation for representation in community notification hearings was \$100,000 and 2 attorney positions. The costs of these 2 positions, mileage, communication costs, and other expenses exhaust the current funding.

The board is requesting funding for appellate representation in adult and juvenile cases, community notification hearings, and supervised release hearings to meet increases in case numbers and complexity. These are all services that are either legislative or constitutional mandates. Funding is sought for 2 appellate lawyers and 2 law clerks and a half time secretary.

OUTCOMES:

The SPD has not been able to grow at the same pace as the caseload. In the time period illustrated, the SPD has added 2 lawyers to its staff. The low growth has been aggravated by termination of the 2 SPD appellate clerk law positions. This was necessitated by the SPD otherwise having insufficient funds to meet its other salary obligations

The requested funding will enable the SPD to meet its present adult and juvenile appellate responsibilities. This will allow the SPD to cope with the caseload increases noted, meet court imposed deadlines for appellate review, (This would have the effect of limited the courts ability to move its cases, or to stop the Court of Appeals altogether) and to maintain its effort to provide court mandated services.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

2000-01 Biennial Budget

PROGRAM: Administrative Services Office
AGENCY: Public Defense Board

PROGRAM PROFILE:

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

STRATEGIES AND PERFORMANCE:

Over the past few years, the State Public Defender and board staff have been working to complete state assumption of public defense services, and to implement the policy changes and mandates that the Legislature has passed. Specifically, the board has developed and implemented policies covering personnel, compensation, budgeting, training, client eligibility, conflict cases, and MIS systems. Caseload standards have also been adopted. The board has also completed work on a strategic plan, a training plan, and an information systems plan and is going about the task of implementing these plans. The board is also implementing a change in the structure of the Second and Fourth Judicial District Public Defender Offices. Beginning 1-1-99, all new hires in these 2 Judicial Districts will be state employees.

Finally, the board has completed or will complete 2 studies ordered by the legislature. These include a study on public defender salary levels versus the Attorney General's Office, and a study in cooperation with the Association of Minnesota Counties and the Conference of Chief Judges on representation in CHIPS (Children In Need of Protective Service) cases. The board also is assisting the Conference of Chief Judges in its study of public defender client reimbursements.

FINANCING INFORMATION:

The board is accomplishing its mission and supporting district and appellate public defender programs with a minimal staff. There are 10 staff people that support an

annual budget of \$43 million and nearly 500 employees. Currently, less than 2.5% of the budget is expended on central administration.

BUDGET ISSUES:

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 Director. This position (which the board does not currently have) would have primary responsibility in personnel management, staffing, personnel administration, claims, employment issues, and workplace issues.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: PUBLIC DEFENSE BOARD
Program: ADMINISTRATIVE SERVICES OFFICE
Activity: ADMINISTRATIVE SERVICES OFFICE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	531	592	609	615	695	615	634	716	634
OPERATING EXPENSES	859	247	651	600	611	600	602	609	602
SUBTOTAL STATE OPERATIONS	1,390	839	1,260	1,215	1,306	1,215	1,236	1,325	1,236
Total Expenditures	1,390	839	1,260	1,215	1,306	1,215	1,236	1,325	1,236
CHANGE ITEMS:									
	<u>FUND</u>								
(A) SALARY STUDY- COMP. TO ATTORNEY GEN.	GEN				4			4	
(B) PERSONNEL DIRECTOR	GEN				87			85	
Total Change Items					91			89	
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	1,390	839	1,260	1,215	1,306	1,215	1,236	1,325	1,236
Total Financing	1,390	839	1,260	1,215	1,306	1,215	1,236	1,325	1,236
FTE BY EMPLOYMENT TYPE:									
FULL TIME	9.1	10.0	10.0	10.0	11.0	10.0	10.0	11.0	10.0
Total Full-Time Equivalent	9.1	10.0	10.0	10.0	11.0	10.0	10.0	11.0	10.0

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Public Defense Board
PROGRAM: Administrative Services Office
ACTIVITY:

ITEM TITLE: Human Resources Director

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$87	\$85	\$85	\$85
- Grants				

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

The board is requesting funding for the position of Human Resource Director. This position would have primary responsibility in personnel management. 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, to the state. The board of Public Defense has jurisdiction for approximately 477 full and part-time state employees and sets standards and policies for approximately 235 county employees (Second and Fourth Judicial Districts). In addition, beginning on 1-1-99, all new hires in the Second and Fourth Judicial Districts will be state employees. This change has the potential to add an additional 235 state employees to the board's jurisdiction. 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 Board of Public Defense. Some of these tasks include, but are not limited to, personnel policies, employment classifications, salary plans, hiring and termination procedures, disciplinary proceedings, insurance benefit packages, worker and unemployment compensation claims. The responsibilities also include the

investigation of employee misconduct as well as workplace complaints. While the existing staff has handled these responsibilities in the past, the future staff increases, as well as the increased number and complexity of these complaints, making it necessary for the board to have specific expertise in these areas. Also, all of the policies, procedures and processes related to employees must be monitored on a regular basis to ensure their equal application statewide.

FINANCING:

There is no funding currently available for this function. The chief administrator, budget director and others now share the responsibilities in the office.

OUTCOMES:

The Human Resource position will help protect the state's interest by providing for a more structured and uniform development and application of personnel policies, allow for the implementation and monitoring that is necessary, and provide expertise in the area of workplace complaints and employee misconduct.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

2000-01 Biennial Budget

PROGRAM: District Public Defense
AGENCY: Public Defense Board

PROGRAM PROFILE:

The 10 Judicial District Public Defender Offices provide quality criminal defense services to indigent persons in felonies, gross misdemeanors, misdemeanors, juvenile delinquency, and Children In Need of Protective Services (CHIPS) cases. This is accomplished through a system that relies heavily on part-time attorneys (61%), as well as non-attorney professionals. During F.Y. 1998 the districts provided service in 185,000 cases. In the last 8 years, the state has assumed the cost of providing these services from the counties. This process was completed on 1-1-95. Beginning 1-1-99, all new hires in the Second (Ramsey) and Fourth (Hennepin) Judicial District public defender offices will be state employees. This program also funds part of the cost of 5 non-profit public defense corporations that provide trial level defense services, primarily to the minority communities throughout the state.

STRATEGIES AND PERFORMANCE:

Caseload Standards/Caseloads: After review of the Weighted Caseload Study (ordered by the legislature), the board adopted caseload standards as a goal for attorneys under its jurisdiction. By these standards, a full-time equivalent (FTE) attorney should handle no more than 150 felony cases, or 275 gross misdemeanor cases, or 400 misdemeanor cases, or 80 juvenile welfare cases, or 175 juvenile cases, or 200 other cases in 1 year. Currently, every Judicial District exceeds these caseload standards.

Equality of Justice: A major reason for state assumption of public defense costs was to bring about equity within the judicial system. After a review of the board's caseload data regarding all case types, caseload equity has not been fully achieved. During the 1998-99 biennium, the legislature did provide some funding for equalizing of caseloads in the area of felony and juvenile cases. This, along with lower caseloads in the misdemeanor area, has enabled the board to reduce average case units per FTE attorney from 955 to 818 between 1997 and 1998. However, regional demographic changes and changes in local police and prosecutorial strategies make caseload equity an elusive goal.

During F.Y. 1998, 3 districts exceeded the statewide average for cases per FTE attorney. All 3 districts currently average more than twice the board's adopted standards for case units per FTE attorney. The board also lacks the resources to provide equity in the use of investigators, disposition advisors, and paralegals. These elements are critical in holding down costs both for the defense and the criminal justice system as a whole. Currently, 3 districts exceed the statewide average for the number of case units per full-time equivalent investigator, and dispositional advisor, while 2 districts exceed the average for cases per FTE paralegal.

Technology, Time and Caseload Information: Our primary goal has been to coordinate technology development affecting our entire statewide workforce. All of the employees in our main offices now can communicate via e-mail and can utilize resources available on the Internet, including our own web site containing extensive legal research materials. We are working to replace the current method of tracking case statistics, to eliminate redundant data entry and improve data quality. Our next major goal is to extend existing information systems resources to the 50% of our staff that is not located in our main offices. Investments in information systems technology will ultimately reduce the time necessary to process cases and allow the board to keep up with changes in court technology.

The board's **Information Resource Systems Plan**, developed in 1996 and submitted to the Information Policy Office, identifies resource needs and associated costs, including additional resources to upgrade and expand technology capability.

PART-TIME PUBLIC DEFENDER SYSTEM

The public defense system outside of the metropolitan area is largely a part-time system. This system depends on the ability to maintain a stable part-time work force. Part-time defenders make up approximately 67% of the state employee attorney staff, and approximately 30% of the staff in the Second and Fourth Judicial District Public Defender offices. The board is committed to continuing this blend of part-time and full-time defenders.

FINANCING INFORMATION:

The current annual appropriation for this program is approximately \$38 million. Of this amount \$37.5 million goes into direct services for clients. The remaining \$500,000 provides the technology support for the system. The budget request is necessary to maintain the program's current effort. Even with this amount the program will have problems maintaining that effort. Increased costs related to

2000-01 Biennial Budget

PROGRAM: District Public Defense
AGENCY: Public Defense Board
(Continuation)

insurance and travel have strained district budgets. The lack of funding for compensation increases other than cost of living adjustments will make it difficult to maintain the viability of part-time defenders.

BUDGET ISSUES:

Caseloads continue to exceed board adopted standards, which limits the board's ability to provide for caseload equity. This not only is detrimental to the clients and criminal justice system as a whole, but it makes it difficult for part-time defenders to continue to provide public defender services.

Adequate salaries will help assure the viability of the part-time defenders. This system helps to provide quality representation and at the same time hold down costs, and deal efficiently with most conflict cases.

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

- Fund an additional \$2,387,000 in F.Y. 2000 and \$2,457,000 in F.Y. 2001 to provide compensation for employees comparable to other state employees.
- Fund an additional \$1,576,000 in F.Y. 2000 and \$1,481,000 in F.Y. 2001 to provide equity of caseloads across the state and to address special needs in particular areas of the state.
- Fund an additional \$786,000 in F.Y. 2000 and \$784,000 in F.Y. 2001 to the public defense corporations.
- Fund an additional \$525,000 in F.Y. 2000 to extend the board's wide area network to the remaining 50% of the board's staff.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	18,684	19,436	21,556	22,477	25,899	22,477	23,447	26,974	23,447
OPERATING EXPENSES	3,272	2,937	3,284	2,700	3,547	2,700	2,715	2,901	2,715
NON-CASH TRANSACTIONS	1	0	0	0	0	0	0	0	0
SUBTOTAL STATE OPERATIONS	21,957	22,373	24,840	25,177	29,446	25,177	26,162	29,875	26,162
LOCAL ASSISTANCE	13,873	15,042	14,399	14,511	15,297	14,511	14,626	15,410	14,626
Total Expenditures	35,830	37,415	39,239	39,688	44,743	39,688	40,788	45,285	40,788
CHANGE ITEMS:									
	FUND								
(A) SALARY STUDY- COMP. TO ATTORNEY GEN.	GEN				2,168			2,232	
(B) CASELOAD EQUITY/SPECIAL NEEDS	GEN				1,576			1,481	
(B) PUBLIC DEFENSE CORPORATION FUNDING	GEN				786			784	
(B) STATEWIDE CONNECTION PROJECT	GEN				525				
Total Change Items					5,055			4,497	
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	35,684	37,288	39,026	39,527	44,582	39,527	40,627	45,124	40,627
STATUTORY APPROPRIATIONS:									
GENERAL	0	5	29	0	0	0	0	0	0
FEDERAL	146	122	183	160	160	160	160	160	160
GIFT	0	0	1	1	1	1	1	1	1
Total Financing	35,830	37,415	39,239	39,688	44,743	39,688	40,788	45,285	40,788
REVENUE COLLECTED:									
DEDICATED									
FEDERAL	165	84	160	160	160	160	160	160	160
GIFT	7	0	1	1	1	1	1	1	1

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000			F.Y. 2001		
				Base	Agency Request	Governor Recomm.	Base	Agency Request	Governor Recomm.
NONDEDICATED									
GENERAL	8	0	0	0	0	0	0	0	0
Total Revenues Collected	180	84	161	161	161	161	161	161	161
<u>FTE BY EMPLOYMENT TYPE:</u>									
FULL TIME	187.3	194.3	194.3	194.3	223.8	194.3	194.3	223.8	194.3
PART-TIME, SEASONAL, LABOR SER	148.6	150.3	147.6	147.6	147.6	147.6	147.6	147.6	147.6
Total Full-Time Equivalent	335.9	344.6	341.9	341.9	371.4	341.9	341.9	371.4	341.9

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Caseload Equity/Special Needs

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$1,576	\$1,481	\$1,481	\$1,481
- Grants				

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* Non-Executive Branches of Government

RATIONALE:

This request would bring the 3 Judicial District Public Defender offices that currently exceed the statewide average caseload to within 5% of that average. Also, 3 Judicial District Public Defender offices now exceed the statewide average for the number of case units per full time equivalent investigator and dispositional advisor, and 2 Judicial District Public Defender offices exceed the statewide average for the number of case units per paralegal. (Weighing case types according to the Weighted Caseload Standards arrives at case units). The request would provide staff to bring these Judicial District Public Defender offices to within 5% of the statewide average of case units per attorney and support staff. It is important to note that every Judicial District exceeds the board's caseload standards for all case types.

It has become increasingly apparent that certain client populations need additional attention from the public defender system and the criminal justice system as whole. This proposal would provide 2 districts (1 rural and 1 urban) that have these

special needs populations with a community worker/paralegal to provide service to these clients. The goal of this would be to provide early client contact in a culturally appropriate manner. It would also provide early intervention or diversion of cases out of the criminal justice system by assessing client resources and directing clients (with court approval) to community service using the client's skills and resources. This proposal would divert clients out of the criminal justice system, and integrate them into their communities.

FINANCING:

There is currently approximately \$37.5 million that goes into direct service to clients at the trial level. Services are provided through the use of attorneys, paralegals, investigators, and dispositional advisors. There are 345 state-employed attorneys providing legal services. In addition, the Second and Fourth Judicial Public Defender districts employ approximately 170 attorneys.

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 or equal caseloads across the state. There is a disparity among Judicial District Public Defender offices in the number of cases per full time equivalent attorney. This proposal would attempt to provide equitable resources across the state. Failure to address this issue in the long-term will result in a continued disparity in service, and delays in court proceedings.

The goal of the special needs project would be to reduce recidivism by assessing client resources and providing an opportunity for restorative justice. This can not only benefit the community, but also help reduce recidivism by integrating the client with the community.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-01 BUDGET CHANGE ITEM

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

ITEM TITLE: Public Defense Corporations Funding

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
AGENCY REQUEST*				
Expenditures: (\$000s)				
General Fund				
- State Operations	\$786	\$784	\$784	\$784
- Grants				

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

* 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. The corporations did not receive any additional state funding during the last biennium. The request would provide the Neighborhood Justice Center with 3 community workers to provide not only representation, but also prevention through education and community outreach. It would also provide Duluth Indian Legal with one attorney position and equipment replacement. In addition, it would provide the Legal Rights Center with one attorney and one legal assistant position. Finally, the request would provide funding to bring the salaries of the employees of these corporations to those the board is requesting for its employees, as well as budget adjustments to these 3 corporations' rental rate increases.

FINANCING:

The public defense corporations are funded by a line item in the appropriations bill. The current funding is \$969,000 annually.

OUTCOMES:

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

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

F.Y. 2000-2001 Information Technology New Funding

AGENCY: PUBLIC DEFENSE BOARD

PROGRAM: DISTRICT PUBLIC DEFENSE

ACTIVITY: DISTRICT PUBLIC DEFENSE

IT Change Item: STATEWIDE CONNECTION PROJECT

ITEM DESCRIPTION AND PURPOSE:

This project will connect public defender computers with each other and with the criminal justice system. This will include the part time defenders as well as the satellite offices.

FUNDING:

Funding Distribution	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Facilities	0	0	0	0	0	0
Grants	0	0	0	0	0	0
Hardware	240	0	0	0	0	0
Personnel	0	0	0	0	0	0
Services	135	0	0	0	0	0
Software	150	0	0	0	0	0
Supplies	0	0	0	0	0	0
Training	0	0	0	0	0	0
Total	525	0	0	0	0	0

The project has no base funding. The proposal is for hardware and software to connect the non district management offices to the Board's WAN/LAN. This involves approximately 50% of the Board's staff. Employees in these offices do not have access to E-mail, Internet, the statewide brief bank, TCIS and other statewide applications.

RATIONALE:

The Minnesota Legislature in 1997 for the first time directly funded information technology for public defenders. Since this funding became available on July 1, 1997, the Board has put in place an information systems network that serves roughly half of the staff. The new wide - area network connects the staff in ten judicial district management offices (DMOs), the appellate office and the ASO. Currently, the Board is working to replace the manual data entry processes with online databases that will capture statistical information regarding caseloads.

Only 50% of the workforce are located in the eleven DMOs. The remaining 50% of the staff work in fulltime regional offices and part time law offices across the state. Most of these non-DMO sites have from two to six employees, so it is uneconomical to connect them using dedicated data lines. Further, as many non-DMO sites are private law offices where lawyers work half-time as public defenders.

Justice Statistics Hampered

Case opening and closing statistics from offline offices cannot be captured using our existing data base; instead, paper records must be shipped to a central data-entry contractor; delay and diminished data quality are the result;

Case Resolution Delayed, Costs to System Increased

Criminal justice systems information sharing - for example, case calendaring information, attorney of record data, and client conviction histories - are unavailable to non-integrated offices, thereby slowing case resolution and increasing both economic and social costs;

Time Wasted

Inability to access shared resources like online brief banks, CD-ROM based legal research tools, administrative data and email communication leaves half of our workforce in the dark; the resulting patchwork of non-integrated systems is cumbersome and inefficient.

F.Y. 2000-2001 Information Technology New Funding

AGENCY: PUBLIC DEFENSE BOARD
IT Change Item: Statewide Connection Project
(Continuation)

LIFE CYCLE ANALYSIS:

Life Cycle Status	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Development						
Operations	X					
Modification						
Retirement						

One time hardware and software costs.

OFFICE OF TECHNOLOGY ANALYSIS:

This is a relatively new board which is continuing the process of connecting all statewide public defenders to the central office and to the criminal justice system.

OT Master Plan: Goal 2-Efficient and effective government. This project would connect the remaining public defenders throughout the state. The employees in these offices would have access to the Board's brief bank, expert witness bank, e-mail and other applications. Recommendation: Proceed with project, but OT suggests that the Board share wide-area network infrastructure. OT supports this project.

GOVERNOR'S RECOMMENDATION:

The Governor makes no specific recommendation regarding this agency request.

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2000-01 Biennial Budget

ISSUES AFFECTING AGENCY'S OPERATION:

AGENCY: Auto Theft Prevention Board

During the past year, there have been more requests for grant money from police agencies than can be provided. The board has taken in approximately \$3 million in F.Y. 1998. Revenue appropriations for F.Y. 1999 were set at \$ 1,869,000. The board needs additional money appropriated to increase the number of programs that have been proposed to reduce auto theft.

AGENCY DESCRIPTION:

The Auto Theft Prevention Board is composed of 7 members appointed by the governor representing law enforcement, prosecuting attorneys, Department of Public Safety, automobile insurers, and the public. The board annually elects a chair from among its members. The board is governed by M.S. 15.0575, except that the terms of the members are 2 years.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget and a biennial increase of \$1,670,000 in Special Revenue funds for grants related to automobile theft prevention.

PERFORMANCE SUMMARY:

The board has granted money to police agencies, county attorneys, the Anti-Vehicle Crime Association of Minnesota, and to the private sector for programs designed to reduce the incidence of automobile theft in Minnesota. For the first time in 4 years, the automobile theft rate went down in Minnesota in 1997. In 1998, more efforts have been put forth with additional grant money to reduce the incidents of automobile theft.

EXPLANATION OF AGENCY'S BUDGET PLAN:

Each insurer engaged in the writing automobile insurance policies collects a surcharge, at the rate of \$.50 per vehicle for every 6 months of coverage, on each policy of automobile insurance providing comprehensive insurance coverage issued or renewed in this state. The surcharge may not be considered premiums for any purpose, including the computation of premium tax or agents' commissions. The amount of the surcharge must be separately stated on either a billing or policy declaration sent to an insured. Insurers remit the revenue derived from this surcharge at least quarterly to the board for the purposes of the automobile theft prevention program.

A special revenue account was created in the state treasury to be credited with the proceeds of the surcharge imposed under M.S. 65B.14, subdivision 3. Revenue in the account may be used only for the automobile theft prevention program.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: AUTOMOBILE THEFT PREV BOARD

Program: AUTO THEFT PREVENTION BOARD

Activity: AUTO THEFT PREVENTION BOARD

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	38	121	192	162	162	166	166	15	4.8%
OPERATING EXPENSES	30	26	118	115	144	120	157	157	109.0%
SUBTOTAL STATE OPERATIONS	68	147	310	277	306	286	323	172	37.6%
LOCAL ASSISTANCE	0	1,097	1,726	1,600	2,306	1,600	2,498	1,981	70.2%
Total Expenditures	68	1,244	2,036	1,877	2,612	1,886	2,821	2,153	65.6%

CHANGE ITEMS:	FUND				
(B) GRANT PROGRAM	SR			735	935
Total Change Items				735	935

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
SPECIAL REVENUE	68	1,244	1,910	1,877	2,612	1,886	2,821
STATUTORY APPROPRIATIONS:							
FEDERAL	0	0	126	0	0	0	0
Total Financing	68	1,244	2,036	1,877	2,612	1,886	2,821

REVENUE COLLECTED:							
DEDICATED							
SPECIAL REVENUE	1,305	2,925	3,000	3,000	3,000	3,000	3,000
Total Revenues Collected	1,305	2,925	3,000	3,000	3,000	3,000	3,000

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: AUTOMOBILE THEFT PREV BOARD

Program: AUTO THEFT PREVENTION BOARD

Activity: AUTO THEFT PREVENTION BOARD

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
<u>FTE BY EMPLOYMENT TYPE:</u>							
FULL TIME	0.8	2.0	2.0	2.0	2.0	2.0	2.0
OVERTIME PAY	0.1	0.3	0.3	0.3	0.3	0.3	0.3
Total Full-Time Equivalent	0.9	2.3	2.3	2.3	2.3	2.3	2.3

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: AUTOMOBILE THEFT PREV BOARD

Summary of Agency Revenues	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
DEDICATED RECEIPTS:									
DEPARTMENTAL EARNINGS:									
SPECIAL REVENUE	1.305	2.925	3.000	3.000	3.000	3.000	3.000	75	1.3%
GRANTS:									
FEDERAL	0	0	126	0	0	0	0	(126)	-100.0%
Total Dedicated Receipts	1.305	2.925	3.126	3.000	3.000	3.000	3.000	(51)	-8%
Agency Total Revenues	1.305	2.925	3.126	3.000	3.000	3.000	3.000		-8%

**2000-01 Biennial Budget
Agency Budget Brief (Appropriation Level)
(\$ in thousands)**

Agency: AUTOMOBILE THEFT PREV BOARD

Fund: SPECIAL REVENUE

Summary of Agency Actions

<u>Base Year (F.Y. 1999)</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 00-01</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>	<u>F.Y. 02-03</u>
Budgeted Appropriations (F.Y. 1999 - Resource Load)	1,869	1,869	3,738	2,983	2,983	5,966
<u>Base Adjustment</u>						
DOC. SPACE RENTAL/LEASE	0	1	1	1	1	2
SMALL AGENCY OPERATIONAL EXPENSE	4	8	12	8	8	16
2000-01 SAL. & BEN. BASE	4	8	12	8	8	16
<u>Base Level (for 2000 - 2003)</u>	<u>1,877</u>	<u>1,886</u>	<u>3,763</u>	<u>3,000</u>	<u>3,000</u>	<u>6,000</u>
<u>Governor's Recommendations</u>						
GRANT PROGRAM (EXP)	735	935	1,670	935	935	1,870
Governor's Recommendation	<u>2,612</u>	<u>2,821</u>	<u>5,433</u>	<u>3,935</u>	<u>3,935</u>	<u>7,870</u>

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Auto Theft Prevention Board
PROGRAM: Auto Theft Prevention Board
ACTIVITY:

ITEM TITLE: Grant Program

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
Dedicated-Special Fund				
- Special Operations	\$735	\$935	\$935	\$935
Revenues: (\$000s)				
- Dedicated - Special	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends an appropriation increase of \$735,000 in F.Y. 2000, and an appropriation increase of \$935,000 in F.Y. 2001, from the special revenue auto theft prevention account.

RATIONALE:

The board provides financial support in the form of grant money to police agencies, local prosecutors, judicial agencies, neighborhood and community, and educational and training programs designed to reduce the incidence of automobile theft in Minnesota. During the period of time from 1994 to 1996, Minnesota's auto theft rate went up 23.5% to a total of nearly 18,000 vehicles stolen. With the auto theft rate climbing at such a rate, the legislature passed into law M.S. 168A.40, which created the Auto Theft Prevention Board. The law took effect on 1-1-97. In 1997, auto thefts went down in Minnesota for the first time in years. Other states that have adopted an auto theft prevention program have also seen their auto thefts go down as a result of grant money going out to the police and prosecutors.

Stolen vehicles in Minnesota:

- 1994 - 14,321
- 1995 - 15,625
- 1996 - 17,893
- 1997 - 17,843

Although receipts have been \$3 million per year, more money is being requested by grant proposals than the board has been appropriated to spend. Additional grant money needs to be appropriated for grants to further reduce the incidence of auto theft in Minnesota.

The Special Revenue Fund is funded through a \$.50 per vehicle surcharge on automobile comprehensive insurance policies. The money for this fund is collected by the insurance companies, and deposited into the Special Revenue Fund.

OUTCOMES:

The auto theft rate in Minnesota will continue to decline causing less of an economic impact on the citizens of Minnesota.

2000-01 Biennial Budget

PROGRAM STRUCTURE/INDEX

	PAGE
AGENCY: Corrections, Department of	
Agency Executive Summary	H-115
Agency Budget Brief(s)	H-120
Agency Level Revenue Summary	H-123
Federal Funds Summary	H-126
PROGRAMS, BUDGET ACTIVITIES, AND CHANGE ITEMS	
Change Item - Statewide Asset Preservation and Repair	H-128
CORRECTIONAL INSTITUTIONS	H-129
Minnesota Correctional Facility-Faribault	H-133
Minnesota Correctional Facility-Lino Lakes	H-137
Minnesota Correctional Facility-Shakopee	H-141
Minnesota Correctional Facility-Willow River	H-145
Minnesota Correctional Facility-Moose Lake	H-149
Minnesota Correctional Facility-Stillwater	H-153
Minnesota Correctional Facility-St. Cloud	H-157
Minnesota Correctional Facility-Oak Park Heights	H-161
Rush City Facility	H-165
Camp Ripley	H-167
Health Services	H-169
Change Item - Expansion of Mental Health and Infirmary Units	H-172
Education	H-173
Institution Support Services	H-175
JUVENILE SERVICES	H-178
Minnesota Correctional Facility-Red Wing	H-183
Change Item - Academic Education	H-186
Change Item - Vocational Education	H-187
Minnesota Correctional Facility-Sauk Centre	H-189
Change Item - Juvenile Female Programming/Preserve Buildings	H-192
Thistledeew Camp	H-193
Juvenile Support Services	H-197
Change Item - Program Expansion - Transition/Aftercare	H-200
Change Item - Population Pressure Relief	H-201

2000-01 Biennial Budget

PROGRAM STRUCTURE/INDEX

(Continued)

AGENCY: Corrections, Department of

PAGE

PROGRAMS, BUDGET ACTIVITIES, AND CHANGE ITEMS

COMMUNITY SERVICES	H-202
Probation and Supervised Release	H-207
Change Item - Probation and Supervised Release Services	H-210
Special Supervision	H-211
Change Item - Increase Intensive Community Supervision	H-213
Community Corrections Act	H-215
Change Item - Community Corrections Act Investment	H-217
Community Corrections Alternatives	H-219
Change Item - Eliminate Judicial District Grants	H-222
Change Item - Eliminate Productive Day Grants	H-223
Change Item - Emergency Housing Initiative	H-224
Change Item - Increased Bed Capacity - Work Release	H-225
Sentencing to Service	H-227
Change Item - Sentencing to Service Program	H-230
Facilities Planning and Inspection	H-231
Community Services Support	H-233
Change Item - Statewide Probation Caseload Reduction	H-236
Change Item - County Probation Officer Reimbursement	H-237
Change Item - Programming for Adult Female Offenders	H-238
Change Item - Sex Offender Transition Programming	H-239
CRIME VICTIM SERVICES	H-241
MANAGEMENT SERVICES	H-243
Administrative Management	H-245
Policy and Legal Services	H-247
Office of Planning and Research	H-249
Financial Services	H-251
Office Services	H-253
Human Resource Management	H-255
Employee Development	H-257
Information Technology	H-259
IT - Change Item - Technology Improvements	H-261

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Corrections, Department of

AGENCY MISSION AND VISION:

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

The guiding principle of the agency is to provide quality, cost-effective services for the public, victims and offenders that are consistent with law, policy and best practices. This is accomplished through an efficient diverse, centralized organization.

KEY SERVICE STRATEGIES:

Continued emphasis is placed on strategic planning for the current and future responsibilities of the department, its role in the criminal justice system and its contribution to safer communities and protection of the public. It seeks to provide supervision and accountability of the offender in a cost-effective manner. It partners with local units of government by providing direct service, enforcement of jail standards and financial assistance.

In seeking to fulfill its mission, the department pursues the following strategies:

- Provide a safe, secure, humane environment for staff and offenders.
- Foster restoration of the victim, community and offender.
- Maintain offender accountability in facilities and in the community while planning for their successful reintegration into society.
- Promote programs and operations that are innovative, efficient, cost-effective and based on best practices.
- Ensure that a diverse work force is well trained and informed of departmental policies, procedures and mission.

OPERATING ENVIRONMENT:

Adult offender population growth both in state correctional facilities and in Minnesota's communities continues to put pressure on existing prisons and jails and offender supervision at the state and local levels. Juvenile facilities continue

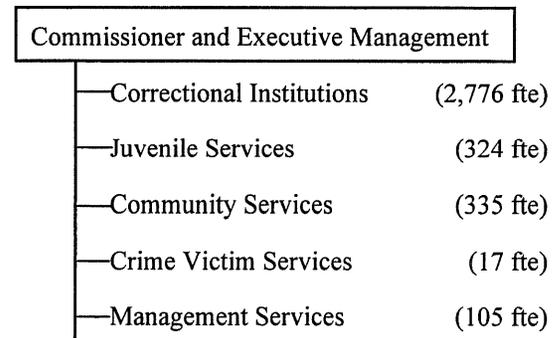
to refine their role in juvenile corrections with enhanced and specialized programming for commitment or placement. Following are factors that place high demands on the operating environment:

- Increasing adult inmate population projections.
- Existing adult correctional facilities at capacity; Rush City facility at capacity within 4 years of opening.
- Maintaining support for state/local partnership and financing of criminal justice activities.
- Juvenile facilities change to fee-for-service.

Other factors that increase demands placed on the agency include:

- Enhanced sentencing penalties since 1989.
- Continued increase in court commitments.
- General upward demographic trends.
- More disruptive, violent adult offenders; more violent juvenile offenders.
- Maintaining the physical plant for cost effective correctional facilities.

ORGANIZATION/PROGRAM STRUCTURE:



6-30-98 Total FTEs 3,557 estimate

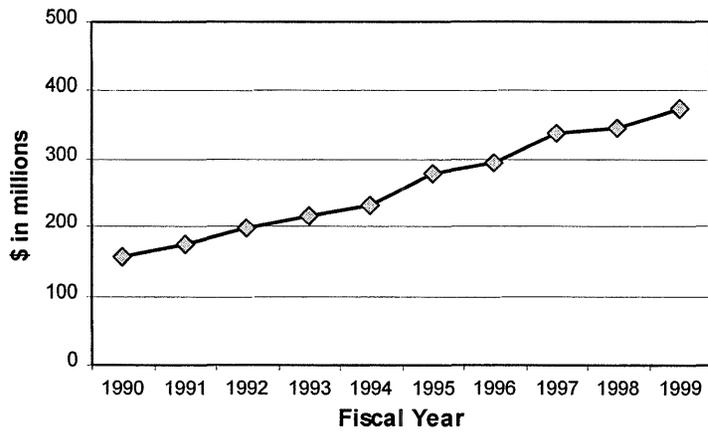
Agency programs are delivered through 10 adult and juvenile correctional facilities and community service field offices located throughout the state with the support of a central administrative network. Crime Victim Services transferred to the Minnesota Center for Crime Victim Services on 7-1-98.

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Corrections, Department of
(Continuation)

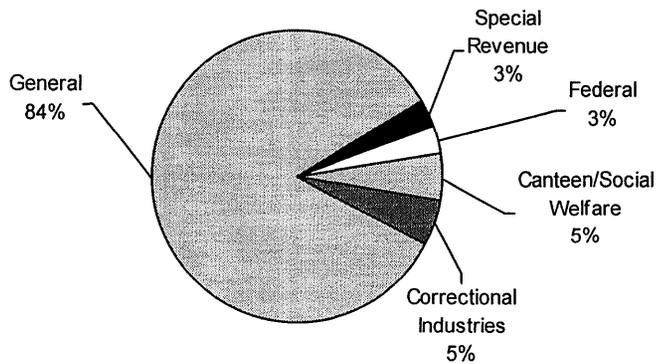
TRENDS AND PERSPECTIVE:

Total Budget - All Funds



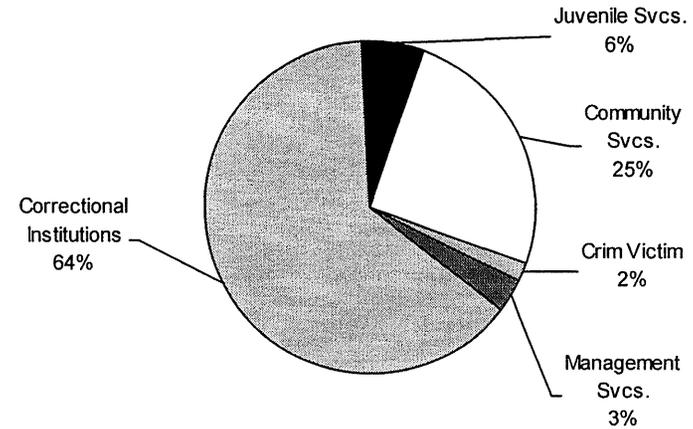
1998-99 Expenditures by Fund

Total \$722 million



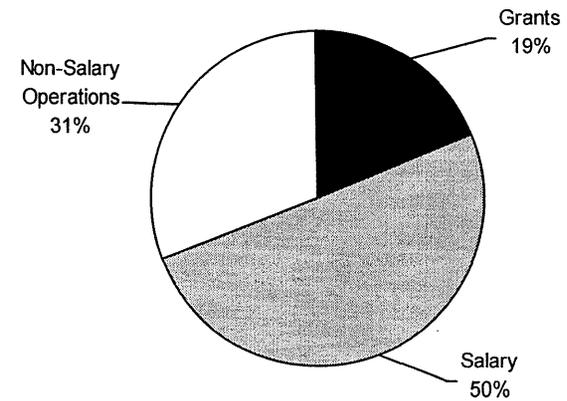
1998-99 Expenditures by Program

Total \$722 million



1998-99 Expenditures by Category

Total \$722 million



**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Corrections, Department of
(Continuation)

GOVERNOR'S RECOMMENDATION:

The Governor recommends additional biennial funding of \$26,468,000 above the agency General Fund base level, which includes the following initiatives:

\$3,450,000 as part of a statewide initiative for asset preservation and repair of state facilities.

\$1,398,000 for operating expenses of the expanded mental health and infirmary units at MCF-Oak Park Heights.

\$5,554,000 for programming, aftercare, and other services for juveniles at state facilities.

\$4,626,000 for technology improvements for the department.

\$15,000,000 to maintain correctional services in the community.

\$3,560,000 in base reductions from the elimination of the productive day grants program and the judicial district grants program.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Agency Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY PROGRAM:									
CORRECTIONAL INSTITUTIONS	212,945	218,184	241,463	257,372	259,404	275,880	278,246	78,003	17.0%
JUVENILE SERVICES	21,312	21,386	24,526	24,173	27,112	24,706	27,771	8,971	19.5%
COMMUNITY SERVICES	81,327	81,561	96,934	95,917	99,509	95,606	104,226	25,240	14.1%
CRIME VICTIM SERVICES	13,872	16,964	0	0	0	0	0	(16,964)	-100.0%
MANAGEMENT SERVICES	9,498	9,210	12,201	11,623	13,596	11,928	14,581	6,766	31.6%
Total Expenditures	338,954	347,305	375,124	389,085	399,621	408,120	424,824	102,016	14.1%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	291,215	288,971	315,324	326,108	336,272	342,727	359,031		
SPECIAL REVENUE	0	0	0	1,122	1,122	1,122	1,122		
STATUTORY APPROPRIATIONS:									
GENERAL	83	97	111	101	101	104	104		
SPECIAL REVENUE	11,276	11,567	12,253	14,989	15,289	15,399	15,728		
FEDERAL	6,109	10,695	10,090	7,236	7,236	6,307	6,307		
AGENCY	17,717	18,462	17,932	17,889	17,961	17,995	18,066		
GIFT	59	59	69	24	24	24	24		
CORRECTIONAL INDUSTRIES	12,495	17,454	19,345	21,616	21,616	24,442	24,442		
Total Financing	338,954	347,305	375,124	389,085	399,621	408,120	424,824		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	3,330.8	3,393.3	3,676.1	3,857.4	3,901.6	4,006.9	4,063.9		
PART-TIME, SEASONAL, LABOR SER	91.2	103.0	44.4	42.4	42.4	42.4	42.4		
OVERTIME PAY	60.8	60.2	51.7	48.6	48.6	48.4	48.4		
Total Full-Time Equivalent	3,482.8	3,556.5	3,772.2	3,948.4	3,992.6	4,097.7	4,154.7		

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**2000-01 Biennial Budget
Agency Budget Brief
(\$ in thousands)**

Agency: Corrections, Department of

Fund: General

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>Biennium</u>
<u>BASE-YEAR (F.Y. 1999)</u>			
Appropriations (F.Y. 1999)	\$315,028	\$315,028	\$630,056
<u>BASE ADJUSTMENT</u>			
New Programs to Agency Base	6,129	6,129	12,258
Caseload/Enrollment Change	17,242	28,866	46,108
Fund Change/Consolidation	(5,475)	(5,475)	(10,950)
One-Time Appropriations	(1,463)	(1,463)	(2,926)
DOC Space Rental/Lease	40	79	119
Statewide Administrative Systems	241	241	482
2000-01 Salaries & Benefits Base	4,796	9,752	14,548
Transfers Between Agencies	(10,331)	(10,331)	(20,662)
Uniform Pension Bill Red.	<u>(99)</u>	<u>(99)</u>	<u>(198)</u>
BASE LEVEL (for 2000 and 2001)	\$326,108	\$342,727	\$668,835
<u>CHANGE ITEMS</u>			
Statewide Asset Preservation & Repair	1,725	1,725	3,450
Expansion of Mental Health and Infirmary Unit	532	866	1,398
Academic Education	140	140	280
Vocational Education	65	160	225
Juvenile Female Program/Preserve State Bldgs.	659	690	1,349
Population Pressure Relief	1,500	1,500	3,000
Program Expansion-Transition/Aftercare Svcs.	350	350	700
Probation and Supervised Release Svcs.	150	267	417
Increase Intensive Community Supervision	500	1,000	1,500
Community Corrections Act Investment	500	1,000	1,500
Increase Bed Capacity - Work Release	700	800	1,500
Emergency Housing Initiative	50	50	100
Eliminate Judicial District Grants	(700)	(700)	(1,400)
Eliminate Productive Day Grants	(1,080)	(1,080)	(2,160)
Sentencing to Service Program	465	529	994
County Probation Officer Reimbursement	250	434	684
Statewide Prob. Caseload/Workload Reduction	2,135	5,670	7,805
Prog. for Adult Female Offenders in the Comm.	200	200	400
Sex Offender Transition Programming	50	50	100
Technology Improvements	<u>1,973</u>	<u>2,653</u>	<u>4,626</u>
GOVERNOR'S RECOMMENDATION	\$336,272	\$359,031	\$695,303

Brief Explanation of Budget Decisions:

- The department will spend approximately \$66 million annually or 20% of the department's General Fund base level budget for grants, primarily to counties and also to non-profit organizations for correctional services. The state has a strong state/local shared partnership in providing correctional services throughout the state of Minnesota.
- The other 80% of the department's General Fund base level budget funds operations of the state prisons and juvenile facilities (86%), community operations (10%) and management services (4%).

BASE ADJUSTMENT:

- The annualization of programs at \$12.3 million relates to the change of the Red Wing and Sauk Centre facilities to a fee basis operation.
- Caseload increases total \$46.1 million for the biennium for projected inmate population growth, including expansion at Moose Lake and Shakopee and the opening of the Rush City facility. This amount will fund an additional 283 adult male beds the first year and 620 beds the second year of the biennium. It will also fund 52 adult female beds at Shakopee the first year and 74 beds in the second year of the biennium. The Department must house all prisoners committed to the Commissioner of Corrections.
- A reduction of nearly \$11.0 million accounts for the change in operation of the Sauk Centre juvenile facility to a fee based operation.
- Another reduction of nearly \$3.0 million removes from the budget numerous one-time appropriations or pilot projects.

**2000-01 Biennial Budget
Agency Budget Brief**

Agency: Corrections, Department of
(Continuation)

Fund: General

-
- A small increase in documented space or rental rates for field offices and central office totals \$119,000 for the biennium.
 - An increase of \$482,000 will defray the cost to the department for the statewide administrative systems.
 - Compensation inflation as allowed at 3% each year totals \$14.5 million for salaries department-wide.
 - A reduction of \$20.7 million reflects the transfer of Victim Services operations to the Crime Victim Services Center.
 - The uniform pension bill reduction of \$198,000 is a result of reducing the employer contribution rate on the state's general retirement plan.

GOVERNOR'S RECOMMENDATION:

The Governor recommends additional biennial funding of \$26,468,000 above the agency base level, which includes the following initiatives:

- \$3,450,000 as part of a statewide initiative for asset preservation and repair of state facilities.
- \$1,398,000 for operating expenses of the expanded mental health and infirmary units at MCF-Oak Park Heights.
- \$700,000 for transition and aftercare services for juveniles leaving state facilities.
- \$505,000 for academic and vocational education for juveniles at the Red Wing facility.
- \$1,349,000 for the juvenile female program and maintenance at the Sauk Centre facility.

- \$3,000,000 for population relief at the Red Wing facility.
- \$4,626,000 for technology improvements for the department.
- \$15,000,000 to maintain correctional services in the community, including:
 - \$1,500,000 to increase the Community Corrections Act subsidy for local correctional services.
 - \$1,500,000 for additional state agents and grants to counties for intensive supervision.
 - \$7,805,000 to provide additional funding for statewide probation caseload/workload reduction.
 - \$684,000 to maintain county probation officer reimbursement at the statutory 50% level.
 - \$100,000 to provide emergency housing assistance for offenders leaving state facilities.
 - \$1,500,000 for work release transition programming to address growing inmate populations.
 - \$417,000 for support of the probation and supervised release activity.
 - \$400,000 for programming for adult female offenders in the community.
 - \$994,000 for the sentencing to service program.
 - \$100,000 for sex offender transition programming.
- \$3,560,000 in base reductions for the following programs:
 - \$2,160,000 to eliminate the productive day grants program.
 - \$1,400,000 to eliminate the judicial district grants program.

**2000-01 Biennial Budget
Agency Budget Brief
(\$ in thousands)**

Agency: Corrections, Department of

Fund: Special Revenue

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>Biennium</u>
<u>BASE-YEAR (F.Y. 1999)</u>			
Appropriations (F.Y. 1999)	\$-0-	\$-0-	\$-0-
<u>BASE ADJUSTMENT</u>			
Fund Consolidation	<u>1,122</u>	<u>1,122</u>	<u>2,244</u>
<u>BASE LEVEL (for 2000 and 2001)</u>	\$1,122	\$1,122	\$2,244
<u>CHANGE ITEMS</u>			
None	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
GOVERNOR'S RECOMMENDATION	\$1,122	\$1,122	\$2,244

GOVERNOR'S RECOMMENDATION:

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

Brief Explanation of Budget Decisions:

- A law change passed during the 1998 session required that dedicated funds collected from other states and jurisdictions for housing inmates in Minnesota's facilities must be appropriated before they can be spent, starting 7-1-99. The base level projects the amount of funds expected to be available in the F.Y. 2000-01 biennium.
- The department will spend approximately \$800,000, or over 71% of the budget on inmate related operating expense.
- The remaining 29% of funds will be used for unanticipated emergencies such as physical plant needs at the correctional facilities, offender population growth expense (the need for pre-design documents) and information technology assistance.

**2000-01 Biennial Budget
Agency Level Revenue Summary**

AGENCY: Corrections, Department of

REVENUE SOURCES:

The department generates non-dedicated revenue, dedicated revenue, and federal funds. The non-dedicated revenue is generated through per diem charges to various counties for confinement of juveniles committed to the commissioner and confined in the department facilities. Also, counties which contract with the state for the provision of juvenile probation and parole services must reimburse the state for these services. Funds collected are deposited in the state's Cambridge Deposit Fund and are estimated to be \$8.9 million for F.Y. 1999.

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 \$11.1 million and \$19.1 million respectively in F.Y. 1999.

The department actively seeks grants from the federal government and as a result was awarded grants in F.Y. 1999 totaling \$9.8 million.

FEE STRUCTURE:

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

Receipts are also generated from a wide variety of facility activities. Various vocational programs keep inmates productively occupied by providing work opportunities. Prices are established to ensure that work opportunities exist. Meal charges allow full recovery of costs for food, meal preparation, and kitchen supplies/equipment for staff/visitor meals. Shared services and agreements are anticipated for full cost recovery of the services provided. Adult inmates are

required to pay a minimal fee toward the cost of health care services provided. Thistledeew Camp provides, on a per diem basis, education and confidence building programs for male juveniles who experience difficulties in their homes.

RECENT CHANGES:

Effective 1-1-99, the Minnesota Correctional Facility-Sauk Centre will charge actual per diems for programs at the facility. These funds will be dedicated to the operation of the facility. Also, the Minnesota Correctional Facility-Red Wing will charge actual per diems and these funds will be deposited into the Cambridge Deposit Fund as non-dedicated revenue. Prior to January, Community Corrections Act counties were charged per diems for confinement of juveniles committed to the commissioner at these 2 facilities and the receipts were deposited as non-dedicated into the Cambridge Deposit Fund.

FORECAST BASIS:

The department is anticipating a 35% decrease in federal revenue in F.Y. 2000 and F.Y. 2001 from the previous biennium, primarily reflecting the transfer of Crime Victim Services to the Minnesota Center for Crime Victim Services.

CHANGE ITEMS:

Thistledeew Camp programs are funded by purchase of service agreements with counties and a contract with the local school district for education. Inflationary pressures necessitate raising the per diem in these agreements. The requested fee increases will result in increased revenue of \$108,000 in F.Y. 2000 and \$212,000 in F.Y. 2001.

Other change items with both expenditure and revenue impact are shown on separate change item pages in this budget:

- Sentencing to Service (dedicated receipts from county and local share)
- Population Pressure Relief (non-dedicated receipts from counties)
- Increased Bed Capacity (Work Release) (dedicated receipts from inmate payments)

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Summary of Agency Revenues	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
NON-DEDICATED REVENUE:									
DEPARTMENTAL EARNINGS:									
CAMBRIDGE DEPOSIT FUND	5,750	6,042	8,943	12,106	13,499	12,404	13,870	12,384	82.6%
GRANTS:									
GENERAL	0	28	0	0	0	0	0	(28)	-100.0%
OTHER REVENUES:									
GENERAL	40	497	28	27	27	27	27	(471)	-89.7%
OTHER SOURCES:									
GENERAL	1	0	0	0	0	0	0	0	
TAXES:									
GENERAL	263	184	213	213	213	213	213	29	7.3%
Total Non-Dedicated Receipts	6,054	6,751	9,184	12,346	13,739	12,644	14,110	11,914	74.8%
DEDICATED RECEIPTS:									
DEPARTMENTAL EARNINGS:									
SPECIAL REVENUE	6,898	7,537	8,804	12,439	12,547	12,525	12,737	8,943	54.7%
CORRECTIONAL INDUSTRIES	15,208	16,959	19,100	21,908	21,908	24,116	24,116	9,965	27.6%
GRANTS:									
GENERAL	72	99	109	99	99	99	99	(10)	-4.8%
FEDERAL	5,953	10,811	9,819	7,164	7,164	6,236	6,236	(7,230)	-35.0%
GIFT	0	45	0	0	0	0	0	(45)	-100.0%
OTHER REVENUES:									
SPECIAL REVENUE	2,127	3,311	2,280	3,405	3,705	3,505	3,834	1,948	34.8%
AGENCY	12,124	11,976	12,266	12,367	12,367	12,370	12,370	495	2.0%
GIFT	24	53	36	24	24	24	24	(41)	-46.1%
CORRECTIONAL INDUSTRIES	301	276	210	212	212	214	214	(60)	-12.3%
OTHER SOURCES:									
AGENCY	5,498	6,696	6,190	6,992	7,064	6,995	7,066	1,244	9.7%
Total Dedicated Receipts	48,205	57,763	58,814	64,610	65,090	66,084	66,696	15,209	13.0%

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Summary of Agency Revenues	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
Agency Total Revenues	54.259	64.514	67.998	76.956	78.829	78.728	80.806	27.123	20.5%

**2000-2001 Biennial Budget
Federal Funds Summary
(\$ in Thousands)**

Agency: Corrections, Department of

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

16.572 State Criminal Alien Assistance Program is to assist states in funding incarceration costs of inmates determined to be illegal aliens by the U.S. Immigration and Naturalization Service. Revenues are projected at the state F.Y. 1998 level; the actual amount to be received is not known until late each fiscal year.

16.586 Violent Offender Incarceration - Truth in Sentencing program is intended to help state and local governments expand their capacity to house violent offenders. Up to 15% of the funds can be subgranted to local units of government. \$7.6 million has been allocated to Minnesota Correctional Facility-Lino Lakes for an administrative segregation unit, \$1.5 million has been subgranted to Anoka County for an expansion of their medium-security adult correctional center, and the balance of approximately \$8.4 million will be used towards a high security administrative control unit at Minnesota Correctional Facility-Oak Park Heights.

83.544 Emergency Management is federal disaster funds received to help defray the costs of repairing storm damage incurred at Minnesota Correctional Facility-Lino Lakes and tornado clean-up assistance in St. Peter, Minnesota.

84.255 Literacy for Incarcerated Adults is an ongoing project at Minnesota Correctional Facility-Faribault to teach life skills to inmates in preparation for release. Funding also includes a 3-state (Minnesota, Maryland and Ohio), multi-year recidivism study on 3,000 inmates; results of the study will be available in about 2 years.

Four federal programs (16.575 Victims of Crime Act, 16.588 Stop Violence Against Women, 93.671 Family Violence Prevention and 93.991 Preventive Health and Health Services) show state F.Y. 1998 revenues totaling \$7.4 million but no revenue after state F.Y. 1998. These are all federal grants for the Victim Services Unit that transferred to the Minnesota Center for Crime Victim Services, and are reflected in that budget starting state F.Y. 1999.

**2000-2001 Biennial Budget
Federal Funds Summary (Cont.)
(\$ in Thousands)**

Agency: Corrections, Department of

Federal Program	Related State Spending	Primary Purpose	SFY 1998 Revenues	SFY 1999 Revenues	Estimated SFY 2000 Revenues	Estimated SFY 2001 Revenues
10.553/5 National School Breakfast/Lunch	Yes	SO	\$ 394	\$ 390	\$ 390	\$ 390
16.540 Juvenile Justice & Delinquency Prevention	Yes	GPS	10	10	10	10
16.572 State Criminal Alien Assistance	Yes	SO	1,514	1,514	1,514	1,514
16.575 Victims of Crime Act	Yes	GPS	4,040	-0-	-0-	-0-
16.579 State/Local Narcotic Control	Yes	SO	95	68	68	68
16.586 Violent Offender Incarceration/T.I.S.	Yes	SO	434	5,576	3,485	2,795
16.588 Stop Violence Against Women	Yes	GPS	2,005	-0-	-0-	-0-
16.593 Residential Substance Abuse	Yes	SO	208	310	430	441
83.544 Emergency Management	Yes	SO	-0-	685	-0-	-0-
84.002 Adult Basic Education	Yes	SO	217	220	220	220
84.009 Children with Disabilities	Yes	SO	30	24	24	24
84.013 Title 1 Neglected & Delinquent	Yes	SO	189	217	229	237
84.048 Vocational Education (Perkins)	Yes	SO	164	164	164	164
84.255 Literacy For Incarcerated Adults	Yes	GPS	151	542	507	250
84.331 Post-Secondary Education	Yes	GPS	-0-	99	99	99
93.118 AIDS Activity	Yes	SO	-0-	-0-	24	24
93.671 Family Violence Prevention	Yes	GPS	816	-0-	-0-	-0-
93.991 Preventive Health and Health Services	Yes	GPS	544	-0-	-0-	-0-
Agency Total			\$ 10,811	\$ 9,819	\$ 7,164	\$ 6,236

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

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Correctional Institutions/Juvenile Services
ACTIVITY: Institution Support Services/Juvenile Support Services

ITEM TITLE: Statewide Asset Preservation and Repair

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$1,725	\$1,725	\$1,725	\$1,725
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends a biennial increase of \$3,450,000 to the department's base budget for repair and replacement of state assets and facilities. This recommendation is part of a statewide, multi-agency initiative to reduce facility repair and replacement needs by approximately 5% in each agency.

RATIONALE:

This change request item is the result of a combined approach by the executive and legislative branches to reform the state's capital budget process and to change the funding streams to adequately maintain the state's capital assets. In 1998, legislation was passed stating that operating budgets must include amounts necessary to maintain state buildings. With this instruction, a Statewide Facilities Management Group developed building maintenance guidelines and accomplished a building reinvestment cycle cost analysis for the state's capital assets.

As a result of applying this analysis to the department's correctional facilities, it was determined that the department would need an annual building maintenance

allowance of over \$35 million. This request will contribute 4.9% to the needed annual allowance.

The Department of Corrections currently operates correctional facilities at 11 different locations throughout the state. 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. Moose Lake and Faribault are converted regional centers from the Department of Human Services and also have older physical plants.

The department has over 5.1 million square feet of state property to maintain with about \$.24 per square foot in its operating budget for repair of its facilities. This is an increase in square footage of nearly 600,000 square feet since the last biennium due largely to the transfer of the remaining Faribault Regional Center campus to the Department of Corrections on July 1, 1998. (The new facility at Rush City is not included in this square footage.) This initiative will add \$.34 per square foot each year of the biennium for a total of \$.58 square foot.

FINANCING:

Base level funding is \$1,246,500 annually. This base amount will increase by \$1,725,000 to \$2,971,500 annually with this request. Following is a summary of funding sources provided for maintenance during the F.Y. 1996-97 biennium and the current biennium.

	<u>F.Y. 1996-97</u>	<u>F.Y. 1998-99</u>
Repair and Replacement Base Funding	\$2,020,000	\$2,493,000
Department of Administration CAPRA Allocations	\$2,778,359	\$3,490,500
Asset Preservation Funding (from bonding bills)	\$1,753,000	\$3,500,000

OUTCOMES:

The outcome of this funding increase is better ongoing maintenance of the state's prisons and juvenile facilities and lower overall future maintenance costs due to more timely repair of these state assets. The department plans to use these funds to help bring all facilities to a proper balance of normal maintenance and project renewal. This funding will help to melt the capital 'iceberg' that exists for deferred maintenance projects at the correctional facilities and aid in regaining the structural integrity of these assets. Asset preservation funding in the operating budget will reduce the demand for bonding funds in the capital budget. Priorities will be established based on the condition of the physical plant and the use of the correctional facilities.

2000-01 Biennial Budget

PROGRAM: Correctional Institutions
AGENCY: Corrections, Department of

PROGRAM PROFILE:

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

The primary program driver of this division is the number of offenders who are committed to the commissioner of corrections to serve their state prison sentences. The inmate population has grown significantly since 1989 and projections indicate that this trend continues into the foreseeable future with additional beds needed beyond capacity beginning in F.Y. 2004.

Following is the prison bed need based on the 10-15-98 inmate population projections prepared by the Department of Corrections and the Minnesota Sentencing Guidelines Commission.

	<u>July, 1997</u>	<u>July, 2001</u>	<u>July 2004</u>	<u>Increase (1997-2004)</u>	
Adult male beds	5,135	6,319	7,020	1,885	37%
Adult female beds	<u>277</u>	<u>400</u>	<u>452</u>	<u>175</u>	<u>63%</u>
Total	5,412	6,719	7,472	2,060	38%

STRATEGIES AND PERFORMANCE:

The division has addressed the population issue and fulfilled its mission through the following measures.

- Added beds at its adult male medium security facilities at less than full per diem cost.
- Increased double-bunking.

- Continuous review for cost containment and reduction of per diems.
- Initiated managed health care for inmates.
- Centralized inmate intake and inmate transportation.
- Established the Incident Management System in the correctional facilities to control incidents in a prison setting.
- Initiated a refining of the inmate classification system with the addition of the new facility at Rush City.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$280,602	61%	\$329,971	62%
Non-Salary	<u>179,045</u>	<u>39%</u>	<u>203,281</u>	<u>38%</u>
Total	\$459,647	100%	\$533,252	100%

BUDGET ISSUES:

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

The challenge in this division is to continue cost containment measures while planning and programming for a continuous increase in the adult inmate population. Base adjustments account for the increases in this budget and reflect the bed expansion at Minnesota Correctional Facility-Moose Lake and Minnesota Correctional Facility-Faribault, the opening of Rush City in January 2000, and bed expansion at Minnesota Correctional Facility-Shakopee. The base level budget is essential to maintain these operations.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base finding levels as requested in the agency's budget, except for the following adjustments: a biennial increase of \$1,398,000 for operating expenses of the expanded mental health and infirmary units at MCF-Oak Park Heights, and \$3,000,000 of the agency wide initiative for statewide asset preservation and repair.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: CORRECTIONAL INSTITUTIONS

Program Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY ACTIVITY:									
MCF-FARIBAULT	26,277	26,863	28,723	30,044	30,044	30,472	30,472	4,930	8.9%
MCF-LINO LAKES	30,757	32,029	38,817	36,473	36,473	34,432	34,432	59	.1%
MCF-SHAHOPEE	10,207	10,707	12,065	13,115	13,115	14,202	14,202	4,545	20.0%
MCF-WILLOW RIVER	2,517	2,736	3,047	2,847	2,847	2,907	2,907	(29)	-5%
MCF-MOOSE LAKE	17,817	19,037	22,356	23,963	23,963	24,169	24,169	6,739	16.3%
MCF-STILLWATER	35,000	33,529	35,419	35,454	35,454	36,173	36,173	2,679	3.9%
MCF-ST CLOUD	25,827	26,743	26,984	26,483	26,483	27,104	27,104	(140)	-3%
MCF-OAK PARK	17,404	17,081	18,187	18,139	18,139	18,537	18,537	1,408	4.0%
RUSH CITY FACILITY	0	6	254	12,616	12,616	23,705	23,705	36,061	*****
CAMP RIPLEY	0	605	1,595	1,968	1,968	2,144	2,144	1,912	86.9%
HEALTH SERVICES	18,613	21,540	21,512	22,849	23,381	23,168	24,034	4,363	10.1%
EDUCATION	498	460	629	569	569	575	575	55	5.1%
INSTITUTION SUPPORT SERV	28,028	26,848	31,875	32,852	34,352	38,292	39,792	15,421	26.3%
Total Expenditures	212,945	218,184	241,463	257,372	259,404	275,880	278,246	78,003	17.0%

CHANGE ITEMS:	FUND				
(A) STATEWIDE ASSET PRESERVATION AND REPAIR	GEN			1,500	1,500
(B) EXPANSION OF MENTAL HEALTH AND INFIRMARY	GEN			532	866
Total Change Items				2,032	2,366

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	176,029	176,573	191,981	209,134	211,166	224,803	227,169
SPECIAL REVENUE	0	0	0	865	865	785	785
STATUTORY APPROPRIATIONS:							
GENERAL	37	63	65	65	65	67	67
SPECIAL REVENUE	5,520	4,336	4,469	3,001	3,001	3,178	3,178
FEDERAL	1,912	2,249	8,546	5,669	5,669	5,482	5,482
AGENCY	16,918	17,461	17,044	17,009	17,009	17,110	17,110
GIFT	34	48	13	13	13	13	13
CORRECTIONAL INDUSTRIES	12,495	17,454	19,345	21,616	21,616	24,442	24,442

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: CORRECTIONAL INSTITUTIONS

Program Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Financing	212,945	218,184	241,463	257,372	259,404	275,880	278,246
FTE BY EMPLOYMENT TYPE:							
FULL TIME	2,625.2	2,659.7	2,859.0	3,032.3	3,057.5	3,181.8	3,214.8
PART-TIME, SEASONAL, LABOR SER	51.6	65.6	17.0	15.3	15.3	15.3	15.3
OVERTIME PAY	50.7	50.5	44.9	44.7	44.7	44.5	44.5
Total Full-Time Equivalent	2,727.5	2,775.8	2,920.9	3,092.3	3,117.5	3,241.6	3,274.6

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2000-01 Biennial Budget

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

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Average daily population	832	868	989	1,051	1,051
Average daily cost	\$69.90	\$69.83	\$67.10	\$65.38	\$66.42

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Faribault (MCF-FRB) is a medium custody institution which has been operating since 1989 as portions of the Faribault Regional Center (FRC) were converted to a correctional facility. The remaining FRC campus was transferred to the department on 7-1-98. The facility now consists of approximately 140 acres and 44 buildings that encompass 1,026,092 square feet. Currently, 1.5 miles of double fence with razor ribbon and electronic alarm systems enclose 70 acres. An additional half mile of fencing is under construction to enclose housing for minimum custody inmates which will increase the operating capacity to 1,051 inmates.

STRATEGIES AND PERFORMANCE:

The purpose of the MCF-FRB is to protect the public while maintaining a safe, secure, humane environment for adult male offenders and employees. In over 9 years of operation, MCF-FRB has not had a physical assault on staff nor a life threatening injury to an inmate. Inmates must productively participate in an 8-hour day, 5 day a week assignment. Programs include industry, education, alcohol and other drug treatment, and essential institution support services. On an average, 97% of inmates are involved in full-time assignments. Inmates leaving MCF-FRB transition to minimum custody, community work crews, statewide work release programs and/or release to the community.

MCF-FRB recognizes the value of initiatives that promote cost savings and efficiency. Per diems have been reduced by increasing bed capacity by 219 during F.Y. 1998 and 1999. Revised scheduling and staff deployment procedures will reduce overtime by 28% in F.Y. 1999. Reductions in the number of vehicles and addition of a gasoline storage tank will reduce vehicle operation. Centralization of inventory and receiving functions will generate savings in salaries and shipping costs. Partnerships with local agencies and organizations promote strong community ties and participation in shared services are mutually beneficial to all involved.

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$34,601	62%	\$37,948	63%
Non-Salary	<u>20,985</u>	<u>38%</u>	<u>22,568</u>	<u>37%</u>
Total	\$55,586	100%	\$60,516	100%

Grants: Payments to individuals consist of inmate compensation 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.

Revenue: This activity generates dedicated special revenue from employee meal receipts, aid to victims of crime assessments, vocational work projects, Institution Community Work Crew projects, shared service agreements, inmate health care co-payments and agency indirect costs. Federal revenue includes Criminal Alien Assistance and Life Skills grants. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

BUDGET ISSUES:

This facility continues to seek ways to reduce operating costs, yet maintain a safe and humane facility for staff and inmates. The base level budget is essential to maintain these operations.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	14,842	16,409	18,192	18,769	18,769	19,179	19,179	3,347	9.7%
OPERATING EXPENSES	8,356	7,698	7,942	8,602	8,602	8,620	8,620	1,582	10.1%
SUBTOTAL STATE OPERATIONS	23,198	24,107	26,134	27,371	27,371	27,799	27,799	4,929	9.8%
PAYMENTS TO INDIVIDUALS	2,842	2,687	2,560	2,644	2,644	2,644	2,644	41	.8%
LOCAL ASSISTANCE	237	69	29	29	29	29	29	(40)	-40.8%
Total Expenditures	26,277	26,863	28,723	30,044	30,044	30,472	30,472	4,930	8.9%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	21,101	22,214	23,938	25,422	25,422	26,105	26,105		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	1,160	909	396	342	342	342	342		
FEDERAL	751	675	1,273	1,164	1,164	909	909		
AGENCY	3,265	3,065	3,115	3,115	3,115	3,115	3,115		
GIFT	0	0	1	1	1	1	1		
Total Financing	26,277	26,863	28,723	30,044	30,044	30,472	30,472		

REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	928	804	418	389	389	389	389		
FEDERAL	751	675	1,066	1,031	1,031	774	774		
AGENCY	3,100	3,161	3,125	3,115	3,115	3,115	3,115		
GIFT	0	0	1	1	1	1	1		
NONDEDICATED									
GENERAL	38	24	23	23	23	23	23		
Total Revenues Collected	4,817	4,664	4,633	4,559	4,559	4,302	4,302		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: CORRECTIONAL INSTITUTIONS

Activity: MCF-FARIBAULT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
<u>FTE BY EMPLOYMENT TYPE:</u>							
FULL TIME	326.6	338.2	369.2	370.2	370.2	367.9	367.9
PART-TIME, SEASONAL, LABOR SER	1.6	4.1	1.0	1.0	1.0	1.0	1.0
OVERTIME PAY	8.8	9.6	11.3	11.3	11.3	11.3	11.3
Total Full-Time Equivalent	337.0	351.9	381.5	382.5	382.5	380.2	380.2

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2000-01 Biennial Budget

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

ACTIVITY PROFILE:

Minnesota Correctional Facility-Lino Lakes (MCF-LL) is a medium security facility for adult male felons transferred from other medium, close, or maximum security state correctional facilities. MCF-LL provides a safe, secure, and controlled environment for staff and offenders.

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

To meet the growing demand for more therapeutic programming for offenders, the department constructed a 232-bed chemical dependency living unit which made MCF-LL the primary therapeutic center for offenders requiring chemical dependency and transitional sex offender treatment. A significant portion of the industry program was transferred to other correctional facilities. A computer refurbishing program, operated by the Department of Education, Children & Families, employs 31 inmates. A 42-bed segregation unit was constructed in the former industry building which has minimized the transporting of inmates to segregation units in other facilities. A portion of this same building is being demolished and reconstructed to become a 160-bed administrative segregation unit. This unit will house inmates who need disciplinary confinement along with those who are unable to function within the general population.

These changes will increase the capacity of MCF-LL from 480 inmates at the beginning of the 1994-95 biennium to 1,062 inmates during the 2000-01 biennium and make MCF-LL the second largest state-operated correctional facility in the state. In addition, MCF-LL operates a 44-bed work release unit on campus.

STRATEGIES AND PERFORMANCE:

MCF-LL has expanded to meet the need for more prison beds and plans to reduce its per diem accordingly. MCF-LL has expanded inmate population and program options for inmates to reduce idleness without additional funding. This plan is in place to reduce per diems without impacting the safety and security of this facility.

Two new programs, building care and horticulture vocational education, have been added within the existing budget.

MCF-LL has been utilizing the Incident Management System with excellent results. This system is a detailed process designed to control both small and large incidents within a prison setting.

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Average daily population	855	993	1,013	1,038	1,062
Average daily cost	\$79.33	\$73.30	\$75.72	\$75.48	\$75.77

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$44,711	63%	\$48,004	68%
Non-Salary	<u>26,135</u>	<u>37%</u>	<u>22,901</u>	<u>32%</u>
Total	\$70,846	100%	\$70,905	100%

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

Revenue: This activity generates dedicated special revenue from Anoka County reimbursements, employee meal receipts, aid to victims of crime, Institution Community Work Crew projects, agency indirect costs, inmate health care co-payments, and work release receipts. Federal funds are generated from Criminal Alien Assistance and Violent Offender Incarceration Construction grants. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

BUDGET ISSUES:

The budget plan reflects a concerted effort to operate this facility as efficiently as possible and provides funding for maintenance of operations.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	20,163	21,768	22,943	23,654	23,654	24,350	24,350	3,293	7.4%
OPERATING EXPENSES	7,648	7,369	8,014	7,051	7,051	7,052	7,052	(1,280)	-8.3%
SUBTOTAL STATE OPERATIONS	27,811	29,137	30,957	30,705	30,705	31,402	31,402	2,013	3.3%
CAPITAL OUTLAY	0	31	4,826	2,735	2,735	0	0	(2,122)	-43.7%
PAYMENTS TO INDIVIDUALS	2,943	2,858	3,034	3,033	3,033	3,030	3,030	171	2.9%
LOCAL ASSISTANCE	3	3	0	0	0	0	0	(3)	-100.0%
Total Expenditures	30,757	32,029	38,817	36,473	36,473	34,432	34,432	59	.1%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	25,763	27,037	28,329	28,756	28,756	29,450	29,450		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	1,425	1,399	1,220	1,188	1,188	1,188	1,188		
FEDERAL	43	99	5,595	2,856	2,856	121	121		
AGENCY	3,526	3,487	3,671	3,671	3,671	3,671	3,671		
GIFT	0	7	2	2	2	2	2		
Total Financing	30,757	32,029	38,817	36,473	36,473	34,432	34,432		

REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	1,083	1,284	1,263	1,260	1,260	1,260	1,260		
FEDERAL	31	89	6,295	3,543	3,543	58	58		
AGENCY	3,522	3,561	3,670	3,670	3,670	3,670	3,670		
GIFT	0	0	1	1	1	1	1		
NONDEDICATED									
GENERAL	31	30	26	26	26	26	26		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected	4,667	4,964	11,255	8,500	8,500	5,015	5,015
FTE BY EMPLOYMENT TYPE:							
FULL TIME	469.7	458.4	485.8	485.8	485.8	485.8	485.8
PART-TIME, SEASONAL, LABOR SER	3.2	3.1	0.9	1.2	1.2	1.2	1.2
OVERTIME PAY	7.1	6.3	5.7	5.7	5.7	5.7	5.7
Total Full-Time Equivalent	480.0	467.8	492.4	492.7	492.7	492.7	492.7

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2000-01 Biennial Budget

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

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Shakopee (MCF-SHK) exists to provide a safe, secure, and humane environment for adult female offenders. The mission of the institution is to protect the public while providing a variety of programs for the inmates. The facility houses adult women felons convicted by the courts and sentenced to more than 1 year. The average stay is 40 months.

Institution activities provide academic and 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, sex offender treatment, parenting/family issues, personal development skills, critical thinking skills, anger management, victim empathy, and pre-release training. Work programs include data entry, assembly, textiles, market research, food service, and building maintenance.

STRATEGIES AND PERFORMANCE:

Emphasis is placed on parenting, education, and relapse prevention through the institution's parenting/family program, the education program, the chemical health program, and the institution's commitment to restorative justice. The primary focus of the parenting program is to help inmate mothers restructure and preserve the family unit during their incarceration, while providing them with some background in parenting skills. About 39 inmates attend parenting classes each quarter.

The education program is designed to serve the educational needs of the inmate population by offering a variety of services including individualized programs and usage of available community resources. In 1998, inmates earned 17 GED diplomas and 953 Vo-Tech College credits.

In the relapse prevention program women review their motivations in recovery and their power of choice in preparation for release. An average of 50 inmates

participate in addiction service classes each quarter. In addition, an average of 10 inmates per quarter participate in the sex offender program.

Restorative justice is taught through personal development courses and carried out through various community and institution events for which inmates may volunteer to participate. The program was included in the "ACA Best Practices" list for 1998. Beginning in February 1997, the inmate population began to exceed bed capacity. To meet this need, MCF-SHK has converted inmate day room space into inmate rooms and added temporary beds. A new 62 bed living unit opening in July 2000, will be double-bunked to meet population needs.

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Average daily population	238	252	296	323	345
Average daily cost	\$107.77	\$106.65	\$101.33	\$98.92	\$101.17

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$16,334	72%	\$19,565	72%
Non-Salary	<u>6,438</u>	<u>28%</u>	<u>7,752</u>	<u>28%</u>
Total	\$22,772	100%	\$27,317	100%

Grants: Payments to individuals consist of inmate compensation and inmate banking activity. Local assistance is given via a grant which provides incarcerated female felons with parent education and support and, upon release, transitional services. Also, programming for inmates eligible for Adult Basic Education is provided by a grant with a local school district.

Revenue: This activity generates dedicated special revenue from employee meal receipts, housing of inmates, aid to victims of crime assessments, inmate health care co-payments, and other minor miscellaneous receipts. Federal revenue is generated from receipt of the Parenting with Pride grant. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

BUDGET ISSUES:

The major budget issue is providing for the population growth. The caseload increase funds the additional living unit and beds at this facility.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	7,348	7,784	8,550	9,313	9,313	10,252	10,252	3,231	19.8%
OPERATING EXPENSES	1,880	1,979	2,477	2,881	2,881	2,999	2,999	1,424	32.0%
SUBTOTAL STATE OPERATIONS	9,228	9,763	11,027	12,194	12,194	13,251	13,251	4,655	22.4%
PAYMENTS TO INDIVIDUALS	925	894	1,011	894	894	924	924	(87)	-4.6%
LOCAL ASSISTANCE	54	50	27	27	27	27	27	(23)	-29.9%
Total Expenditures	10,207	10,707	12,065	13,115	13,115	14,202	14,202	4,545	20.0%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	9,139	9,526	10,801	11,977	11,977	13,065	13,065		
SPECIAL REVENUE	0	0	0	49	49	49	49		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	100	79	58	23	23	23	23		
FEDERAL	54	50	31	31	31	30	30		
AGENCY	908	1,052	1,175	1,035	1,035	1,035	1,035		
GIFT	6	0	0	0	0	0	0		
Total Financing	10,207	10,707	12,065	13,115	13,115	14,202	14,202		

REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	51	65	46	78	78	78	78		
FEDERAL	47	43	20	20	20	20	20		
AGENCY	948	1,021	1,168	1,190	1,190	1,190	1,190		
GIFT	0	0	8	1	1	1	1		
NONDEDICATED									
GENERAL	10	13	14	14	14	14	14		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: CORRECTIONAL INSTITUTIONS

Activity: MCF-SHAKOPEE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected							
	1,056	1,142	1,256	1,303	1,303	1,303	1,303
FTE BY EMPLOYMENT TYPE:							
FULL TIME	161.7	163.6	182.7	192.1	192.1	205.5	205.5
PART-TIME, SEASONAL, LABOR SER	1.6	2.3	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	3.5	2.6	1.6	1.6	1.6	1.6	1.6
Total Full-Time Equivalent	166.8	168.5	184.3	193.7	193.7	207.1	207.1

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2000-01 Biennial Budget

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

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Willow River operates Phase I of 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 and self-discipline, and to develop positive work habits. This program has a rigorous physical training schedule.

The maximum capacity of this program is 80: 72 men and 8 women. The inmates participate in the incarceration phase at Willow River for a minimum of 6 months, after which time they go into Phase II followed by Phase III of the program.

STRATEGIES AND PERFORMANCE:

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

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Women	5	8	8	8	8
Men	<u>42</u>	<u>64</u>	<u>72</u>	<u>72</u>	<u>72</u>
Average daily population	47	72	80	80	80
Average daily cost	\$136.23	\$96.46	\$99.08	\$96.45	\$98.77

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$3,781	65%	\$4,076	71%
Non-Salary	<u>2,002</u>	<u>35%</u>	<u>1,678</u>	<u>29%</u>
Total	\$5,783	100%	\$5,754	100%

Grants: Payments to individuals consist of inmate compensation and inmate banking activity.

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

BUDGET ISSUES:

The Challenge Incarceration Program has a maximum capacity of 80. The base level funding will meet the needs of the current estimated population of 80.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	1,796	1,832	1,949	2,008	2,008	2,068	2,068	295	7.8%
OPERATING EXPENSES	576	655	1,037	778	778	778	778	(136)	-8.0%
SUBTOTAL STATE OPERATIONS	2,372	2,487	2,986	2,786	2,786	2,846	2,846	159	2.9%
PAYMENTS TO INDIVIDUALS	145	249	61	61	61	61	61	(188)	-60.6%
Total Expenditures	2,517	2,736	3,047	2,847	2,847	2,907	2,907	(29)	-5%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	2,415	2,589	3,030	2,831	2,831	2,891	2,891		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	10	13	16	16	16	16	16		
FEDERAL	2	2	1	0	0	0	0		
AGENCY	90	132	0	0	0	0	0		
Total Financing	2,517	2,736	3,047	2,847	2,847	2,907	2,907		
REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	11	16	21	23	23	23	23		
AGENCY	93	142	0	0	0	0	0		
NONDEDICATED									
GENERAL	1	1	1	1	1	1	1		
Total Revenues Collected	105	159	22	24	24	24	24		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
<u>FTE BY EMPLOYMENT TYPE:</u>							
FULL TIME	37.7	36.7	38.5	38.5	38.5	38.5	38.5
PART-TIME, SEASONAL, LABOR SER	0.5	0.0	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	1.3	1.5	1.5	1.5	1.5	1.5	1.5
Total Full-Time Equivalent	39.5	38.2	40.0	40.0	40.0	40.0	40.0

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2000-01 Biennial Budget

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

ACTIVITY PROFILE:

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

Offenders participate in vocational programming (building maintenance and care, horticulture and barbering), industry (MINNCOR) production (printshop, garment making, baits, pallets, and woodshop) or are placed in support services such as food services, maintenance and yard/work crews.

This correctional facility is focused on creating an environment where inmates are able to pursue positive 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.

STRATEGIES AND PERFORMANCE:

The Minnesota Correctional Facility-Moose Lake has created many efficiencies over the past few years. The facility closed a chemical dependency program and vocational programs (truck trailer repair, machine tool operation, welding, computer/sales/marketing, and truck driving). The food service operation has been contracted through a private vendor which has lowered the food budget per diem. By utilizing interactive television for employee development, discipline hearings, and department-wide meetings, many hours in employee travel time have been saved. Many of the facility's single rooms have been or are going to be converted to double, as well as double to triple, and day rooms to dorm rooms. These actions have all been accomplished to lower the facility's per diem.

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Average daily population	349	633	746	849	849
Average daily cost	\$114.50	\$76.01	\$70.17	\$67.83	\$68.98

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$26,633	64%	\$31,207	65%
Non-Salary	<u>14,760</u>	<u>36%</u>	<u>16,925</u>	<u>35%</u>
Total	\$41,393	100%	\$48,132	100%

Grants: Payments to individuals consist of inmate compensation and inmate banking activity.

Revenue: This activity generates dedicated special revenue from employee meal receipts, aid to victims of crime assessments, vocational work projects, agency indirect costs, and inmate health care co-payments. Federal revenue is generated from the Criminal Alien Assistance grant. Dedicated agency funds reflect inmate banking and canteen activities at the Minnesota Correctional Facility-Willow River and at this facility.

BUDGET ISSUES:

The base level budget is essential to the operation of this facility. The major issue in this budget is providing for the inmate bed expansion in the next biennium through a caseload adjustment.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>EXPENDITURES BY CATEGORY:</u>									
STATE OPERATIONS									
PERSONAL SERVICES	10,741	12,455	14,178	15,383	15,383	15,824	15,824	4,574	17.2%
OPERATING EXPENSES	5,773	4,055	6,795	6,997	6,997	6,712	6,712	2,859	26.4%
SUBTOTAL STATE OPERATIONS	16,514	16,510	20,973	22,380	22,380	22,536	22,536	7,433	19.8%
CAPITAL OUTLAY	0	666	0	0	0	0	0	(666)	-100.0%
PAYMENTS TO INDIVIDUALS	1,302	1,860	1,383	1,583	1,583	1,633	1,633	(27)	-.8%
LOCAL ASSISTANCE	1	1	0	0	0	0	0	(1)	-100.0%
Total Expenditures	17,817	19,037	22,356	23,963	23,963	24,169	24,169	6,739	16.3%
<u>FINANCING BY FUND:</u>									
DIRECT APPROPRIATIONS:									
GENERAL	15,976	16,900	20,227	21,806	21,806	21,911	21,911		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	383	59	287	25	25	25	25		
FEDERAL	86	95	94	94	94	95	95		
AGENCY	1,372	1,983	1,748	2,038	2,038	2,138	2,138		
Total Financing	17,817	19,037	22,356	23,963	23,963	24,169	24,169		
<u>REVENUE COLLECTED:</u>									
DEDICATED									
SPECIAL REVENUE	140	105	54	65	65	65	65		
FEDERAL	34	58	58	58	58	58	58		
AGENCY	1,305	2,082	2,232	3,050	3,050	3,050	3,050		
NONDEDICATED									
GENERAL	15	24	13	12	12	12	12		
Total Revenues Collected	1,494	2,269	2,357	3,185	3,185	3,185	3,185		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: CORRECTIONAL INSTITUTIONS

Activity: MCF-MOOSE LAKE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
FTE BY EMPLOYMENT TYPE:							
FULL TIME	233.3	257.4	279.9	300.4	300.4	300.4	300.4
PART-TIME, SEASONAL, LABOR SER	2.5	2.1	0.3	0.3	0.3	0.3	0.3
OVERTIME PAY	6.7	8.7	7.4	7.4	7.4	7.4	7.4
Total Full-Time Equivalent	242.5	268.2	287.6	308.1	308.1	308.1	308.1

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2000-01 Biennial Budget

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

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Stillwater (MCF-STW) is the department's largest correctional facility and houses convicted male felons. It is classified as a Level 5 security facility, providing close custody controlled movement of inmates. There are 22 acres within the secured perimeter, with over 61 buildings totaling 1.2 million square feet. The facility temporarily accepts returned release violators from the courts. Approximately 71% of the 468 staff positions are uniform security staff who cover 24-hour, 7-day a week security post assignments.

The primary goal of the MCF-STW is to protect the public by confining adult male offenders in a safe, secure, and humane environment contributing to a secure community. Secondary goals include providing 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 be contributing citizens; sound fiscal management that works towards cost reductions; efficient plant operations; and reduction of inmate per diems.

STRATEGIES AND PERFORMANCE:

Safety and Security: a) controlled movement of small groups of inmates provides manageable control of inmates and increased safety for staff; b) the Incident Management System program is a systematic process utilized by staff in response to any incident in the facility; c) the facility continually evaluates closed circuit television surveillance and phone monitoring equipment needs which are deterrents against inappropriate inmate behavior.

Programs: Programs include education classes from basic education through post-secondary; contract with Century College for vocational classes; Computer for Schools Program sponsored by the Department of Education, Children & Families; chemical dependency programming, critical thinking, anger management, changing lifestyles, grief-loss groups, religious programming and parenting classes; MINNCOR industrial work providing work skill and enrichment opportunities in metal fabrication, upholstery, furniture and other related products. Support service

work is also available to inmates with skills in plumbing, electrical and related areas.

Fiscal Management: Major energy savings programs have been initiated, including thermal-retrofit and a master generator, which generate not only savings but better working and living conditions for staff and inmates.

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Average daily population	1,293	1,258	1,276	1,276	1,276
Average daily cost	\$65.89	\$64.98	\$65.82	\$66.16	\$67.31

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$45,611	66%	\$48,736	68%
Non-Salary	<u>23,337</u>	<u>34%</u>	<u>22,891</u>	<u>32%</u>
Total	\$68,948	100%	\$71,627	100%

Grants: Payments to individuals consist of inmate compensation and inmate banking activity.

Revenue: This activity generates dedicated special revenue from employee meals, aid to victims of crime assessments, Institution Community Work Crew projects, agency indirect costs, and inmate health care co-payments. Federal revenue is generated from the Criminal Alien Assistance grant. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

BUDGET ISSUES:

Base level funding is essential to the continuing operation of this 1914 facility which houses close custody inmates.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	21,493	22,282	23,329	24,001	24,001	24,735	24,735	3,125	6.9%
OPERATING EXPENSES	9,742	7,656	8,670	8,033	8,033	8,018	8,018	(275)	-1.7%
OTHER EXPENSES	1	0	0	0	0	0	0	0	
SUBTOTAL STATE OPERATIONS	31,236	29,938	31,999	32,034	32,034	32,753	32,753	2,850	4.6%
PAYMENTS TO INDIVIDUALS	3,734	3,566	3,400	3,400	3,400	3,400	3,400	(166)	-2.4%
LOCAL ASSISTANCE	30	25	20	20	20	20	20	(5)	-11.1%
Total Expenditures	35,000	33,529	35,419	35,454	35,454	36,173	36,173	2,679	3.9%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	29,231	28,669	30,074	30,440	30,440	31,159	31,159		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	1,016	142	466	275	275	275	275		
FEDERAL	291	547	529	529	529	529	529		
AGENCY	4,448	4,171	4,350	4,210	4,210	4,210	4,210		
GIFT	14	0	0	0	0	0	0		
Total Financing	35,000	33,529	35,419	35,454	35,454	36,173	36,173		

REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	137	181	280	316	316	316	316		
FEDERAL	400	465	465	465	465	465	465		
AGENCY	4,425	4,373	4,480	4,015	4,015	4,015	4,015		
GIFT	0	1	2	2	2	2	2		
NONDEDICATED									
GENERAL	68	35	52	52	52	52	52		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected	5,030	5,055	5,279	4,850	4,850	4,850	4,850
FTE BY EMPLOYMENT TYPE:							
FULL TIME	463.1	451.6	468.3	468.3	468.3	468.3	468.3
PART-TIME, SEASONAL, LABOR SER	3.4	4.3	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	4.5	6.3	6.2	6.2	6.2	6.2	6.2
Total Full-Time Equivalent	471.0	462.2	474.5	474.5	474.5	474.5	474.5

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2000-01 Biennial Budget

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

ACTIVITY PROFILE:

The Minnesota Correctional Facility-St. Cloud is the Department of Corrections' intake center for all adult male inmates, excluding release violators without new sentences. Inmates are admitted and placed in a separate living unit where a variety of assessments are done including health, education, alcohol and other drugs, sex offender and psychological. Additionally, the facility houses all male inmates in the state who are under the age of 21 as well as other general population inmates.

The facility's primary mission is to protect the public through incarceration in a safe and secure facility. The goal is to assist the offender in reducing risk factors that lead to recidivism. As an intake center, the facility operates an assessment process that provides a method for appropriate program and institutional placements and the best utilization of the state's correctional resources. While other state correctional facilities provide additional programming, this facility develops the program plans for newly admitted inmates and places them in other facilities for programming.

STRATEGIES AND PERFORMANCE:

Protection of the public through incarceration in a safe and secure facility is the goal of this facility. Through the direct provision of assessment services to the inmate clientele the facility identifies inmate needs and directs appropriate institutional and program placements.

Assessment services provided by the facility create the following results:

- A program plan for each inmate that addresses the inmate's program needs.
- An identification of the risk level of each inmate during incarceration and upon release.
- A "package" of data on each inmate for research planning and future program planning.

- A program plan that makes the best use of scarce correctional resources.

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Average daily population	777	753	771	771	771
Average daily cost	\$77.59	\$81.29	\$85.00	\$85.70	\$87.87

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$39,493	74%	\$42,741	80%
Non-Salary	<u>14,234</u>	<u>26%</u>	<u>10,846</u>	<u>20%</u>
Total	\$53,727	100%	\$53,587	100%

Grants: Payments to individuals consist of inmate compensation and inmate banking activity.

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

BUDGET ISSUES:

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

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>EXPENDITURES BY CATEGORY:</u>									
STATE OPERATIONS									
PERSONAL SERVICES	18,409	18,973	20,520	21,060	21,060	21,681	21,681	3,248	8.2%
OPERATING EXPENSES	5,369	5,885	5,067	4,288	4,288	4,288	4,288	(2,376)	-21.7%
SUBTOTAL STATE OPERATIONS	23,778	24,858	25,587	25,348	25,348	25,969	25,969	872	1.7%
CAPITAL OUTLAY	98	33	0	0	0	0	0	(33)	-100.0%
PAYMENTS TO INDIVIDUALS	1,949	1,851	1,397	1,135	1,135	1,135	1,135	(978)	-30.1%
LOCAL ASSISTANCE	2	1	0	0	0	0	0	(1)	-100.0%
Total Expenditures	25,827	26,743	26,984	26,483	26,483	27,104	27,104	(140)	-.3%

<u>FINANCING BY FUND:</u>									
DIRECT APPROPRIATIONS:									
GENERAL	22,556	23,649	24,302	24,049	24,049	24,662	24,662		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	525	156	262	52	52	52	52		
FEDERAL	442	540	625	633	633	641	641		
AGENCY	2,301	2,397	1,793	1,747	1,747	1,747	1,747		
GIFT	3	1	2	2	2	2	2		
Total Financing	25,827	26,743	26,984	26,483	26,483	27,104	27,104		

<u>REVENUE COLLECTED:</u>									
DEDICATED									
SPECIAL REVENUE	88	82	84	81	81	81	81		
FEDERAL	94	412	411	411	411	411	411		
AGENCY	2,375	2,290	1,702	2,247	2,247	2,247	2,247		
GIFT	2	2	2	2	2	2	2		
NONDEDICATED									
GENERAL	30	29	11	11	11	11	11		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected	2,589	2,815	2,210	2,752	2,752	2,752	2,752
FTE BY EMPLOYMENT TYPE:							
FULL TIME	377.9	366.8	387.5	387.5	387.5	387.5	387.5
PART-TIME, SEASONAL, LABOR SER	1.6	3.3	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	7.2	4.9	4.8	4.8	4.8	4.8	4.8
Total Full-Time Equivalent	386.7	375.0	392.3	392.3	392.3	392.3	392.3

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2000-01 Biennial Budget

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

ACTIVITY PROFILE:

Minnesota Correctional Facility-Oak Park Heights (MCF-OPH), is the state's maximum high security adult male correctional institution. 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. The overall institution 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 facility houses over 95% person offenders, of whom nearly 30% are serving life sentences. This facility is unique for maximum security in that over half of the inmates are programmed out of their cells 15 hours a day, 7 days a week.

STRATEGIES AND PERFORMANCE:

The Oak Park Heights program enables the department to operate the other major correctional institutions with increased safety and security for inmates and staff, because it serves as a high security back-up which allows other facilities more creative and less restrictive programming.

The education program offers a diversity of full-time and part-time educational options with instruction in literacy, basic education and GED. It emphasizes change in behavior and attitudes by incorporating anger management, commitment to change, critical thinking skills and parenting into the curriculum.

The primary focus of both 52-bed special housing units (SHU's) is to house inmates who are awaiting positive programming placement, inmates who refuse to accept work or education assignments, as well as transition and segregation status inmates.

The mental health unit provides inpatient psychiatric care for inmates from throughout the department. This 22-bed unit (soon to be expanded to 45 beds) serves inmates who volunteer for treatment, are on emergency hold status and those who have been committed by the court.

The infirmary unit has an inpatient capacity of 13 beds (soon to be expanded to 39 beds) and provides 24-hour a day nursing care.

The goal of both industry units is to provide a cost-effective work experience and reduce idleness by maintaining constructive inmate assignments.

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Average daily population	388	392	372	374	383
Average daily cost	\$115.51	\$110.10	\$123.64	\$124.12	\$123.70

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base</u>	
Salary	\$27,003	77%	\$28,861	79%
Non-Salary	<u>8,265</u>	<u>23%</u>	<u>7,815</u>	<u>21%</u>
Total	\$35,268	100%	\$36,676	100%

Grants: Payments to individuals consist of inmate compensation and inmate banking activity. Local assistance is a grant to a local school district to provide inmates with Adult Basic Education programming.

Revenue: This activity generates dedicated special revenue from employee meals, aid to victims of crime assessments, housing of inmates, agency indirect costs and inmate health care co-payments. Federal revenue is generated from the Criminal Alien Assistance grant. Dedicated agency funds reflect inmate banking and canteen activities at the facility.

BUDGET ISSUES:

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

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	12,695	13,030	13,973	14,232	14,232	14,629	14,629	1,858	6.9%
OPERATING EXPENSES	3,763	2,926	3,153	2,846	2,846	2,847	2,847	(386)	-6.3%
SUBTOTAL STATE OPERATIONS	16,458	15,956	17,126	17,078	17,078	17,476	17,476	1,472	4.4%
PAYMENTS TO INDIVIDUALS	925	1,102	1,030	1,030	1,030	1,030	1,030	(72)	-3.4%
LOCAL ASSISTANCE	21	23	31	31	31	31	31	8	14.8%
Total Expenditures	17,404	17,081	18,187	18,139	18,139	18,537	18,537	1,408	4.0%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	16,052	15,318	16,753	16,771	16,771	17,169	17,169		
SPECIAL REVENUE	0	0	0	50	50	50	50		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	240	419	144	28	28	28	28		
FEDERAL	93	146	154	154	154	154	154		
AGENCY	1,008	1,174	1,130	1,130	1,130	1,130	1,130		
GIFT	11	24	6	6	6	6	6		
Total Financing	17,404	17,081	18,187	18,139	18,139	18,537	18,537		

REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	1,189	1,266	1,167	1,145	1,145	1,145	1,145		
FEDERAL	61	118	118	118	118	118	118		
AGENCY	993	1,166	1,141	1,136	1,136	1,136	1,136		
GIFT	11	31	11	6	6	6	6		
NONDEDICATED									
GENERAL	11	10	12	12	12	12	12		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected	2,265	2,591	2,449	2,417	2,417	2,417	2,417
FTE BY EMPLOYMENT TYPE:							
FULL TIME	268.4	264.3	281.6	281.6	281.6	281.6	281.6
PART-TIME, SEASONAL, LABOR SER	1.9	2.4	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	4.7	0.9	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	275.0	267.6	281.6	281.6	281.6	281.6	281.6

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2000-01 Biennial Budget

BUDGET ACTIVITY: Rush City Facility
PROGRAM: Correctional Institutions
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

Construction of the new 965-bed prison at Rush City (with 140 segregation cells and 3 units with 275 beds) is progressing on schedule with substantial completion in Fall, 1999 with occupancy in January 2000. This facility will provide a safe, secure and controlled environment for staff and male offenders. As the first Level 4 facility (close custody), Rush City is being designed to house longer term inmates with double-bunking in all but the handicap and segregation cells. The operating capacity will be 951.

Programming will include industry, education and support service. The industry program will employ approximately 300 inmates in a light manufacturing and assembly program. The education program will involve 264 inmates in part-time educational and vocational programs with instruction in literacy, basic education and GED courses. The vocational program will provide full-time building care and horticulture training opportunities to between 60 and 70 inmates.

Twenty-four hour medical care will be provided through on-site health services staff. Psychiatrists, psychologists, physicians and dentists will provide additional care, either on-site or at contract care facilities.

STRATEGIES AND PERFORMANCE:

Facility design and staffing have been reviewed closely in order to control costs while providing a secure, safe and humane environment for staff and inmates.

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>	<u>F.Y. 2004</u>
Average daily population	100	466	707	881	951
Average daily cost	\$196.56	\$113.11	\$87.17	\$70.97	\$65.75

While initial per diems are high due to adding staff and other resources prior to beds coming on line, the projected per diem of this facility in F.Y. 2001 dollars is less than \$66.00 per day when fully opened.

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 223	62%	\$22,693	62%
Non-Salary	<u>37</u>	<u>38%</u>	<u>13,628</u>	<u>38%</u>
Total	\$ 260	100%	\$36,321	100%

Grants: Payments to individuals consist of inmate compensation and inmate banking activity.

BUDGET ISSUES:

This budget request is for funding to open and operate this facility and to meet the anticipated need for state prison beds.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: CORRECTIONAL INSTITUTIONS
Activity: RUSH CITY FACILITY

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	0	6	217	7,572	7,572	15,121	15,121	22,470	*****
OPERATING EXPENSES	0	0	37	4,734	4,734	7,964	7,964	12,661	*****
SUBTOTAL STATE OPERATIONS	0	6	254	12,306	12,306	23,085	23,085	35,131	*****
PAYMENTS TO INDIVIDUALS	0	0	0	310	310	620	620	930	
Total Expenditures	0	6	254	12,616	12,616	23,705	23,705	36,061	*****
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	0	6	254	12,616	12,616	23,705	23,705		
Total Financing	0	6	254	12,616	12,616	23,705	23,705		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	0.0	0.1	3.0	146.2	146.2	286.6	286.6		
Total Full-Time Equivalent	0.0	0.1	3.0	146.2	146.2	286.6	286.6		

2000-01 Biennial Budget

BUDGET ACTIVITY: Camp Ripley
PROGRAM: Correctional Institutions
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Camp Ripley adult work program pilot project, established by the 1997 legislature, was created to provide sanctions for non-violent first and second time felony and gross misdemeanor adult male offenders. Recently, probation violators have been included in the target population. The program operates from a barracks leased from the Department of Military Affairs with a population capacity of 120 offenders. The major emphasis of the program is work ethic with a mandatory evening educational component. Participation in the program is a condition of probation with the offender remaining under the jurisdiction of the sentencing court and not under commitment to the commissioner of corrections.

STRATEGIES AND PERFORMANCE:

Offenders are sentenced to the Ripley Program for 30, 60 or 90 days with the major expectations and consideration being:

- Offenders are required to work a minimum of 8 hours per day. Work is generally considered labor intensive and is performed for the Department of Military Affairs, Department of Natural Resources and the Department of Corrections. Tasks assigned are generally those that would not otherwise be accomplished at Camp Ripley.
- Offenders are required to participate in educational programming including life and cognitive skill development, value clarification, and improved decision-making instruction. Education is in addition to, and not considered part of, the workday.
- The Department of Corrections and the Sentencing Guidelines Commission have established a tracking system to monitor offender recidivism and program behavior for a report to the legislature in 2001.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$1,510	69%	\$2,546	62%
Non-Salary	<u>690</u>	<u>31%</u>	<u>1,566</u>	<u>38%</u>
Total	\$2,200	100%	\$4,112	100%

Grants: Payments to individuals consist of resident compensation.

BUDGET ISSUES:

The Camp Ripley Adult Work Program Pilot Project was funded by the legislature to provide meaningful sanction for appropriate offenders on an economical level. Legislation requires counties to pay 25% of per diem expenses excluding transportation and some other costs such as medical, which are the responsibility of the commissioner and the legislative claims process respectively. The overall operating budget for the program incorporates the counties' 25% portion of the per diem, based on full occupancy. Under-utilization of the program by the courts will have a negative impact for operating expense. Additional budget considerations are:

- Possible changes in contractual services for food, laundry, canteen and Mantoux testing which is currently provided by the Regional Treatment Center in Brainerd, Minnesota.
- The expense of providing clothing issue to offenders according to licensure requirements, and the necessary purchase of cold weather work clothing for offenders.
- Establishing an adequate communication system to ensure safe operation for offenders and staff. Military communication frequencies are not available to the department. Leasing or purchasing radio equipment is a necessity.
- The Ripley Program site is not networked with the department or the Corrections Management Information System.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	0	377	1,133	1,246	1,246	1,300	1,300	1,036	68.6%
OPERATING EXPENSES	0	228	462	644	644	766	766	720	104.3%
SUBTOTAL STATE OPERATIONS	0	605	1,595	1,890	1,890	2,066	2,066	1,756	79.8%
PAYMENTS TO INDIVIDUALS	0	0	0	78	78	78	78	156	
Total Expenditures	0	605	1,595	1,968	1,968	2,144	2,144	1,912	86.9%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	0	605	1,595	1,512	1,512	1,523	1,523		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	0	0	0	456	456	621	621		
Total Financing	0	605	1,595	1,968	1,968	2,144	2,144		
REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	0	0	165	456	456	456	456		
Total Revenues Collected	0	0	165	456	456	456	456		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	0.0	7.9	26.0	27.0	27.0	27.0	27.0		
OVERTIME PAY	0.0	0.1	0.2	0.2	0.2	0.2	0.2		
Total Full-Time Equivalent	0.0	8.0	26.2	27.2	27.2	27.2	27.2		

2000-01 Biennial Budget

BUDGET ACTIVITY: Health Services
PROGRAM: Correctional Institutions
AGENCY: Corrections, Department of

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Facility Per Diem	\$5.36	\$ 5.98	\$ 4.21	\$ 3.99	\$ 4.33
Central Office Per Diem	\$3.66	\$ 3.88	\$ 5.02	\$ 5.27	\$ 5.30
Mental Health Per Diem	\$.63	\$.79	\$.51	\$.49	\$.48
Health Services Per Diem	\$9.64	\$10.62	\$ 9.28	\$ 9.72	\$10.09

ACTIVITY PROFILE:

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

- Operation of health services units and nursing care at 10 facilities.
- Operation of a department infirmary.
- Provision of inmate health education programs.
- Provision of mental health care at 10 facilities.
- Operation of 2 inpatient mental health units.
- Management of a comprehensive contract to provide physician and psychiatrist services, inpatient care, outpatient specialty services, as well as ancillary medical services such as physical therapy, dietitian, laboratory, etc.

STRATEGIES AND PERFORMANCE:

Efforts will continue through the next biennium to incorporate managed care concepts into the health care delivery system to ensure provision of acceptable level of care in a cost efficient manner. Included in these efforts are an aggressive utilization and claims management component introduced through the health care contract as well as internal operational audits and case reviews.

A new transitional mental health program will be introduced as part of the Minnesota Correctional Facility-Oak Park Heights expansion that will result in a smoother transition of acutely mentally ill inmates back to the general population. The department believes this will reduce readmissions to the mental health program and increase the stability of the mentally ill in the prison population.

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$19,122	44%	\$20,768	45%
Non-Salary	<u>23,930</u>	<u>56%</u>	<u>25,249</u>	<u>55%</u>
Total	\$43,052	100%	\$46,017	100%

Grants: Payments to individuals consist of payments to inmates who serve as peer educators in the HIV Outreach Program.

Revenue: This activity receives dedicated General Fund and federal funds from the Department of Health for HIV outreach.

BUDGET ISSUES:

The base level funding is essential to the operations of this activity. The Health Care Unit has reduced the cost of health care though the implementation of the comprehensive health care contract.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	7,993	9,282	9,840	10,309	10,841	10,629	11,495	3,214	16.8%
OPERATING EXPENSES	10,620	12,258	11,671	12,539	12,539	12,538	12,538	1,148	4.8%
SUBTOTAL STATE OPERATIONS	18,613	21,540	21,511	22,848	23,380	23,167	24,033	4,362	10.1%
PAYMENTS TO INDIVIDUALS	0	0	1	1	1	1	1	1	100.0%
Total Expenditures	18,613	21,540	21,512	22,849	23,381	23,168	24,034	4,363	10.1%

CHANGE ITEMS:	FUND				
(B) EXPANSION OF MENTAL HEALTH AND INFIRMARY	GEN			532	866
Total Change Items				532	866

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	18,528	21,388	21,385	22,698	23,230	23,015	23,881
STATUTORY APPROPRIATIONS:							
GENERAL	37	63	65	65	65	67	67
SPECIAL REVENUE	24	73	60	60	60	60	60
FEDERAL	24	0	0	24	24	24	24
GIFT	0	16	2	2	2	2	2
Total Financing	18,613	21,540	21,512	22,849	23,381	23,168	24,034

REVENUE COLLECTED:							
DEDICATED							
GENERAL	37	64	64	64	64	64	64
FEDERAL	24	0	0	24	24	24	24
NONDEDICATED							
GENERAL	0	30	10	10	10	10	10

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected	61	94	74	98	98	98	98
<u>FTE BY EMPLOYMENT TYPE:</u>							
FULL TIME	117.6	133.8	149.8	150.2	175.4	150.2	183.2
PART-TIME, SEASONAL, LABOR SER	31.7	32.5	1.2	1.2	1.2	1.2	1.2
OVERTIME PAY	4.2	4.7	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	153.5	171.0	151.0	151.4	176.6	151.4	184.4

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Correctional Institutions
ACTIVITY: Health Services

ITEM TITLE: Expansion of Mental Health and Infirmiry Unit

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$532	\$866	\$866	\$866
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$532,000 for F.Y. 2000 and \$866,000 for F.Y. 2001 to completely open and operate the expanded mental health unit and the infirmiry unit at Minnesota Correctional Facility-Oak Park Heights.

RATIONALE:

The department received bond funds in the 1998 legislative session to accomplish the conversion of 2 existing units into expanded units that would serve the inmate population department-wide in mental health and in medical health care. The conversion would result in the following change in the number of beds.

<u>Existing</u>	<u>Conversion</u>
42-bed unit: 13 infirmiry beds 7 administrative isolation 22 mental health beds	39-bed infirmiry unit
52-bed living unit	43-bed mental health unit

The change expands the infirmiry space from 13 to 39 beds and mental health unit from 22 to 43 beds. The expanded infirmiry space will reduce costly hospital beds and expand the types of medical care provided within the prison system. This should result in reducing the number of special transports for hospital and specialty clinic visits. This change also positions the department to better meet the challenges of an aging inmate population and the increase in AIDS, hepatitis and other chronic health care needs.

The added mental health beds will allow for more effective management of the mental health needs of inmates. Admissions to the mental health unit have increased as the inmate population has increased and the department currently is only able to treat the most severely mentally ill inmates.

FINANCING:

In completing its planning for these units, which allowed for a much more comprehensive staffing analysis, the department found that it could reduce the number of positions from 43.9 to 33.0. This staffing reduction dropped the total additional cost of operating these renovated and expanded units to \$1,532,000 in F.Y. 2000 and \$1,866,000 in F.Y. 2001.

Further, with the steps that the department has taken to incorporate managed care concepts into the health care delivery system to ensure the provision of an acceptable level of care in a cost efficient manner, the department is able to reallocate \$1.0 million of the health care budget in each year of the next biennium to this change item.

With the reallocation of funds within the health care budget and the reduction in staffing, this change item request is for \$532,000 the first year and \$866,000 the second year of the biennium. The reallocation of funds and this change item will provide for 25.2 positions the first year and 33.0 positions the second year.

Base funding for the mental health unit is \$942,000 and \$852,000 for the infirmiry.

OUTCOMES:

This change item will provide operating funds for the expanded units to meet the changing needs of an increasing inmate population in a cost effective manner. It will allow the department to continue to maintain a community standard of care for inmates who serve longer sentences in the state prison system.

2000-01 Biennial Budget

BUDGET ACTIVITY: Education
PROGRAM: Correctional Institutions
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

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;
- school district contracting;
- industry education support;
- liaison to vocational schools, school districts, state Department of Education, Children & Families, and other allied agencies;
- technical assistance to wardens, superintendents and educational administrators within the correctional facilities; and
- coordination of the department's literacy programs.

STRATEGIES AND PERFORMANCE:

The goal of education in the Department of Corrections is to increase levels of education of inmates, since research shows that the more inmates complete in education the less they return to prison. Over 400 GED's were completed last year, and approximately 500 vocational certificates were awarded. In addition, the average growth in the literacy target group was slightly over 2 grade levels in reading and math.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 319	29%	\$332	29%
Non-Salary	<u>770</u>	<u>71%</u>	<u>812</u>	<u>71%</u>
Total	\$1,089	100%	\$1,144	100%

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

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

BUDGET ISSUES:

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

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Correctional Institutions
ACTIVITY: Health Services

ITEM TITLE: Expansion of Mental Health and Infirmiry Unit

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$2,078	\$2,489	\$2,489	\$2,489
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$2,078,000 for F.Y. 2000 and \$2,489,000 for F.Y. 2001 to open and operate the expanded mental health unit and the infirmiry unit at Minnesota Correctional Facility-Oak Park Heights.

RATIONALE:

The department received bond funds in the 1998 legislative session to accomplish the conversion of 2 existing units into expanded units that would serve the inmate population department-wide in mental health and in medical health care. The conversion would result in the following change in the number of beds.

<u>Existing</u>	<u>Conversion</u>
42-bed unit: 13 infirmiry beds 7 administrative isolation beds 22 mental health beds	39-bed infirmiry unit
52-bed living unit	45-bed mental health unit

The change expands the infirmiry space from 13 to 39 beds and mental health unit from 22 to 45 beds. The expanded infirmiry space will reduce costly hospital beds and expand the types of medical care provided within the prison system. This should result in reducing the number of special transports for hospital and specialty clinic visits. This change also positions the department to better meet the challenges of an aging inmate population and the increase in AIDS, hepatitis and other chronic health care needs.

The added mental health beds will allow for more effective management of the mental health needs of inmates. Admissions to the mental health unit have increased as the inmate population has increased and the department currently is only able to treat the most severely mentally ill inmates.

FINANCING:

This funding is requested to operate the 2 expanded units and would provide for an additional 43.9 staff along with support costs for increased pharmacy needs, utilities, medical supplies, and equipment.

Base funding for the mental health unit is \$942,000 and \$852,000 for the infirmiry.

OUTCOMES:

This change item will provide operating funds for the expanded units to meet the changing needs of an increasing inmate population in a cost effective manner. It will allow the department to continue to maintain a community standard of care for inmates who serve longer sentences in the state prison system.

2000-01 Biennial Budget

BUDGET ACTIVITY: Education
PROGRAM: Correctional Institutions
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

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;
- school district contracting;
- industry education support;
- liaison to vocational schools, school districts, state Department of Education, Children & Families, and other allied agencies;
- technical assistance to wardens, superintendents and educational administrators within the correctional facilities; and
- coordination of the department's literacy programs.

STRATEGIES AND PERFORMANCE:

The goal of education in the Department of Corrections is to increase levels of education of inmates, since research shows that the more inmates complete in education the less they return to prison. Over 400 GED's were completed last year, and approximately 500 vocational certificates were awarded. In addition, the average growth in the literacy target group was slightly over 2 grade levels in reading and math.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 319	29%	\$332	29%
Non-Salary	<u>770</u>	<u>71%</u>	<u>812</u>	<u>71%</u>
Total	\$1,089	100%	\$1,144	100%

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

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

BUDGET ISSUES:

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

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: CORRECTIONAL INSTITUTIONS
Activity: EDUCATION

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	147	156	163	163	163	169	169	13	4.1%
OPERATING EXPENSES	258	304	235	225	225	225	225	(89)	-16.5%
SUBTOTAL STATE OPERATIONS	405	460	398	388	388	394	394	(76)	-8.9%
LOCAL ASSISTANCE	93	0	231	181	181	181	181	131	56.7%
Total Expenditures	498	460	629	569	569	575	575	55	5.1%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	372	365	385	385	385	391	391		
STATUTORY APPROPRIATIONS:									
FEDERAL	126	95	244	184	184	184	184		
Total Financing	498	460	629	569	569	575	575		

REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	1	0	0	0	0	0	0		
FEDERAL	573	570	700	712	712	720	720		
Total Revenues Collected	574	570	700	712	712	720	720		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	2.0	2.0	2.0	2.0	2.0	2.0	2.0		
PART-TIME, SEASONAL, LABOR SER	0.4	0.5	0.5	0.5	0.5	0.5	0.5		
Total Full-Time Equivalent	2.4	2.5	2.5	2.5	2.5	2.5	2.5		

2000-01 Biennial Budget

BUDGET ACTIVITY: Institution Support Services
PROGRAM: Correctional Institutions
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

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

- Facility Support Services Administration includes:
 - Facility planning and development (new construction, renovations), policy development, compliance reviews and inmate classification.
 - Property Risk Insurance.
 - Contract caseload management - when adult inmate population exceeds state correctional facility bed capacity.
 - Religious Service Coordination.
- Transfer and Transportation Services include:
 - Coordination and transportation of inmates between correctional facilities, and new commitment transportation services from 2 metro counties to the department's intake facility.
 - Coordination and transportation of Minnesota inmates to and from state locations and release violators who are returned to correctional facilities.
 - Sheriffs' expense reimbursement for transporting inmates to correctional facilities.
- Industry Program (MINNCOR) coordinates the work program at the adult correctional facilities.

- Office of Special Investigations coordinates all investigative work for the department such as criminal investigations, fugitive apprehension, employee misconduct, intelligence information and staff training.

STRATEGIES AND PERFORMANCE:

Centralized coordination of support services:

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

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$21,261	36%	\$22,324	31%
Non-Salary	<u>37,462</u>	<u>64%</u>	<u>48,820</u>	<u>69%</u>
Total	\$58,723	100%	\$71,144	100%

Grants: Payments to individuals consist of inmate compensation for participants in the MINNCOR program. Local assistance consists of a grant to Washington County for the provision of legal services.

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

BUDGET ISSUES:

The overall base budget is essential to support the correctional facilities and overall department operations. This budget includes a base adjustment for the statewide administrative systems.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	8,963	10,037	11,224	11,038	11,038	11,286	11,286	1,063	5.0%
OPERATING EXPENSES	17,166	15,041	18,689	19,735	21,235	22,000	23,500	11,005	32.6%
SUBTOTAL STATE OPERATIONS	26,129	25,078	29,913	30,773	32,273	33,286	34,786	12,068	21.9%
CAPITAL OUTLAY	440	0	0	0	0	2,795	2,795	2,795	
PAYMENTS TO INDIVIDUALS	1,440	1,695	1,887	2,004	2,004	2,136	2,136	558	15.6%
LOCAL ASSISTANCE	19	75	75	75	75	75	75	0	.0%
Total Expenditures	28,028	26,848	31,875	32,852	34,352	38,292	39,792	15,421	26.3%

<u>CHANGE ITEMS:</u>	<u>FUND</u>				
(A) STATEWIDE ASSET PRESERVATION AND REPAIR	GEN			1,500	1,500
Total Change Items				1,500	1,500

<u>FINANCING BY FUND:</u>							
DIRECT APPROPRIATIONS:							
GENERAL	14,896	8,307	10,908	9,871	11,371	9,757	11,257
SPECIAL REVENUE	0	0	0	766	766	686	686
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	637	1,087	1,560	536	536	548	548
FEDERAL	0	0	0	0	0	2,795	2,795
AGENCY	0	0	62	63	63	64	64
CORRECTIONAL INDUSTRIES	12,495	17,454	19,345	21,616	21,616	24,442	24,442
Total Financing	28,028	26,848	31,875	32,852	34,352	38,292	39,792

<u>REVENUE COLLECTED:</u>					

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
DEDICATED							
SPECIAL REVENUE	592	781	850	975	975	1,069	1,069
FEDERAL	0	0	0	0	0	2,795	2,795
AGENCY	0	0	62	63	63	64	64
CORRECTIONAL INDUSTRIES	15,509	17,235	19,310	22,120	22,120	24,330	24,330
NONDEDICATED							
GENERAL	92	260	70	70	70	70	70
Total Revenues Collected	16,193	18,276	20,292	23,228	23,228	28,328	28,328
FTE BY EMPLOYMENT TYPE:							
FULL TIME	167.2	178.9	184.7	182.5	182.5	180.5	180.5
PART-TIME, SEASONAL, LABOR SER	3.2	11.0	13.1	11.1	11.1	11.1	11.1
OVERTIME PAY	2.7	4.9	6.2	6.0	6.0	5.8	5.8
Total Full-Time Equivalent	173.1	194.8	204.0	199.6	199.6	197.4	197.4

2000-01 Biennial Budget

PROGRAM: Juvenile Services
AGENCY: Corrections, Department of

PROGRAM PROFILE:

The Legislative Relations/Juvenile Services division provides overall planning and direction for the department's 3 juvenile residential facilities, juvenile initiatives, juvenile female continuum of care project, and other juvenile services. Legislative relations are also included in this division. Division services are highlighted below.

- Minnesota Correctional Facility-Red Wing provides residential care for delinquent juvenile males committed to the commissioner of corrections from 87 counties. The facility offers specialized programming for serious chronic juvenile offenders and extended jurisdiction juveniles and provides enhanced chemical dependency programming. The division's juvenile sex offender treatment program transferred to this facility in October 1998.
- Minnesota Correctional Facility-Sauk Centre provides residential care for delinquent juvenile females committed to the commissioner of corrections from 87 counties. As of 1-1-99, the facility will be offering residential programming to counties on a fee-for-service basis. Programs will include detention and short-term contracts with counties, general residential treatment for delinquent youth, and culturally enhanced chemical health programming. This facility will also be developing a mental health program for juvenile offenders.
- Thistledeew Camp provides both an education and a confidence building program (21 day and 90 day program) for juvenile males ages 13-18 who have experienced difficulties in their home communities. The camp is available for use by all juvenile county courts in Minnesota and provides county courts and social service agencies with alternative residential programming. Juveniles placed at Thistledeew Camp are not committed to the commissioner of corrections. Programming is provided on a per diem basis through agreement with counties.
- Camp Ripley Weekend Camp provides residential weekend experiences and community-based programming to at-risk youth and first and second time juvenile offenders ages 11-14. The program is a collaboration between the department, Military Affairs, and select community-based programs.

- The department's juvenile female planning activities include the interagency development/enhancement of services to at-risk and/or adjudicated adolescent females statewide. Gender specific mini-grants are provided to local communities to provide programming and activities to address the needs of adolescent females. Technical assistance is also provided to service providers and communities. Additional projects include the development of a juvenile female center in collaboration with Hennepin County for adjudicated juvenile females.

STRATEGIES AND PERFORMANCE:

The Legislative Relations/Juvenile Services division is dedicated to reducing future juvenile criminal behavior by meeting agency goals. Specific focus includes:

- Division operations based on solid practices, policies and procedures to ensure safe and humane living environments in all juvenile facilities.
- Enhanced and specialized programming to create learning environments for youth to address and accept responsibility for behaviors which have resulted in placement, commitment, and/or program referral.
- Focused reentry and aftercare activities to assist in the successful transition of youth to communities and provide continued structure and services beyond incarceration.
- Innovative responses to specific juvenile populations through enhanced specific programming in the department's juvenile facilities, the Camp Ripley weekend program and adolescent female planning projects.
- Research and evaluation efforts to assure effective, efficient services and best practices.
- The development of a 5-year plan which will describe juvenile corrections in Minnesota and assist in defining the role of the state in juvenile corrections.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$34,329	75%	\$39,571	81%
Non-Salary	<u>11,583</u>	<u>25%</u>	<u>9,308</u>	<u>19%</u>
Total	\$45,912	100%	\$48,879	100%

2000-01 Biennial Budget

PROGRAM: Juvenile Services
AGENCY: Corrections, Department of

(Continuation)

BUDGET ISSUES:

Base funding provides for the administration, planning, specific programming, and aftercare for juvenile services within the department.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base level funding as requested in the agency's budget, except for the following adjustments:

- \$450,000 of the agency wide initiative for statewide asset preservation and repair.
- \$700,000 for transition and aftercare services for juveniles leaving state facilities.
- \$280,000 for academic education and \$225,000 for vocational education for juveniles at the Red Wing facility.
- \$1,349,000 for the juvenile female programming and maintenance at the Sauk Centre facility.
- \$3,000,000 for population pressure relief at Red Wing, which is expected to generate \$2,859,000 in non-dedicated revenues from counties paying for those services.

The Governor also concurs with the agency request to increase dedicated fees at Thistledeew Camp for services it provides to counties and school districts under contract, estimated at \$320,000 for the biennium.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: JUVENILE SERVICES

Program Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY ACTIVITY:									
MCF-RED WING	10,138	10,403	11,597	12,230	12,435	12,338	12,638	3,073	14.0%
MCF-SAUK CENTRE	7,236	6,502	6,889	6,798	7,457	7,093	7,783	1,849	13.8%
THISTLEDEW CAMP	3,523	3,727	4,202	3,849	3,849	3,968	3,968	(112)	-1.4%
JUVENILE SUPPORT SERVICES	415	754	1,838	1,296	3,371	1,307	3,382	4,161	160.5%
Total Expenditures	21,312	21,386	24,526	24,173	27,112	24,706	27,771	8,971	19.5%

CHANGE ITEMS:	FUND						
(A) STATEWIDE ASSET PRESERVATION AND REPAIR	GEN			225		225	
(B) PROGRAM EXPANSION - TRANSITION/AFTERCAR	GEN			350		350	
(B) ACADEMIC EDUCATION	GEN			140		140	
(B) JUVENILE FEMALE PROGRAM/PRESERVE BLDGS	GEN			659		690	
(B) POPULATION PRESSURE RELIEF	GEN			1,500		1,500	
(B) VOCATIONAL EDUCATION	GEN			65		160	
Total Change Items				2,939		3,065	

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	16,010	15,469	18,696	13,386	16,325	13,644	16,709
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	4,113	4,782	4,697	9,639	9,639	9,902	9,902
FEDERAL	688	581	634	657	657	664	664
AGENCY	477	543	488	480	480	485	485
GIFT	24	11	11	11	11	11	11
Total Financing	21,312	21,386	24,526	24,173	27,112	24,706	27,771

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: JUVENILE SERVICES

Program Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
FTE BY EMPLOYMENT TYPE:							
FULL TIME	300.7	301.4	328.4	334.6	337.6	334.6	338.6
PART-TIME, SEASONAL, LABOR SER	16.0	13.4	8.1	8.1	8.1	8.1	8.1
OVERTIME PAY	8.9	9.1	6.8	3.9	3.9	3.9	3.9
Total Full-Time Equivalent	325.6	323.9	343.3	346.6	349.6	346.6	350.6

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2000-01 Biennial Budget

BUDGET ACTIVITY: Minnesota Correctional Facility-Red Wing
PROGRAM: Juvenile Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Red Wing (MCF-RW) provides counseling and educational services to male juvenile and extended juvenile jurisdiction offenders committed to the commissioner of corrections after having been determined by the juvenile court to be inappropriate candidates for community-based or local corrections. Effective 1-1-99, admission criteria designed to identify serious and chronic juvenile offenders will be implemented. In addition, the facility is in the process of securing its perimeter in the interest of security and public safety. The target population, i.e. serious and chronic offenders, represent those juveniles in need of intensive intervention and rehabilitation services in a fenced facility. Typically these residents have the following profile:

- Lack the skills necessary to function successfully in the community.
- Are 2 or 3 years behind in the education grade levels.
- Have special education needs.
- Lack skills to maintain employment.
- Have adopted delinquent lifestyles and engage in antisocial behavior.
- Lack leisure time, recreational and other pro-social interests and skills.

STRATEGIES AND PERFORMANCE:

The primary goal of the program is to provide effective and efficient counseling and education services in order to increase the likelihood that residents will successfully adjust to community-based living. A second goal is to provide these services in an environment that ensures the safety and security of staff, residents and the general public. Counseling objectives are accomplished by integration of the principles and practices associated with cognitive/behavioral intervention treatment, therapeutic community and psycho-educational activities. Education objectives are accomplished by academic and vocational activities and training. Security and safety goals are accomplished by close supervision of residents, staff training, policy and procedure and a fenced perimeter at the facility.

Indicators of accomplishment of these goals and objectives include successful completion of the individual counseling and education goals as defined in

individual treatment plans, successful completion of the facility's progression level program and successful completion of the facility's furlough or transition program. Data regarding recidivism is also used as an indicator of the impact of programming. Safety and security indicators include the number of assaults by residents on staff, the number of assaults by residents on other residents, the number of escapes and the number of major disturbances created by groups of residents.

	<u>F.Y. 1997</u>	<u>F.Y. 1998</u>	<u>F.Y. 1999</u>	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Average daily population:					
Adult	66	45	36		
Juvenile	<u>103</u>	<u>117</u>	<u>162</u>	<u>190</u>	<u>190</u>
Total	169	162	198	190	190
Average daily cost:					
Adult	\$99.88	\$132.30	\$68.72		
Juvenile	\$173.00	\$152.65	\$154.47	\$161.35	\$165.32

FINANCING INFORMATION:

	<u>1998-99</u>		<u>2000-01</u>	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$16,876	77%	\$20,723	84%
Non-Salary	<u>5,124</u>	<u>23%</u>	<u>3,845</u>	<u>16%</u>
Total	\$22,000	100%	\$24,568	100%

Grants: Payments to individuals consist of resident compensation and resident banking activity.

Revenue: This activity generates dedicated special revenue from detention and pre-dispositional evaluations and vocational work projects. Federal revenue includes special education, residential substance abuse treatment, and child nutrition funds. Dedicated agency funds reflect resident/inmate banking and canteen activities at the facility.

Effective 1-1-99, with the exception of academic education, MCF-RW will charge all counties a per diem rate for juveniles committed to the commissioner of corrections with the revenue deposited to the Cambridge Bank Deposit Fund as a non-dedicated receipt.

BUDGET ISSUES:

The base budget funds programming for juvenile males who are committed to the commissioner of corrections.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: JUVENILE SERVICES

Activity: MCF-RED WING

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	7,417	7,860	9,017	10,235	10,438	10,490	10,770	4,331	25.7%
OPERATING EXPENSES	2,338	2,210	2,275	1,690	1,692	1,543	1,563	(1,230)	-27.4%
SUBTOTAL STATE OPERATIONS	9,755	10,070	11,292	11,925	12,130	12,033	12,333	3,101	14.5%
PAYMENTS TO INDIVIDUALS	383	333	305	305	305	305	305	(28)	-4.4%
Total Expenditures	10,138	10,403	11,597	12,230	12,435	12,338	12,638	3,073	14.0%

CHANGE ITEMS:	FUND				
(B) ACADEMIC EDUCATION	GEN			140	140
(B) VOCATIONAL EDUCATION	GEN			65	160
Total Change Items				205	300

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	9,010	8,853	10,575	11,291	11,496	11,537	11,837
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	574	936	310	221	221	73	73
FEDERAL	275	230	394	410	410	420	420
AGENCY	279	383	317	307	307	307	307
GIFT	0	1	1	1	1	1	1
Total Financing	10,138	10,403	11,597	12,230	12,435	12,338	12,638

REVENUE COLLECTED:					

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: JUVENILE SERVICES

Activity: MCF-RED WING

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
DEDICATED							
SPECIAL REVENUE	326	390	263	79	79	79	79
FEDERAL	151	239	250	306	306	314	314
AGENCY	316	272	305	300	300	300	300
GIFT	0	0	1	1	1	1	1
NONDEDICATED							
GENERAL	4	8	4	4	4	4	4
CAMBRIDGE DEPOSIT FUND	2,766	3,139	6,518	10,206	11,599	10,504	11,970
Total Revenues Collected	3,563	4,048	7,341	10,896	12,289	11,202	12,668
FTE BY EMPLOYMENT TYPE:							
FULL TIME	151.3	149.4	171.7	177.7	180.7	177.7	181.7
PART-TIME, SEASONAL, LABOR SER	5.4	3.7	2.6	2.6	2.6	2.6	2.6
OVERTIME PAY	3.4	3.7	3.2	3.2	3.2	3.2	3.2
Total Full-Time Equivalent	160.1	156.8	177.5	183.5	186.5	183.5	187.5

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Juvenile Services
ACTIVITY: Minnesota Correctional Facility-Red Wing

OUTCOMES:

All juvenile residents will receive the mandatory academic classes to assist in improving academic skills and knowledge. Class sizes will remain at an acceptable level for teaching many residents with high attention needs. The teachers will be able to manage 30 residents with this funding.

ITEM TITLE: Academic Education

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$140	\$140	\$140	\$140
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$140,000 each year to ensure that academic education is provided for all juvenile residents at Minnesota Correctional Facility-Red Wing (MCF-RW).

RATIONALE:

MCF-RW has been funded for 198 residents, which included 69 adult residents and 129 juvenile residents. In 1999, all adult residents will be transferred out of the facility and MCF-RW will house juvenile residents only. The increase in juvenile population requires additional teachers to provide the mandatory academic education.

FINANCING:

The funding will be used for salaries for 2 academic teacher positions. Base level funding is \$943,600. This request will increase the academic education budget to \$1,083,600 in each year of the biennium.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Juvenile Services
ACTIVITY: Minnesota Correctional Facility-Red Wing

ITEM TITLE: Vocational Education

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$65	\$160	\$160	\$160
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$65,000 the first year and \$160,000 the second year for vocational education to be provided for juvenile residents at the Minnesota Correctional Facility-Red Wing.

RATIONALE:

New programs are being developed and current programs are being enhanced to provide certifications towards vocations that are in demand in the private sector work force. The newest program developments include metal tool and die and computer technician.

Funding is requested to provide the necessary staffing and supplies to teach and operate the classroom activities. Vocational education will provide residents an opportunity to compete in the job market once released from the facility.

FINANCING:

The funding will be used for 1 staff position the first year and 2 staff positions the second year, plus supplies and training materials to operate the program.

Base level funding is \$171,000. This request will increase the vocational education budget to \$236,000 in F.Y. 2000 and \$331,000 in F.Y. 2001.

OUTCOMES:

Residents will be well trained in areas that will allow them to more easily begin employment in their respective field. Education enhancement also allows the opportunity to teach job skills and job expectations to residents. The facility will be able to serve 90 residents with these new programs. The residents will receive certifications by utilizing articulation agreements with vocational schools.

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2000-01 Biennial Budget

BUDGET ACTIVITY: Minnesota Correctional Facility-Sauk Centre
PROGRAM: Juvenile Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Minnesota Correctional Facility-Sauk Centre (MCF-SCR) is a juvenile correctional facility that has served the state of Minnesota since it was established in 1910 as the Home School for Girls. This facility has an open campus atmosphere with living units consisting of 2-story cottages with populations depending on each unit's designated program capacity.

During the 1997 session, the Minnesota legislature changed the mission and funding of MCF-SCR. This change means that MCF-SCR will no longer receive funding for or accept juvenile males committed to the commissioner of corrections, while it will continue to operate a state-funded juvenile female program. The sex offender population will be moved to the Minnesota Correctional Facility-Red Wing (MCF-RW). MCF-SCR will begin operating as a fee for service facility effective 1-1-99. As of that date, delinquent juvenile males can be placed at MCF-SCR with the cost of the treatment and education programs being charged to Minnesota counties and local school districts. Residents may also be accepted from federal jurisdictions or other states on a fee basis.

MCF-SCR is preparing to operate 2 living units with an estimated average daily population of 48 that would incorporate group-based treatment with a cognitive restructuring component. Chemical dependency counseling would be incorporated as needed, based on intake assessment criteria. The anticipated length of stay will be 5 to 8 months.

A special needs unit is being planned with an emphasis on programming for juvenile males with mental health issues targeting an estimated daily population of 16 residents. The anticipated length of stay for this program is 12 to 18 months.

MCF-SCR will continue to operate a secure detention/discipline unit with an estimated daily population of 8 detention cases. This unit will also handle discipline for the other units.

A juvenile female program will continue operating at MCF-SCR for this biennium with an estimated daily population of 20.

STRATEGIES AND PERFORMANCE:

The estimated total average daily population for the programs noted above is 88. It is acknowledged that operating at this population level is not efficient. It is necessary to start with a limited venture and to plan for growth and success. Future growth potential is for an additional living unit with programming for 24 residents and another one for 15 residents. Additional programs and increased populations would create efficiencies in per diems because support staff will not be added at the same ratio as direct service providers. The population estimates are purposefully conservative and are not at capacity. MCF-SCR believes it is important that juveniles are not allowed to succeed by failing at a program, so a no eject policy will continue to be in place. This philosophy has always been one of the strengths of MCF-SCR's program.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$11,110	83%	\$12,143	87%
Non-Salary	<u>2,281</u>	<u>17%</u>	<u>1,748</u>	<u>13%</u>
Total	\$13,391	100%	\$13,891	100%

Grants: Payments to individuals consist of resident compensation and banking activity.

Revenue: Effective 1-1-99 the facility will charge per diems for programs at the facility. These funds will be dedicated to the operation of the facility. Prior to January, CCA counties were charged per diems for confinement of juveniles committed to the commissioner and the receipts were deposited as non-dedicated revenue. Federal revenue includes special education, child nutrition, 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.

BUDGET ISSUES:

This budget plan is in direct response to compliance with legislation enacted in 1997. Operation costs represent changes in programs as well as a major change in funding sources. Beginning 1-1-99, Sauk Centre will change to a fee basis operation except for the juvenile female program.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: JUVENILE SERVICES

Activity: MCF-SAUK CENTRE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	5,470	5,410	5,700	5,916	5,995	6,227	6,337	1,222	11.0%
OPERATING EXPENSES	1,584	916	1,078	781	1,361	765	1,345	712	35.7%
SUBTOTAL STATE OPERATIONS	7,054	6,326	6,778	6,697	7,356	6,992	7,682	1,934	14.8%
PAYMENTS TO INDIVIDUALS	182	176	111	101	101	101	101	(85)	-29.6%
Total Expenditures	7,236	6,502	6,889	6,798	7,457	7,093	7,783	1,849	13.8%

CHANGE ITEMS:	FUND				
(B) JUVENILE FEMALE PROGRAM/PRESERVE BLDGS	GEN			659	690
Total Change Items				659	690

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	6,502	5,861	6,265	787	1,446	787	1,477
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	226	237	320	5,703	5,703	6,003	6,003
FEDERAL	348	297	179	183	183	178	178
AGENCY	139	97	115	115	115	115	115
GIFT	21	10	10	10	10	10	10
Total Financing	7,236	6,502	6,889	6,798	7,457	7,093	7,783

REVENUE COLLECTED:							
DEDICATED							
SPECIAL REVENUE	83	116	1,783	5,514	5,514	5,514	5,514
FEDERAL	232	221	110	110	110	110	110
AGENCY	132	101	115	115	115	115	115
GIFT	10	19	10	10	10	10	10

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: JUVENILE SERVICES

Activity: MCF-SAUK CENTRE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
NONDEDICATED							
GENERAL	0	1	3	3	3	3	3
CAMBRIDGE DEPOSIT FUND	1,251	1,105	525	0	0	0	0
Total Revenues Collected	1,708	1,563	2,546	5,752	5,752	5,752	5,752
FTE BY EMPLOYMENT TYPE:							
FULL TIME	105.2	102.2	103.2	104.4	104.4	104.4	104.4
PART-TIME, SEASONAL, LABOR SER	2.7	1.4	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	4.7	4.4	3.4	0.5	0.5	0.5	0.5
Total Full-Time Equivalent	112.6	108.0	106.6	104.9	104.9	104.9	104.9

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Juvenile Services
ACTIVITY: Minnesota Correctional Facility-Sauk Centre

ITEM TITLE: Juvenile Female Program/Preserve State Buildings

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$659	\$690	\$690	\$690
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that \$609,000 the first year and \$640,000 the second year be added to the Minnesota Correctional Facility-Sauk Centre(MCF-SCR) budget to continue to program for juvenile females committed to the commissioner of corrections, and that \$50,000 each year be added for repair projects to continue maintenance of the physical plant at MCF-SCR.

RATIONALE:

MCF-SCR is the only state facility to house juvenile females committed to the Commissioner of Corrections. The state continues to operate the juvenile female program at MCF-SCR even though the other programs at the facility will be on a fee basis beginning 1-1-99.

This recommendation will fully fund the juvenile female program and continue to maintain state assets. The 1997 session fiscal note prepared for the change in operations at MCF-SCR did not include all programming costs for juvenile females

or an amount for continuing maintenance of the facility. This request for funding will continue to provide for both needs.

FINANCING:

The juvenile female program base budget of \$667,000 provides staff positions for a living unit and education. The additional funding includes food services, health services, utilities, and support services such as finance, human resources, and records. With the addition of the funds, the total program budget will be \$1,276,000 the first year and \$1,307,000 the second year of the biennium.

The repair project base budget was \$45,000. However, with the change in funding source, this amount was removed from the base. This request will provide \$50,000 each year to help maintain these state buildings.

OUTCOMES:

This recommendation will allow the department to continue to program for juvenile females committed to the commissioner of corrections and to help to maintain state buildings and assets. Without these funds, there will be no programming for juvenile females and state buildings will deteriorate.

2000-01 Biennial Budget

BUDGET ACTIVITY: Thistledeew Camp
PROGRAM: Juvenile Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

Thistledeew Camp provides 2 educational and confidence building programs for young men 13 to 18 years of age who experience difficulties in their home communities. The camp is located in the George Washington State Forest, 220 miles north of Minneapolis/St. Paul area on Highway 65 near Togo.

The program is designed to provide a unique treatment alternative and act as early intervention in juvenile crime. Thistledeew uses its north woods setting to provide a natural background to teach skills and educate students and has recently incorporated additional programming to further meet the needs of counties, students and families.

The primary funding sources for operations of the camp are purchase of service agreements with counties and a contract with the local school district for education.

STRATEGIES AND PERFORMANCE:

The goals of Thistledeew Camp include:

- Statewide availability of the Aftercare program.
- Achieve and increase current statistical growth in education.
- Increase Life Skills training to all GED students to a daily basis by the year 2002.
- Increase Principles of Daily Living instruction by the year 2002.
- Reduce recidivism and assist family reunification following placement.
- Provide early intervention using wilderness methodologies so that students strive to go beyond preconceived limitations.
- Provide restorative justice through community work and restitution projects.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$5,425	68%	\$5,810	74%
Non-Salary	<u>2,504</u>	<u>32%</u>	<u>2,007</u>	<u>26%</u>
Total	\$7,929	100%	\$7,817	100%

Grants: Payments to individuals consist of resident wages and resident banking activity.

Revenue: This activity generates dedicated special revenue for its operation from county and school district contracts. Dedicated federal revenue arises from child nutrition funds. Dedicated agency funds reflect resident banking and canteen activities at this facility.

BUDGET ISSUES:

Thistledeew Camp has been extremely fortunate in that the buildings at the facility have had no main structural damage or major renovation needs. However, the majority of the buildings at this facility were built in the 1960's and maintenance for the 23 structures is a costly issue.

Inflationary pressures necessitate fee increases in the next biennium, raising additional dedicated revenues of \$108,000 in F.Y. 2000 and \$212,000 in F.Y. 2001.

Thistledeew Camp does not currently qualify for Title IV E funding. This diminishes competitiveness with other facilities.

The above issues are a challenge to the camp to operate efficiently and effectively within its revenue resources.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: JUVENILE SERVICES

Activity: THISTLEDEW CAMP

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	2,358	2,644	2,781	2,875	2,875	2,935	2,935	385	7.1%
OPERATING EXPENSES	1,086	995	1,015	884	884	937	937	(189)	-9.4%
SUBTOTAL STATE OPERATIONS	3,444	3,639	3,796	3,759	3,759	3,872	3,872	196	2.6%
CAPITAL OUTLAY	0	0	320	0	0	0	0	(320)	-100.0%
PAYMENTS TO INDIVIDUALS	79	88	86	90	90	96	96	12	6.9%
Total Expenditures	3,523	3,727	4,202	3,849	3,849	3,968	3,968	(112)	-1.4%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	93	26	32	22	22	23	23		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	3,313	3,594	4,063	3,715	3,715	3,826	3,826		
FEDERAL	55	44	51	54	54	56	56		
AGENCY	59	63	56	58	58	63	63		
GIFT	3	0	0	0	0	0	0		
Total Financing	3,523	3,727	4,202	3,849	3,849	3,968	3,968		
REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	3,067	3,616	3,579	3,657	3,765	3,664	3,876		
FEDERAL	50	51	50	50	50	50	50		
AGENCY	58	62	56	58	58	63	63		
Total Revenues Collected	3,175	3,729	3,685	3,765	3,873	3,777	3,989		

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: JUVENILE SERVICES

Activity: THISTLEDEW CAMP

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
FTE BY EMPLOYMENT TYPE:							
FULL TIME	41.3	44.8	47.5	47.5	47.5	47.5	47.5
PART-TIME, SEASONAL, LABOR SER	7.1	7.3	4.5	4.5	4.5	4.5	4.5
OVERTIME PAY	0.8	1.0	0.2	0.2	0.2	0.2	0.2
Total Full-Time Equivalent	49.2	53.1	52.2	52.2	52.2	52.2	52.2

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2000-01 Biennial Budget

BUDGET ACTIVITY: Juvenile Support Services
PROGRAM: Juvenile Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Juvenile Support Services activity provides the overall planning, direction and coordination of the department's 3 juvenile residential facilities, juvenile initiatives, juvenile female continuum of care projects and other juvenile services.

The juvenile facilities include the Minnesota Correctional Facility-Red Wing, Minnesota Correctional Facility-Sauk Centre, Thistledeew Camp and the Camp Ripley juvenile weekend camp. The assistant commissioner for Juvenile Services provides direction and coordination to the department on legislative issues.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 917	35%	\$ 893	34%
Non-Salary	<u>1,675</u>	<u>65%</u>	<u>1,710</u>	<u>66%</u>
Total	\$2,592	100%	\$2,603	100%

Grants: Local assistance consists of grants to counties for intensive community supervision programming and adolescent female grants.

Revenue: Federal revenue generated from this activity consists of a grant for a conference on adolescent female programming.

BUDGET ISSUES:

The overall base budget is essential to the continued planning and coordination of services for juveniles and for legislative matters.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: JUVENILE SERVICES
Activity: JUVENILE SUPPORT SERVICES

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	221	427	490	440	440	453	453	(24)	-2.6%
OPERATING EXPENSES	52	187	1,213	725	2,800	723	2,798	4,198	299.9%
SUBTOTAL STATE OPERATIONS	273	614	1,703	1,165	3,240	1,176	3,251	4,174	180.1%
LOCAL ASSISTANCE	142	140	135	131	131	131	131	(13)	-4.7%
Total Expenditures	415	754	1,838	1,296	3,371	1,307	3,382	4,161	160.5%

CHANGE ITEMS:	FUND				
(A) STATEWIDE ASSET PRESERVATION AND REPAIR	GEN			225	225
(B) PROGRAM EXPANSION - TRANSITION/AFTERCAR	GEN			350	350
(B) POPULATION PRESSURE RELIEF	GEN			1,500	1,500
Total Change Items				2,075	2,075

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	405	729	1,824	1,286	3,361	1,297	3,372
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	0	15	4	0	0	0	0
FEDERAL	10	10	10	10	10	10	10
Total Financing	415	754	1,838	1,296	3,371	1,307	3,382

REVENUE COLLECTED:							
DEDICATED							
FEDERAL	10	10	10	10	10	10	10
Total Revenues Collected	10						

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
 Program: JUVENILE SERVICES
 Activity: JUVENILE SUPPORT SERVICES

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
<u>FTE BY EMPLOYMENT TYPE:</u>							
FULL TIME	2.9	5.0	6.0	5.0	5.0	5.0	5.0
PART-TIME, SEASONAL, LABOR SER	0.8	1.0	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalent	3.7	6.0	7.0	6.0	6.0	6.0	6.0

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Juvenile Services
ACTIVITY: Juvenile Support Services

ITEM TITLE: Program Expansion - Transition/Aftercare Services

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$350	\$350	\$350	\$350
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$350,000 each year to expand aftercare/transition services to youth under the department of corrections care as a cost effective and proven tool to increase success of youthful offenders after incarceration.

RATIONALE:

Coordinated transition and aftercare services are considered to be essential elements in ensuring positive adjustment of youth being released from juvenile residential facilities. Chances of success are greatly improved if a youth is provided structure and support upon release into the community.

The 1995 Legislative Auditor's Report on Residential Facilities for Juvenile Offenders called for the commissioner to seek ways of tailoring existing services to ensure that they have the greatest impact on juvenile offenders. The legislative auditor also recommended that the commissioner identify ways to improve community aftercare for the state's most difficult juvenile offenders. One response

to this report was the creation of the Minnesota Correctional Facility-Red Wing (MCF-RW) PREPARE program in April, 1997. The PREPARE program requires that youth complete a 90 day residential community transition placement as part of programming. Residents are on furlough status and therefore are under the jurisdiction of MCF-RW during this transition period. This requirement has created an additional financial burden on the institution and various counties.

The department's juvenile facilities are engaged in a number of aftercare activities which employ a restorative justice model. These activities have created more positive links to the juvenile offenders' home communities and have assisted in better planning, more effective victim offender conferencing and increased community involvement. Such actions also increase the likelihood that the juvenile offender will continue his/her positive behavior beyond incarceration.

FINANCING:

The \$350,000 each year of the biennium would provide additional aftercare and transition services. Of this funding, \$300,000 per year would be used to reimburse community-based residential programs for the cost of providing services to MCF-RW residents while they are on furlough status and \$50,000 is to be designated to enhance aftercare services and network development. Aftercare efforts include restorative justice activities such as community staffing, community panels and victim offender conferencing. The base budget is \$130,000 each year.

OUTCOMES:

- Decrease in further criminal involvement by juvenile offenders.
- Safer communities and citizens.
- Continued juvenile offender progress towards positive life goals.
- Enhanced restorative justice opportunities.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Juvenile Services
ACTIVITY: Juvenile Support Services

ITEM TITLE: Population Pressure Relief

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$1,500	\$1,500	\$1,500	\$1,500
Revenues: (\$000s)				
Cambridge Deposit Fund	\$1,393	\$1,466	\$1,466	\$1,466

Statutory Change? Yes X No ___

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$1,500,000 each year to assist in relieving the juvenile population pressures at Minnesota Correctional Facility-Red Wing (MCF-RW) until new buildings can be constructed to increase housing capacity at the facility. Funding will include planning and development of new construction.

RATIONALE:

MCF-RW has experienced a dramatic population increase since the PREPARE program for serious chronic juvenile offenders was created in April 1997. The juvenile population has increased from 95 youth in July 1997 to 143 youth in July 1998. The department will be instituting community criteria in January 1999; however, preliminary review reveals that the majority of youth currently at MCF-RW meet proposed criteria.

The 1997 legislature mandated that all juvenile male offenders committed to the commissioner's custody will be housed and programmed for at MCF-RW as of 12-

30-98. It is anticipated that this mandate will add further population pressures to the MCF-RW facility.

MCF-RW currently has 176 rooms for general population (not including 30 beds in the Dayton security cottage). General population rooms are small (approximately 74 square feet) and not conducive to double occupancy. The double bunking of juvenile sex offenders is also not recommended.

Overcrowding at MCF-RW is of serious concern in regard to institutional operations, safety of residents and staff, and diminished program effectiveness.

The department plans to pursue the construction of additional living units and programming space in the next capital bonding legislative session. These plans will not become a reality for MCF-RW for 3 to 4 years. MCF-RW is in dire need of population relief during this period of time.

FINANCING:

This request for \$3,000,000 for the biennium would address overcrowding at MCF-RW by providing funds to purchase beds elsewhere when over capacity and prior to the construction of additional living units at MCF-RW. This request includes \$75,000 in planning and pre-design for living units and programming space. There is no base budget for this request.

Revenue: Counties are charged a per diem rate for male juveniles committed to the commissioner of corrections.

OUTCOMES:

- Decrease overcrowding at MCF-RW.
- Provide a safe living environment for juvenile males committed to the commissioner's custody.
- Continue to provide effective programming for serious chronic juvenile male offenders.

2000-01 Biennial Budget

PROGRAM: Community Services
AGENCY: Corrections, Department of

PROGRAM PROFILE:

The Community Services program provides a broad range of correctional services in the community. Some of these services are provided directly by employees of the department and some through the program's oversight of state funding through grants and subsidies. Objectives of these services are to protect the public, to control the 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 manages activities in the community that are accountability driven and outcome measured. Higher levels of accountability require greater intensity of the management services provided for offenders. At the same time, the number of offenders is rising sharply, from some 80,000 in 1994 to more than 106,000 at the end of 1997.

A combination of increased legislative mandates, higher accountability expectations, and the increasing population being supervised stretches current resources and requires improved creativity and efficiency.

- New programs such as Sentencing to Services' affordable housing for low income families has brought the program into new areas that are addressing community needs with offender labor. Up-front funding by the legislature created a self-renewing fund that will continue to meet needs into the long-term future.
- The legislatively mandated Community Notification for Certain Sex Offenders has allowed the program to address long-standing community concerns about dangerous offenders in its midst. The most acute need in this area is for housing for these high visibility offenders.
- The public has a new awareness and expectations that all offenders are managed with a high level of accountability. With ever-increasing numbers under supervision and high levels of accountability expected by the public, resources are strained to meet increasing caseloads and workloads.

STRATEGIES AND PERFORMANCE:

The use of offenders to construct affordable housing for low income families is meeting with increasing acceptance and success. This plan teaches offenders new skills, allows them to pay back communities and to build their self-confidence. At the current funding level, 25 new houses can be built each year. Additionally, this allows the department to place low risk offenders in county jails in beds that cost less than prison beds.

The Community Services Division is dedicated to its current effective programs and developing expanded or new programs in accordance with the following objectives:

- to provide efficient and effective management of offenders under supervision in the community that enhance public safety and reduce recidivism;
- to provide low cost alternatives to prison;
- to enable local facilities to free up limited jail space while continuing to ensure public safety;
- to provide innovative programs such as Intensive Community Supervision, Intensive Supervised Release, Challenge Incarceration Program - Phase 2, Sentencing to Service and Work Release;
- to develop and initiate intermediate sanctions that safely manage offenders in the community on probation and reduce reliance on more secure and expensive sanctions.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 33,308	19%	\$ 36,730	19%
Non-Salary	22,938	13%	21,815	11%
Grants	<u>122,249</u>	<u>68%</u>	<u>132,978</u>	<u>70%</u>
Total	\$178,495	100%	\$191,523	100%

BUDGET ISSUES:

The base level of funding for this program is essential to the maintenance of current effective community programs, including grants and subsidies to local units of government.

2000-01 Biennial Budget

PROGRAM: Community Services
AGENCY: Corrections, Department of
(Continuation)

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the General Fund biennial appropriation for this program be increased by \$15,000,000 to maintain correctional services in the community. Specific initiatives funded under this recommendation are:

- \$1,500,000 to increase the Community Corrections Act subsidy for local correctional services.
- \$1,500,000 for additional state agents and grants to counties for intensive supervision.
- \$7,805,000 to provide additional funding for statewide probation caseload/workload reduction.
- \$684,000 to maintain county probation officer reimbursement at the statutory 50% level.
- \$100,000 to provide emergency housing assistance for offenders leaving state facilities.
- \$1,500,000 for work release transition programming to address growing inmate populations.
- \$417,000 for support of the probation and supervised release activity.
- \$400,000 for programming for adult female offenders in the community.
- \$994,000 for the sentencing to service program.
- \$100,000 for sex offender transition programming.

The Governor also recommends base reductions for the following programs:

- \$2,160,000 to eliminate the productive day grants program.
- \$1,400,000 to eliminate the judicial district grants program.

In addition to grant funding provided under this program, the Governor's budget also provides Criminal Justice Aid to counties at \$28.7 million in F.Y. 2000 and \$29.4 million in F.Y. 2001.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: COMMUNITY SERVICES

Program Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY ACTIVITY:									
PROBATION & SUPERVISED RELEASE	9,689	10,427	11,775	11,924	12,074	12,199	12,466	2,338	10.5%
SPECIAL SUPERVISION	2,946	2,911	3,096	3,088	3,588	3,127	4,127	1,708	28.4%
COMM CORR ACT	38,258	40,412	42,822	43,448	43,948	43,448	44,448	5,162	6.2%
COMMUNITY CORRECTIONS ALTERNAT	14,989	11,603	18,955	14,617	13,659	13,893	13,034	(3,865)	-12.6%
SENTENCING TO SERVICE	4,905	4,853	6,350	5,471	6,236	5,560	6,418	1,451	13.0%
FACILITIES PLANNING & INSPECTI	2,178	2,165	2,343	2,336	2,336	2,303	2,303	131	2.9%
COMMUNITY SERVICES SUPPORT	8,362	9,190	11,593	15,033	17,668	15,076	21,430	18,315	88.1%
Total Expenditures	81,327	81,561	96,934	95,917	99,509	95,606	104,226	25,240	14.1%

CHANGE ITEMS:	FUND:				
(B) COMMUNITY CORRECTIONS ACT INVESTMENT	GEN			500	1,000
(B) INCREASE INTENSIVE COMMUNITY SUPERVISION	GEN			500	1,000
(B) STATEWIDE PROBATION CASELOAD REDUCTION	GEN			2,135	5,670
(B) COUNTY PROBATION OFFICER REIMBURSEMENT	GEN			250	434
(B) ELIMINATE JUDICIAL DISTRICT GRANTS	GEN			(700)	(700)
(B) ELIMINATE PRODUCTIVE DAY GRANTS	GEN			(1,080)	(1,080)
(B) EMERGENCY HOUSING INITIATIVE	GEN			50	50
(B) INCREASE BED CAPACITY--WORK RELEASE	AGN			72	71
(B) INCREASE BED CAPACITY--WORK RELEASE	GEN			700	800
(B) PROBATION AND SUPERVISED RELEASE SERVICE	GEN			150	267
(B) PROGRAMMING FOR ADULT FEMALE OFFENDER	GEN			200	200
(B) SENTENCING TO SERVICE PROGRAM	GEN			465	529
(B) SENTENCING TO SERVICE PROGRAM	SR			300	329
(B) SEX OFFENDER TRANSITION PROGRAMMING	GEN			50	50
Total Change Items				3,592	8,620

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	79,585	78,815	93,109	92,470	95,690	92,941	101,161
SPECIAL REVENUE	0	0	0	90	90	90	90
Total Financing	81,327	81,561	96,934	95,917	99,509	95,606	104,226

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES

Program Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
STATUTORY APPROPRIATIONS:							
GENERAL	46	34	46	36	36	37	37
SPECIAL REVENUE	1,347	1,800	2,424	2,011	2,311	1,977	2,306
FEDERAL	26	454	910	910	910	161	161
AGENCY	322	458	400	400	472	400	471
GIFT	1	0	45	0	0	0	0
Total Financing	81,327	81,561	96,934	95,917	99,509	95,606	104,226

FTE BY EMPLOYMENT TYPE:							
FULL TIME	293.3	316.6	363.8	365.5	375.5	365.5	378.5
PART-TIME, SEASONAL, LABOR SER	18.1	17.4	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	1.1	0.6	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	312.5	334.6	363.8	365.5	375.5	365.5	378.5

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2000-01 Biennial Budget

BUDGET ACTIVITY: Probation and Supervised Release
PROGRAM: Community Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The probation, parole and supervised release activity exists to provide direct correctional field services in the 56 counties that are not organized under the Community Corrections Act. The unit provides adult felon services in all 56 counties and in 26 of these counties the unit also provides adult misdemeanor and juvenile services. These services include the supervision of offenders and investigation services for the courts and the department's Hearings and Release Unit. In these 56 counties, corrections agents supervise monthly caseloads of approximately 15,000 adult and juvenile offenders as of 7-1-98. Over 90% of these offenders are on court-ordered probation, with the remainder on parole or supervised release.

STRATEGIES AND PERFORMANCE:

The main goal of this activity is to assure the safety of the public through the supervision of offenders in the community and through the provision of reports to the courts. Offenders appropriately placed on probation are able to be employed and provide for themselves and their families as well as to repay victims through restitution and community work service. Following are measures of the workload and outcomes of supervision for F.Y. 1998.

Felony Workload Statistics:

- State corrections agents supervised over 9,000 adult felon offenders in the 56 counties not in the Community Corrections Act.
- Average caseload per agent was 98 offenders.
- Average workload per agent was 164 points versus a standard of 156 points.
- Agents completed nearly 2,000 presentence investigations and nearly 700 presentence investigations were completed by contract.

Juvenile and Misdemeanor Workload Statistics:

- State corrections agents supervised nearly 2,300 juveniles and over 2,500 adult misdemeanants in 26 counties that contract with the state for these services.
- Average monthly workload for these agents was 123 versus a standard of 121 points.

Outcome Measures:

- Nearly \$1.2 million in restitution was collected from these offenders, plus another \$720,000 in fines and court costs.
- These offenders completed over 26,000 hours of community work service.
- The average cost of supervision per offender per day was \$2.05.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$18,498	83%	\$20,466	85%
Non-Salary	<u>3,704</u>	<u>17%</u>	<u>3,657</u>	<u>15%</u>
Total	\$22,202	100%	\$24,123	100%

Revenue: This activity generates non-dedicated revenue from county reimbursement for juvenile probation and parole services provided by the state to contracting counties. The dedicated special revenue consists of domestic abuse assessments collected from offenders.

Prior Major Funding Initiatives: Over the last 2 biennia, the caseload/workload reduction initiative has provided funding for an additional 40 corrections agents along with improving the overall technology of the unit.

BUDGET ISSUES:

Probation caseloads continue to rise along with ever increasing demands from the courts and legislature. The overall base level budget needs to be supported and structural problems addressed to avoid a reduction in the services provided to courts and the amount of supervision available for offenders.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: PROBATION & SUPERVISED RELEASE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	7,803	8,727	9,771	10,097	10,247	10,369	10,636	2,385	12.9%
OPERATING EXPENSES	1,883	1,679	2,004	1,827	1,827	1,830	1,830	(26)	-.7%
SUBTOTAL STATE OPERATIONS	9,686	10,406	11,775	11,924	12,074	12,199	12,466	2,359	10.6%
LOCAL ASSISTANCE	3	21	0	0	0	0	0	(21)	-100.0%
Total Expenditures	9,689	10,427	11,775	11,924	12,074	12,199	12,466	2,338	10.5%

CHANGE ITEMS:	FUND				
(B) PROBATION AND SUPERVISED RELEASE SERVICE	GEN			150	267
Total Change Items				150	267

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	9,689	10,421	11,755	11,914	12,064	12,189	12,456
STATUTORY APPROPRIATIONS:							
GENERAL	0	0	10	0	0	0	0
SPECIAL REVENUE	0	6	10	10	10	10	10
Total Financing	9,689	10,427	11,775	11,924	12,074	12,199	12,466

REVENUE COLLECTED:							
DEDICATED							
GENERAL	0	0	10	0	0	0	0
SPECIAL REVENUE	0	9	10	10	10	10	10
NONDEDICATED							
CAMBRIDGE DEPOSIT FUND	1,733	1,798	1,900	1,900	1,900	1,900	1,900
Total Revenues Collected	1,733	1,807	1,920	1,910	1,910	1,910	1,910

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: PROBATION & SUPERVISED RELEASE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
FTE BY EMPLOYMENT TYPE:							
FULL TIME	162.5	177.8	208.5	210.1	210.1	210.1	210.1
PART-TIME, SEASONAL, LABOR SER	10.3	10.1	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.1	0.0	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	172.9	187.9	208.5	210.1	210.1	210.1	210.1

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Probation and Supervised Release

ITEM TITLE: Probation and Supervised Release Services

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$150	\$267	\$267	\$267
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$150,000 the first year and \$267,000 the second year to continue support for 2.5 FTE agent positions in F.Y. 2000 and 4.5 FTE agents in F.Y. 2001 providing probation and supervised release services.

RATIONALE:

Probation caseloads and activities continue to increase statewide. The cost of maintaining these caseloads is also increasing. Over the past 2 biennia caseload/workload reduction funds have been made available to hire new probation agents to address the increased number of offenders on probation. During this time period the costs of maintaining those caseloads not funded with caseload/workload reduction funds has continued to increase. This change item will be used to assure that all probation caseloads are supported at a level that will ensure current services to the district court and surveillance to offenders. These funds will support staffing at the current level which is critical to providing these services and surveillance.

FINANCING:

This funding will be used to supplement the current base budget. The totals are as follows:

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Salary	\$ 92,000	\$209,000
Travel	35,000	35,000
Other operations	<u>23,000</u>	<u>23,000</u>
TOTAL	\$150,000	\$267,000

This recommendation will increase the base budget from \$11,380,000 to \$11,530,000 the first year and \$11,647,000 the second year of the biennium.

OUTCOMES:

The major outcome of this recommendation will be to allow Probation and Supervised Release to continue to provide services to the courts and supervision to offenders at a constant level. Without this funding, these services would have to be reduced, which would impact public safety through fewer offender contacts. The results of this could be that there would be more offenders sent to prison, which would cost significantly more than the funding that is being recommended here.

2000-01 Biennial Budget

BUDGET ACTIVITY: Special Supervision
PROGRAM: Community Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

Special Supervision provides Intensive Community Supervision (ICS), Intensive Supervised Release (ISR) and Phases II and III of the Challenge Incarceration Program (CIP).

The program is voluntary and is designed for eligible offenders not deemed a risk to the public. It specifically excludes all offenders whose crimes include personal injury or death. Offenders meeting the criteria are eligible when they are within 48 months or less from their supervised release date.

The program has the following goals:

- To punish and hold the offender accountable.
- To protect the safety of the public.
- To treat offenders who are chemically dependent.
- To prepare the offender for successful reintegration into society.
- To save prison beds.

STRATEGIES AND PERFORMANCE:

Public safety and offender accountability are achieved by intensive supervision on small caseloads throughout the state by:

- Three face-to-face contacts per week.
- Mandatory electronic monitoring.
- Daily reporting to agent/reporting center.
- Daily curfew and schedules.

- Random urinalysis and alcohol tests.
- Mandatory restitution.
- Twenty-four hour supervision coverage per day, 7 days per week, 365 days per year.

Performance outcomes:

- Less than 2% of offenders supervised each quarter are charged with new felonies or gross misdemeanors.
- ICS and CIP are prison diversion programs which saves prison beds. For example, in F.Y. 1998, 49,041 bed days were saved.
- Daily cost of program (ICS, ISR & CIP) was \$19.25 per day for F.Y. 1998.
- The percentage of successful program completion for CIP is currently 79% - highest of the Special Supervision programs.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$2,533	42%	\$2,667	43%
Non-Salary	866	15%	940	15%
Grants	<u>2,608</u>	<u>43%</u>	<u>2,608</u>	<u>42%</u>
Total	\$6,007	100%	\$6,215	100%

Grants: Local assistance consists of grants to counties for intensive community supervision programming.

BUDGET ISSUES:

The overall budget at its base level needs to be supported to maintain current levels of supervision.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: SPECIAL SUPERVISION

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	1,090	1,236	1,297	1,314	1,498	1,353	1,721	686	27.1%
OPERATING EXPENSES	416	368	476	470	536	470	602	294	34.8%
SUBTOTAL STATE OPERATIONS	1,506	1,604	1,773	1,784	2,034	1,823	2,323	980	29.0%
PAYMENTS TO INDIVIDUALS	17	22	0	0	0	0	0	(22)	-100.0%
LOCAL ASSISTANCE	1,423	1,285	1,323	1,304	1,554	1,304	1,804	750	28.8%
Total Expenditures	2,946	2,911	3,096	3,088	3,588	3,127	4,127	1,708	28.4%

CHANGE ITEMS:	FUND				
(B) INCREASE INTENSIVE COMMUNITY SUPERVISION	GEN			500	1,000
Total Change Items				500	1,000

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	2,891	2,911	3,069	3,088	3,588	3,127	4,127
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	55	0	27	0	0	0	0
Total Financing	2,946	2,911	3,096	3,088	3,588	3,127	4,127

FTE BY EMPLOYMENT TYPE:							
FULL TIME	20.8	21.5	25.3	24.8	27.8	24.8	30.8
PART-TIME, SEASONAL, LABOR SER	1.0	1.8	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.5	0.5	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	22.3	23.8	25.3	24.8	27.8	24.8	30.8

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Special Supervision

ITEM TITLE: Increase Intensive Community Supervision

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$250	\$500	\$500	\$500
- Grants	\$250	\$500	\$500	\$500
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$500,000 the first year and \$1,000,000 the second year of the biennium for the Intensive Community Supervision program to add agents to the Arrowhead Region, to increase the number of agents in the current grant counties and to add agents for the counties served by the state.

RATIONALE:

The Intensive Community Supervision (ICS) activity places selected offenders under strict control and surveillance in the community. It has 2 main components: Intensive Community Supervision (ICS) and Intensive Supervised Release (ISR). ICS is designed for low-risk offenders committed to the commissioner of corrections selected to serve part of their sentence under a highly restrictive community supervision plan (county supervision). ISR provides intensive surveillance and supervision of offenders who have served their entire term of imprisonment as required by law, are on supervised release status and are identified

by the department as higher risks to public safety (state supervision).

County grant expansion is necessary to ensure that intensive supervision is available statewide. The Arrowhead Region has never had intensive supervision, and the other grant counties have not had an increase in funding since these programs were initiated by the legislature.

The department expansion is necessary to ensure that intensive supervision is available statewide and meets offender population growth.

This increase will fund about 6.0 agent positions the first year (3.0 county/3.0 state) and about 12.0 agent positions the second year of the biennium (6.0 county/6.0 state).

FINANCING:

M.S. 244.13 requires that at least one-half of the money appropriated for intensive community supervision/intensive supervised release program be used for Community Corrections Act counties. All of the grant counties are Community Corrections Act counties. This request will increase the base budget for grant counties from \$1,314,000 in F.Y. 1999 to \$1,564,000 in F.Y. 2000 and \$1,814,000 in F.Y. 2001. The base budget for the state operation will increase from \$1,059,384 in F.Y. 1999 to \$1,309,384 for F.Y. 2000 and to \$1,559,384 for F.Y. 2001.

OUTCOMES:

All level 3 sex offenders released in Minnesota will be under intensive supervision. All offenders classified as a risk to the public in outstate Minnesota will be under intensive supervision as will the vast majority of public risk offenders in the metro area. Public safety and dangerous offender accountability will be maximized.

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2000-01 Biennial Budget

BUDGET ACTIVITY: Community Corrections Act
PROGRAM: Community Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Community Corrections Act (CCA) authorizes the commissioner of corrections to provide subsidy grants to counties so that 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 CCA. 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, judiciary, 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.

STRATEGIES AND PERFORMANCE:

The main goal of this activity is to provide funding to those counties participating in the Community Corrections Act so that they can assure the safety of the public through the supervision of offenders in the community.

The subsidy formula is specified in M.S. 401.10. It includes factors that reflect both the correctional needs of the county and the counties' financial resources available to meet those needs. The formula replaced the county-based measures of community corrections workload and ability to pay with the following factors and methodology: population aged 10 to 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 filed; 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 under this formula.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Grants	\$ 83,234	100%	\$86,896	100%

Grants to CCA counties consists of CCA formula grants, adult felon grants, caseload reduction grants, and juvenile residential treatment grants.

Over the past 2 biennia, major funding increases to this activity have come from the caseload/workload reduction initiative. Through this initiative, the CCA counties have been able to employ an additional 162 corrections agents, and 37 support staff along with improving the overall technology needs of staff.

BUDGET ISSUES:

The base level of funding is essential to the counties to maintain their current correctional services in their communities. This budget includes the CCA portion (20%) of the annualization for juvenile residential treatment grants to counties.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: COMM CORR ACT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>EXPENDITURES BY CATEGORY:</u>									
LOCAL ASSISTANCE	38,258	40,412	42,822	43,448	43,948	43,448	44,448	5,162	6.2%
Total Expenditures	38,258	40,412	42,822	43,448	43,948	43,448	44,448	5,162	6.2%
<u>CHANGE ITEMS:</u>									
(B) COMMUNITY CORRECTIONS ACT INVESTMENT	FUND GEN				500		1,000		
Total Change Items					500		1,000		
<u>FINANCING BY FUND:</u>									
<u>DIRECT APPROPRIATIONS:</u>									
GENERAL	38,258	40,412	42,822	43,448	43,948	43,448	44,448		
Total Financing	38,258	40,412	42,822	43,448	43,948	43,448	44,448		

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Community Corrections Act

ITEM TITLE: Community Corrections Act Investment

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y.2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$500	\$1,000	\$1,000	\$1,000
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$500,000 the first year and \$1,000,000 the second year to increase the Community Corrections Act (CCA) subsidy to assist CCA counties in funding local programming for offenders. Local correctional alternatives are necessary in order to control the demand for more costly state correctional facility beds.

RATIONALE:

The Community Corrections Act allows the commissioner of corrections to provide subsidy grants to counties so that they may provide a comprehensive array of correctional services to enhance public safety within their respective communities. Participation in this program is a county option. Some of these services include: crime prevention, diversion programs, probation, supervised release, restorative justice programs, and community corrections centers. Participating counties plan and administer a wide variety of correctional programs to service offenders in their respective jurisdictions. Most have developed new and innovative programs in

order to provide better surveillance, supervision and programming aimed at improving public safety. Most CCA jurisdictions have found that the need for programs has increased dramatically in proportion to the number of offenders to be served. Virtually all jurisdictions have increased their spending at a rate that has exceeded the increase of funding provided by the state. By increasing the subsidy provided by the state, CCA jurisdictions will be better able to maintain and expand existing services and introduce new and innovative programs to deal with the demands of higher caseloads at the local level. This increased level of supervision and programming will assist in the prevention of recidivism, improve public safety, and reduce the reliance on limited prison beds.

If this need is not addressed it will mean fewer services provided to the courts, to the offenders, and to the public as a whole for services such as diversion, prevention, and the restorative justice movement.

FINANCING:

This funding will be used to supplement the current base budget for the CCA subsidy which is \$31,647,000 in F.Y. 1999. The new base funding for the Community Corrections Act subsidy with these increases will be \$32,147,000 in F.Y. 2000 and \$32,647,000 in F.Y. 2001.

OUTCOMES:

The major outcome of this recommendation will be to allow the expansion of existing successful programs and the creation of new innovative programs that will divert more offenders from commitment to the commissioner. This will reduce the reliance on additional prison beds, delaying and possibly reducing the enormous costs of construction and operation of new prisons.

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2000-01 Biennial Budget

BUDGET ACTIVITY: Community Corrections Alternatives
PROGRAM: Community Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Community Correctional Alternatives activity funds services which will 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. Community programs provide low-cost alternatives to incarceration in institutions.

The Alternative Programs Unit contracts for residential and non-residential services throughout the state for offenders who are on supervised release. Residential services provide housing, referrals to appropriate social agencies, monitoring of employment/treatment progress, and encouragement and counseling to offenders to make positive changes in their lives. Nonresidential programs provide job-seeking skills, assistance in job placement, housing assistance, parenting classes, cognitive skills classes, lifetime skills classes, testing for alcohol and drug use, employment and treatment monitoring, and 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 and includes intensive supervision, structured living, and assistance with reintegration into the community. Offenders may receive practical work experience, vocational assistance and chemical dependency/alcohol treatment.

Grants are administered by the Alternative Programs Unit for intensive driving while intoxicated programs, productive day programs, remote electronic alcohol monitoring programs, juvenile restitution programs, continuum of care programs, intensive juvenile monitoring programs, and the gang intervention projects. This office also administers the statewide Extended Jurisdiction Juvenile partnership program subsidy.

STRATEGIES AND PERFORMANCE:

- In F.Y. 1998, these Ancillary Services to enhance supervision provided for an average daily residential population of 48 and a non-residential population of

100; 98% participated without a felony.

- In F.Y. 1998, Work Release had an average daily population of 199 with 98% participating without a felony and 60% with successful completion.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 1,071	4%	\$ 1,132	4%
Non-Salary	11,138	36%	10,890	38%
Grants	<u>18,349</u>	<u>60%</u>	<u>16,488</u>	<u>58%</u>
Total	\$30,558	100%	\$28,510	100%

Grants: Grants are administered by the Alternative Programs Unit for intensive DWI programs, productive day programs, remote electronic alcohol monitoring programs, juvenile restitution programs, judicial districts programs, gang intervention, a school-based probation pilot program, community and regional corrections centers, violent offender incarceration construction, continuum of care programs, and intensive juvenile monitoring programs. This office also administers the statewide Extended Jurisdiction Juvenile (EJJ) partnership program subsidy.

Revenue: Dedicated agency funds reflect inmate banking activity for participants in the work release program.

BUDGET ISSUES:

The overall base budget is essential to maintain offender services in the community.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: COMMUNITY CORRECTIONS ALTERNAT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	511	529	542	558	558	574	574	61	5.7%
OPERATING EXPENSES	3,454	4,096	5,553	4,953	5,703	4,963	5,813	1,867	19.3%
SUBTOTAL STATE OPERATIONS	3,965	4,625	6,095	5,511	6,261	5,537	6,387	1,928	18.0%
PAYMENTS TO INDIVIDUALS	813	1,002	487	487	559	487	558	(372)	-25.0%
LOCAL ASSISTANCE	10,211	5,976	12,373	8,619	6,839	7,869	6,089	(5,421)	-29.5%
Total Expenditures	14,989	11,603	18,955	14,617	13,659	13,893	13,034	(3,865)	-12.6%

CHANGE ITEMS:	FUND				
(B) ELIMINATE JUDICIAL DISTRICT GRANTS	GEN			(700)	(700)
(B) ELIMINATE PRODUCTIVE DAY GRANTS	GEN			(1,080)	(1,080)
(B) EMERGENCY HOUSING INITIATIVE	GEN			50	50
(B) INCREASE BED CAPACITY--WORK RELEASE	AGN			72	71
(B) INCREASE BED CAPACITY--WORK RELEASE	GEN			700	800
Total Change Items				(958)	(859)

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	14,641	10,572	17,458	13,377	12,347	13,403	12,473
SPECIAL REVENUE	0	0	0	90	90	90	90
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	0	170	347	0	0	0	0
FEDERAL	26	403	750	750	750	0	0
AGENCY	322	458	400	400	472	400	471
Total Financing	14,989	11,603	18,955	14,617	13,659	13,893	13,034

REVENUE COLLECTED:					

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
 Program: COMMUNITY SERVICES
 Activity: COMMUNITY CORRECTIONS ALTERNAT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
DEDICATED							
FEDERAL	26	403	0	0	0	0	0
AGENCY	355	441	400	400	472	400	471
Total Revenues Collected	381	844	400	400	472	400	471
FTE BY EMPLOYMENT TYPE:							
FULL TIME	9.9	9.9	10.0	10.0	10.0	10.0	10.0
PART-TIME, SEASONAL, LABOR SER	0.0	0.1	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	9.9	10.0	10.0	10.0	10.0	10.0	10.0

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Alternative Programs

ITEM TITLE: Eliminate Judicial District Grants

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$-0-	\$-0-	\$-0-	\$-0-
- Grants	\$(700)	\$(700)	\$(700)	\$(700)
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that funding for grants to judicial districts for the implementation of special projects be eliminated from the base budget of the agency for a biennial savings of \$1,400,000. This grant program, which was initiated in the current biennium, was for innovative projects to improve the administration of justice, which may include drug courts, night courts, community courts, family courts, and projects emphasizing coordination of justice system resources in the resolution of cases.

RATIONALE:

The base reductions recommended by the Governor reflect his firmly held views that government should only do what is critical and important and that not everything the state currently does meets that test. Therefore, current spending must be continuously evaluated and lower priority spending eliminated whenever possible. Within the limited time available, only a limited number of reductions have been identified. However, these reductions should be taken as indicative of

how the budget will be approached in the future.

Some of the criteria applied in identifying these spending reductions are:

- Not every idea has to be financed with added money.
- Lower priority expenditures should be eliminated.
- Expenditures should reflect a proper role of government.
- Eliminate narrow interests that only benefit a few at the expense of many.
- Eliminate expenditures that duplicate the efforts of others.
- Eliminate expenditures that shift user costs to the general taxpayer.

This newly created program provided funding through the Department of Corrections to develop and implement innovative programs in judicial districts. To the extent that these programs are successful and cost effective, the courts and judicial districts may choose to fund them within existing resources of the judicial system.

FINANCING:

This change item will reduce the base budget of the Alternative Program unit by \$700,000 in both F.Y. 2000 and F.Y. 2001.

OUTCOMES:

The Department of Corrections will focus its efforts on correctional programming. Decisions on special programs in the judicial districts should rest with the courts and be considered in the context of the total judicial system and its resources.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Alternative Programs

ITEM TITLE: Eliminate Productive Day Grants

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$-0-	\$-0-	\$-0-	\$-0-
- Grants	\$(1,080)	\$(1,080)	\$(1,080)	\$(1,080)
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes X No ___

If yes, statutes(s) affected: M.S. 241.275

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the Productive Day Grants program be eliminated from the base budget of the agency for a biennial savings of \$2,160,000. This relatively new program, which is limited to a few selected counties, provides services to sentenced offenders in local correctional facilities in order to motivate them to develop basic life and work skills through training and education. Grant funds were appropriated by the state to initiate this program. These counties could continue to provide these services with local funding to the extent they find them to be an efficient and effective part of their local correctional services.

RATIONALE:

The base reductions recommended by the Governor reflect his firmly held views that government should only do what is critical and important and that not everything the state currently does meets that test. Therefore, current spending must be continuously evaluated and lower priority spending eliminated whenever possible. Within the limited time available, only a limited number of reductions

have been identified. However, these reductions should be taken as indicative of how the budget will be approached in the future.

Some of the criteria applied in identifying these spending reductions are:

- Not every idea has to be financed with added money.
- Lower priority expenditures should be eliminated.
- Expenditures should reflect a proper role of government.
- Eliminate narrow interests that only benefit a few at the expense of many.
- Eliminate expenditures that duplicate the efforts of others.
- Eliminate expenditures that shift user costs to the general taxpayer.

Productive day programs have been authorized in statute for Hennepin, Ramsey, and St. Louis counties. Pilot project funds have been distributed to the Olmstead County and Arrowhead regional areas of the state. Other areas of the state have not directly benefited from the state subsidization of these programs.

FINANCING:

This change item will reduce the base budget of the Alternative Programs unit by \$1,080,000 in both F.Y. 2000 and F.Y. 2001.

OUTCOMES:

State funding can be reallocated for programs that benefit the entire state. Local jurisdictions may still choose to provide these services, to the extent they are a cost-effective use of local resources.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Community Corrections Alternatives

ITEM TITLE: Emergency Housing Initiative

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$50	\$50	\$50	\$50
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that \$50,000 each year be allocated to the Department of Corrections to provide emergency housing assistance to offenders who cannot qualify for public assistance and who put the community at risk when not properly housed in a setting where they can be located and their activities monitored.

RATIONALE:

This change item is requested because new general assistance regulations often require an applicant to have a job before he/she is eligible for housing assistance. This effectively eliminates such help for many offenders and leaves them homeless upon their release from department correctional facilities.

FINANCING:

The department and other corrections agents around the state are giving constant feedback that housing needs of an emergency nature are not limited to sex

offenders. This funding will be used to provide emergency assistance to all offenders who do not qualify for public assistance. The department budgeted a one-time \$50,000 for housing hard-to-place sex offenders in the current biennium.

OUTCOMES:

The funds will allow the department to avoid putting the community at risk when offenders are not properly housed and/or living somewhere where their activities cannot be monitored and where they cannot be located. Adequate housing also provides stability that is crucial in maintaining employment and other aspects of successful adjustment. The desired outcome is an increased percentage of offenders who successfully complete their supervised release.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Community Corrections Alternatives

ITEM TITLE: Increase Bed Capacity - Work Release

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$700	\$800	\$800	\$800
- Agency	\$72	\$71	\$71	\$71
Revenues: (\$000s)				
Agency	\$72	\$71	\$71	\$71

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$700,000 the first year and \$800,000 the second year to increase work release transitional programming for inmates as they return to the community. This will assist the agency in controlling the growing population in its correctional facilities.

RATIONALE:

In order to avoid overcrowding in its correctional facilities, the Department of Corrections must plan to make use of community-based work release to the fullest extent possible consistent with public safety. The Work Release Unit provides, by contract, services for offenders released from state correctional facilities. These services include intensive supervision, structured living, and assistance with reintegration into the community. Offenders may receive practical work experience, educational and vocational assistance, and chemical dependency/alcohol treatment.

FINANCING:

The current base level funding is \$2,887,000, which will maintain a work release average daily population of 192. The cost per day is \$41.19. The \$700,000 in F.Y. 2000 will result in a base of \$3,587,000 and the \$800,000 in F.Y. 2001 will result in a base of \$3,687,000. These increased budgets will maintain an average daily work release population of 225 with a per diem of \$43.56 in F.Y. 2000 and \$44.89 in F.Y. 2001.

Revenue: Inmates on Work Release pay \$7 per day toward their room and board charge while they are working.

OUTCOMES:

This recommendation will help the department avoid overcrowding in its correctional facilities and will provide excellent post-release programming and surveillance in the community at a very modest cost.

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2000-01 Biennial Budget

BUDGET ACTIVITY: Sentencing to Service
PROGRAM: Community Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Sentencing to Service (STS) program created in 1986 provides a very specific sentencing option to the court for non-dangerous offenders to be used in lieu of or in conjunction with jail, as an alternative to paying a fine, or as a condition of the probation. It provides a sanction in the form of work crew activities, which are productive in nature and beneficial to the citizens of the state through the development and management of natural resources.

Counties demonstrate their commitment by paying 50% of the cost of the crew. The state's dollar and leadership assures that a high standard is maintained in the training of crew leaders and in the statewide policy and procedures, which protect the offender and the state.

The Institution Community Work Crew (ICWC), which began in January 1996, provides supervised community work crews for select minimum security inmates at the end of their institutional stay. Inmates pay restitution and gate money from their earnings. 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 practices, policies and programs which focus on repairing the harm of crime and strengthening communities in all jurisdictions around the state.

STRATEGIES AND PERFORMANCE:

- The activity levels of the STS program have expanded each year:
- This program provides a cost effective sanction for non-dangerous offenders which saves some jail construction costs.
 - The community benefits from the work projects completed by the offenders.
 - Fines which might otherwise never be paid are worked off.
 - The program provides accountability for juveniles who remain in the community.

ICWC program:

- Provides jobs for the offenders.
- Provides structured experience for offenders for their return to the community.
- Benefits the community from the work projects completed by the offenders.

The Affordable House Building Program was initially funded by the 1998 legislature and is just getting started. It is anticipated that:

- Up to 25 houses can be built each year by the existing funding to provide the opportunity for low income families to own houses.
- Inmates will be trained in construction skills improving their chances of employment upon release of prison.

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. While change in the criminal justice process is noticeable, the experience is insufficient to devise standardized measurement systems to assess the impact.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 6,672	59%	\$ 7,467	68%
Non-Salary	3,681	33%	3,564	32%
Grants	<u>850</u>	<u>8%</u>	<u>-0-</u>	<u>-0-%</u>
Total	\$11,203	100%	\$11,031	100%

Grants: Local assistance consists of one-time restorative justice grants and one-time grants for the community work crew house construction project.

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. Also, this activity generates federal revenue from the receipt of a grant for restorative justice programming.

BUDGET ISSUES:

The overall base level of funding is essential to maintain these community services.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: SENTENCING TO SERVICE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	2,953	3,064	3,608	3,689	4,121	3,778	4,245	1,694	25.4%
OPERATING EXPENSES	1,933	1,789	1,892	1,782	2,115	1,782	2,173	607	16.5%
SUBTOTAL STATE OPERATIONS	4,886	4,853	5,500	5,471	6,236	5,560	6,418	2,301	22.2%
LOCAL ASSISTANCE	19	0	850	0	0	0	0	(850)	-100.0%
Total Expenditures	4,905	4,853	6,350	5,471	6,236	5,560	6,418	1,451	13.0%

CHANGE ITEMS:	FUND						
(B) SENTENCING TO SERVICE PROGRAM	GEN				465		529
(B) SENTENCING TO SERVICE PROGRAM	SR				300		329
Total Change Items					765		858

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	3,643	3,268	4,250	3,519	3,984	3,582	4,111
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	1,261	1,534	1,982	1,904	2,204	1,930	2,259
FEDERAL	0	51	73	48	48	48	48
GIFT	1	0	45	0	0	0	0
Total Financing	4,905	4,853	6,350	5,471	6,236	5,560	6,418

REVENUE COLLECTED:							
DEDICATED							
SPECIAL REVENUE	1,202	2,054	987	1,762	2,062	1,762	2,091
FEDERAL	0	52	72	48	48	48	48
GIFT	1	45	0	0	0	0	0

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: SENTENCING TO SERVICE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected	1,203	2,151	1,059	1,810	2,110	1,810	2,139
FTE BY EMPLOYMENT TYPE:							
FULL TIME	65.0	66.8	75.3	75.3	82.3	75.3	82.3
PART-TIME, SEASONAL, LABOR SER	4.9	4.1	0.0	0.0	0.0	0.0	0.0
OVERTIME PAY	0.5	0.1	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	70.4	71.0	75.3	75.3	82.3	75.3	82.3

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Sentencing to Service

ITEM TITLE: Sentencing to Service Program

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$465	\$529	\$529	\$529
Special Revenue				
- State Operations	\$300	\$329	\$329	\$329
Revenues: (\$000s)				
Special Revenue	\$300	\$329	\$329	\$329

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$400,000 in the first year and \$464,000 in the second year from the General Fund to support 13 crews in the Sentencing to Service (STS) program to help meet the needs of a number of counties around the state that are struggling with high jail populations or need appropriate programming sanctions for juveniles. The Governor also recommends \$65,000 each year to support a permanent position to coordinate the Affordable Housing Project under this program.

RATIONALE:

The STS program began in 1986. It has had a tremendous impact on jail populations statewide. The cost of the crews has been funded 50/50 between the state and the county. In recent years the juvenile population has expanded while cost effective juvenile sanctions have remained limited. This program affects jail

bed needs for adults and provides a cost efficient sanction for juveniles. Currently 75 of the 87 counties have STS programs. Two counties have similar non-state funded programs. At no time has the state been able to meet all the requests by counties to fund their programs. In some instances, the state has subcontracted with local units of government to fund 100% of the costs of a program while the state provided management direction. In addition to the impact on jail populations, the program has been recognized as a very appropriate sanction for select offender populations. Communities also benefit from the improvement projects that are completed under this program.

To successfully manage the low income housing program initiated by the 1998 legislature, it is essential to have a coordinator to oversee this project.

FINANCING:

Funding of \$465,000 in F.Y. 2000 and \$529,000 in F.Y. 2001 will support 13 crew programs around the state, including 6 added crews, and permanently fund the housing coordinator position. The base budget in F.Y. 1999 is \$3,284,488, and with this recommendation the base budget for F.Y. 2000 would be \$3,749,488 and \$3,813,488 in F.Y. 2001.

The additional state funding recommended for this program is estimated to generate \$629,000 over the biennium in dedicated receipts from the participating counties, which will be used as partial funding for the work crews.

Currently the housing coordinator position is filled by a mobility assignment. Permanent funding for salary and support costs are essential to this project.

OUTCOMES:

The STS program provides an alternative for the courts that puts selected non-violent offenders to work on community improvement projects. This saves jail beds and provides a service to the community. These projects are ones that would not get done without this program. Given the increasing offender population, this program benefits the offenders, the communities and the citizens of the state.

The housing coordinator will manage contracts, the revolving fund, keep crews filled and troubleshoot related problems encountered with the project.

2000-01 Biennial Budget

BUDGET ACTIVITY: Facilities Planning and Inspection
PROGRAM: Community Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The responsibilities of the Facilities Planning and Inspection activity are designed to ensure that conditions of confinement and the security of persons detained or incarcerated in facilities inspected or certified by the Facilities Planning and Inspection Unit meet basic safety, health and constitutional standards while ensuring protection of the public. This activity is responsible for ensuring that juvenile detention services subsidy programs funded through state and/or federal appropriations are carried out in a manner consistent with Minnesota statute and federal grant award requirements. The Facilities Planning and Inspection Unit also provides a staff person to coordinate children’s mental health initiative activity of the Department of Corrections.

STRATEGIES AND PERFORMANCE:

- Inspect, audit, and license approximately 290 secure and non-secure correctional facilities on a statewide basis.
- Develop and enforce standards for correctional facilities in accordance with legislative directives and the administrative rule making process.
- Maintain and analyze statistical data on admissions to adult local secure detention facilities and juveniles placed in out-of-state facilities.
- Act as a clearinghouse in accordance with Minnesota statutory requirements for the review and approval of remodeling, renovation or new construction plans and documents related to facilities inspected and licensed by the Department of Corrections.
- Ensure that attendants utilized in 24-hour and 8-day temporary holdover facilities have been trained in a manner consistent with Department of Corrections attendant training requirements.
- Monitor the detention of juveniles in local adult facilities and facilities receiving juvenile detention services subsidy program funding to ensure compliance with Juvenile Justice Delinquency Prevention Act requirements for jail removal and compliance with established criteria for subsidy reimbursement.
- Provide training and technical assistance to local officials.

- Coordinate the certification of all facilities outside the state of Minnesota providing residential services to pre-adjudicated delinquents, adjudicated delinquents, and extended jurisdiction juveniles.
- Coordinate the investigation of complaints and serious incidents in facilities.
- Establish and administer grant award policies and procedures in a manner consistent with Minnesota statutes and/or federal guidelines.
- Join with Departments of Human Services, Health and Education, Children & Families in providing assistance to others in the establishment of children’s mental health collaboratives.
- Conduct security audits of state prison facilities and secure state juvenile facilities.
- Better assure that the core values of the Comprehensive Children’s Mental Health Act are met.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$1,673	37%	\$1,885	41%
Non-Salary	382	9%	354	7%
Grants	<u>2,453</u>	<u>54%</u>	<u>2,400</u>	<u>52%</u>
Total	\$4,508	100%	\$4,639	100%

Grants: Local assistance is given via juvenile detention subsidies.

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.

BUDGET ISSUES:

Base level funding is essential for this activity to maintain its current level of service in the many areas for which it is responsible.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: FACILITIES PLANNING & INSPECTI

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	732	797	876	935	935	950	950	212	12.7%
OPERATING EXPENSES	236	200	182	201	201	153	153	(28)	-7.3%
SUBTOTAL STATE OPERATIONS	968	997	1,058	1,136	1,136	1,103	1,103	184	9.0%
LOCAL ASSISTANCE	1,210	1,168	1,285	1,200	1,200	1,200	1,200	(53)	-2.2%
Total Expenditures	2,178	2,165	2,343	2,336	2,336	2,303	2,303	131	2.9%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	2,109	2,050	2,261	2,203	2,203	2,229	2,229		
STATUTORY APPROPRIATIONS:									
GENERAL	46	34	36	36	36	37	37		
SPECIAL REVENUE	23	81	46	97	97	37	37		
Total Financing	2,178	2,165	2,343	2,336	2,336	2,303	2,303		

REVENUE COLLECTED:									
DEDICATED									
GENERAL	35	35	35	35	35	35	35		
SPECIAL REVENUE	88	22	104	24	24	109	109		
Total Revenues Collected	123	57	139	59	59	144	144		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	14.3	15.1	15.7	16.3	16.3	16.3	16.3		
Total Full-Time Equivalent	14.3	15.1	15.7	16.3	16.3	16.3	16.3		

2000-01 Biennial Budget

BUDGET ACTIVITY: Community Services Support
PROGRAM: Community Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Community Services Support Unit is responsible for the following:

- Administers county probation officer reimbursement funds for the 56 counties that are not in the Community Corrections Act (CCA). Reimbursement is up to 50% of the costs of county probation officers salaries.
- The interstate compact, which is a reciprocal agreement between all states for the movement and supervision of probationers and parolees as well as the administration of detainers and return of runaway youth.
- Administers funds to reimburse local corrections departments for the completion of bail evaluations.
- Provides adult felony caseload/workload reduction funding to court service's staff statewide to hire more probation officers, increase the use of technology, contract with local resources, and expand prevention and diversion programs. F.Y. 1998-99 funding added approximately 75 new probation officers in Minnesota.
- Administers adult felony caseload reduction funds distributed to CCA counties to reduce the adult felony caseload by adding probation officers.
- Administers funding for sex offender/chemical dependency treatment grants, assessment reimbursements, transition into the community, an evaluation project and the community notification program.
- Planning for female offenders provides leadership and direction for an appropriate range of services for adult female offenders in the community.
- Community preservation is a new initiative that came from involving the communities most impacted by crime, violence and victimization. In Minnesota those communities are generally communities of color. Efforts are

underway to build partnerships through development of outreach, education, public awareness, and mobilization models designed to ensure access to department resources and ongoing participation by communities.

STRATEGIES AND PERFORMANCE:

The main goal of this activity is to provide funding and support for a broad range of correctional services in the community. Objectives of these services are to protect the public, to control criminal behavior of offenders, and to assist offenders in the development of skills necessary to function in the community. This activity is dedicated to the maintenance of existing effective programs and the development of new programs to accomplish the objectives.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 2,861	14%	\$ 3,113	10%
Non-Salary	3,188	15%	2,490	8%
Grants	<u>14,734</u>	<u>71%</u>	<u>24,506</u>	<u>82%</u>
Total	\$20,783	100%	\$30,109	100%

Grants: Local assistance is given via county probation reimbursement, adult women programming grants, caseload reduction grants and sex offender treatment grants.

Revenue: This activity collects dedicated revenue in the form of a federally funded substance abuse treatment grant.

BUDGET ISSUES:

Overall base level funding is essential to maintain the effective services provided by this activity. This budget includes the non-CCA portion (80%) of the annualization for juvenile residential treatment grants to counties.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: COMMUNITY SERVICES
Activity: COMMUNITY SERVICES SUPPORT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	1,049	1,392	1,469	1,535	1,535	1,578	1,578	252	8.8%
OPERATING EXPENSES	1,663	1,907	1,281	1,205	3,540	1,205	7,075	7,427	233.0%
SUBTOTAL STATE OPERATIONS	2,712	3,299	2,750	2,740	5,075	2,783	8,653	7,679	126.9%
LOCAL ASSISTANCE	5,650	5,891	8,843	12,293	12,593	12,293	12,777	10,636	72.2%
Total Expenditures	8,362	9,190	11,593	15,033	17,668	15,076	21,430	18,315	88.1%

CHANGE ITEMS:	FUND						
(B) STATEWIDE PROBATION CASELOAD REDUCTION	GEN				2,135		5,670
(B) COUNTY PROBATION OFFICER REIMBURSEMENT	GEN				250		434
(B) PROGRAMMING FOR ADULT FEMALE OFFENDERS	GEN				200		200
(B) SEX OFFENDER TRANSITION PROGRAMMING	GEN				50		50
Total Change Items					2,635		6,354

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	8,354	9,181	11,494	14,921	17,556	14,963	21,317
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	8	9	12	0	0	0	0
FEDERAL	0	0	87	112	112	113	113
Total Financing	8,362	9,190	11,593	15,033	17,668	15,076	21,430

REVENUE COLLECTED:							
DEDICATED							
SPECIAL REVENUE	1	1	0	0	0	0	0
FEDERAL	0	0	194	258	258	261	261

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
 Program: COMMUNITY SERVICES
 Activity: COMMUNITY SERVICES SUPPORT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected	1	1	194	258	258	261	261
FTE BY EMPLOYMENT TYPE:							
FULL TIME	20.8	25.5	29.0	29.0	29.0	29.0	29.0
PART-TIME, SEASONAL, LABOR SER	1.9	1.3	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	22.7	26.8	29.0	29.0	29.0	29.0	29.0

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Community Services Support

ITEM TITLE: Statewide Probation Caseload/Workload Reduction

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$2,135	\$5,670	\$5,670	\$5,670
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$2,135,000 the first year and \$5,670,000 the second year to continue the Probation Caseload/Workload Reduction effort that was begun in F.Y. 1996. This increase will contribute toward the goals of that process.

RATIONALE:

Probation officers are the "eyes and ears" of the district courts. Under the authority of either the courts or the Department of Corrections, probation officers primarily conduct investigations and supervise offenders. In addition to these 2 core duties, they also perform other tasks such as electronic monitoring, collecting restitution, victim impact investigation, etc. The duties of a probation officer have increased from approximately 10 separate and distinct activities in the early 1980's to now close to 40 in the late 1990's. Some reasons for these increased duties are: greater use of probation for all ages and all offenses; sentencing guidelines; demand for greater accountability; legislative mandates; increased expectations of the judiciary; and increased involvement in the development and participation in programming.

The original initiative for funding caseload/workload reduction was based on the need for an additional 579 officers to supervise approximately 90,000 offenders on probation and supervised release. After the funding provided during the past 2 biennium, approximately 246.5 probation officers have been added statewide along with additional support staff, technology, diversion and prevention programming. At the same time, the total number of offenders under supervision has increased to 110,000 as of 12-31-97. This recommendation will fund another 29 probation officers in F.Y. 2000 and a total of 78 probation officers in F.Y. 2001, along with the necessary support.

FINANCING:

This funding will be used to supplement the F.Y. 1999 base budget for the probation caseload/workload reduction subsidy which is \$13,282,000. The new base funding for the caseload/workload reduction subsidy with these increases will be \$15,417,000 in F.Y. 2000 and \$18,952,000 in F.Y. 2001.

OUTCOMES:

The major outcome of this recommendation will be to dramatically improve probation officer to offender ratios statewide. This should result in earlier intervention for offenders seeking assistance, faster preparation of reports for courts, which in turn should speed up the judicial process, and earlier interdiction with offenders who demonstrate a tendency to return to criminal activity. This initiative will enhance public safety by allowing agents more time for direct contact with offenders. This will result in fewer commitments to the adult and juvenile institutions of the Department of Corrections without compromising public safety. Citizen satisfaction with the system should improve.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Community Services Support

ITEM TITLE: County Probation Officer Reimbursement

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$250	\$434	\$434	\$434
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes ___ No <u>X</u>				
If yes, statute(s) affected:				
<input type="checkbox"/> New Activity <input checked="" type="checkbox"/> Supplemental Funding <input type="checkbox"/> Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the County Probation Officer Reimbursement budget be increased by \$250,000 the first year and \$434,000 the second year to support the state's 50% share of funding in this salary reimbursement account.

RATIONALE:

M.S. 244.19 states that counties (the 56 counties not in the Community Corrections Act) will be reimbursed at 50% of the salaries for probation officers hired under the Court Probation Act. Probation is the sanction in which the court sentences convicted offenders to complete specific conditions. These conditions include supervision by a probation officer involving surveillance, counseling, or other services offered in the community.

For the first time in many years, this reimbursement dipped to 47% in F.Y. 1998. The projection for F.Y. 1999 will again result in less than 50% reimbursement to counties. This trend will continue and increase into the next biennium. With the

continuing increase in the offender population at the local level, it is necessary to provide sufficient supervision in the community to ensure public safety and to monitor the probationer's progress toward a law-abiding life.

FINANCING:

This funding will be used to support the state/county requirement to fund local probation officer salaries at the 50% level. This is the equivalent of 13.5 positions in F.Y. 2000 and 27.0 positions in F.Y. 2001. The base funding for reimbursement in F.Y. 1999 is \$3,427,000. With these increases the new base for F.Y. 2000 will be \$3,677,000 and will be \$3,861,000 in F.Y. 2001.

OUTCOMES:

The major outcome of this change item will be to allow the department to reimburse counties for 50% of probation officer's salary as required by statute. Without this funding, the counties will need to pick up a higher percentage of these costs or reduce staffing, which would impact public safety through fewer offender contacts. A further result may be that more offenders would be sent to prison, which would cost significantly more than the funding being requested here.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Community Services Support

ITEM TITLE: Programming for Adult Female Offenders in the Community

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$150	\$150	\$150	\$150
- Grants	\$50	\$50	\$50	\$50
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statute(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$200,000 each year to address the programming needs for female offenders in the community and to enhance the alternatives to incarceration for female offenders.

RATIONALE:

Historically, funding provided for the female offender has taken the form of increased bed capacity and improved programming within the female facility at Shakopee. In 1997 the activity of planning for the female offender was transferred to the Community Services Support Unit with the goal of improving the planning and programming for the female offender in the community. This is the first funding cycle since the transfer of this activity and its focus to Community Services.

It is the intent of this initiative to make a major impact on those services for female offenders in the community. This will be accomplished by providing increases in

the funds available to existing programs which provide programming alternatives to incarceration, thus saving very expensive bed space for the most dangerous offenders, and by providing additional funds for the development of new model programs. There has not been an increase in funding in this area since F.Y. 1990. A major emphasis of this expanded activity is to develop evaluation and measurement tools which will enable this unit to establish outcome based measures of success.

FINANCING:

This funding will be used to supplement the current base budget of \$270,000 in F.Y. 1999. The following is an itemized breakdown of the total funding of \$200,000 in F.Y. 2000 and F.Y. 2001:

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Increased funds for Project Re-Connect and Rebound	\$150,000	\$150,000
Model Programming Grants	<u>50,000</u>	<u>50,000</u>
TOTAL	\$200,000	\$200,000

With these increases the new base for both F.Y. 2000 and F.Y. 2001 will be \$470,000 each year.

OUTCOMES:

This request will increase and enhance the services and programs available to the female offender in the community, thus resulting in fewer commitments and revocations to the department's adult female facility. Outcome based measures for success would include reduced recidivism, reduction in child maltreatment reports, increased family reunification, increased sobriety and increased employability.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Corrections, Department of
PROGRAM: Community Services
ACTIVITY: Community Services Support

ITEM TITLE: Sex Offender Transition Programming

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$50	\$50	\$50	\$50
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-
Statutory Change? Yes ___ No <u>X</u>				
If yes, statute(s) affected:				
<input type="checkbox"/> New Activity <input checked="" type="checkbox"/> Supplemental Funding <input type="checkbox"/> Reallocation				

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$50,000 each year for sex offender post-release programming.

RATIONALE:

Programming services for sex offenders released from prison were initiated in the early 1990s. At the time, the department released approximately 250 - 300 sex offenders per year. In 1997 there were over 450 sex offenders released to the community after having served time in prison. Some of these offenders completed treatment programming while in prison, while some did not.

The department has contracted for post-release programming to address the needs of each population. Those offenders who complete treatment are provided with aftercare services. Those who do not complete treatment are provided with weekly groups that provide education and enhanced supervision. An increase in funding will allow the department to continue to contract for services for the increased

number of sex offenders on release. This funding will also be used to assist in funding polygraphs for offenders (with a requirement that offenders provide some co-payment) and will provide treatment programming for offenders on conditional release (mandated by statute).

FINANCING:

The funding will be used by counties and local agencies to provide treatment aftercare, educational groups, and enhanced supervision services to sex offenders released from prison. The funds will be disbursed through the same request for proposal process used in awarding current funding. The current base level of funding is \$262,000 per fiscal year. With the requested budget change, the base level of funding would be \$312,000 for each year of the biennium.

OUTCOMES:

The new funding will increase post-release programming services for sex offenders throughout the state. The expected outcome would be a decrease in recidivism among these sex offenders. This will be measured by the Community Based Sex Offender Program Evaluation Project.

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2000-01 Biennial Budget

PROGRAM: Crime Victim Services
AGENCY: Corrections, Department of

PROGRAM PROFILE:

The Crime Victim Services unit was part of the Department of Corrections through F.Y. 1998. The unit transferred to the Minnesota Center for Crime Victim Services on 7-1-98 as a result of an executive order. The numbers shown in this document reflect expenditures through F.Y. 1998. No further funding is requested under the Department of Corrections.

FINANCING INFORMATION:

Victim Services budgets for F.Y. 1999 and F.Y. 2000-2001 are reflected in the Crime Victim Services Center budget document in this volume.

	1998-99	
	<u>Expenditures/Budget</u>	
Salary	\$ 765	5%
Non-Salary	169	1%
Grants	<u>16,030</u>	<u>94%</u>
Total	\$16,964	100

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: CRIME VICTIM SERVICES
Activity: CRIME VICTIM SERVICES

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
<u>EXPENDITURES BY CATEGORY:</u>									
STATE OPERATIONS									
PERSONAL SERVICES	706	765	0	0	0	0	0	(765)	-100.0%
OPERATING EXPENSES	237	169	0	0	0	0	0	(169)	-100.0%
SUBTOTAL STATE OPERATIONS	943	934	0	0	0	0	0	(934)	-100.0%
LOCAL ASSISTANCE	12,929	16,030	0	0	0	0	0	(16,030)	-100.0%
Total Expenditures	13,872	16,964	0	0	0	0	0	(16,964)	-100.0%
<u>FINANCING BY FUND:</u>									
DIRECT APPROPRIATIONS:									
GENERAL	10,389	9,553	0	0	0	0	0		
STATUTORY APPROPRIATIONS:									
FEDERAL	3,483	7,411	0	0	0	0	0		
Total Financing	13,872	16,964	0	0	0	0	0		
<u>REVENUE COLLECTED:</u>									
DEDICATED									
SPECIAL REVENUE	24	40	0	0	0	0	0		
FEDERAL	3,469	7,405	0	0	0	0	0		
Total Revenues Collected	3,493	7,445	0	0	0	0	0		
<u>FTE BY EMPLOYMENT TYPE:</u>									
FULL TIME	16.2	16.3	0.0	0.0	0.0	0.0	0.0		
PART-TIME, SEASONAL, LABOR SER	0.6	0.5	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	16.8	16.8	0.0	0.0	0.0	0.0	0.0		

2000-01 Biennial Budget

PROGRAM: Management Services
AGENCY: Corrections, Department of

PROGRAM PROFILE:

The Management Services Program provides a broad range of management support services throughout the department. The primary objective of this program is to provide management direction that will contribute to consistency across agency functions and enable all programs to accomplish the department's mission. The functions include the following:

- Administrative Management establishes the mission and major policy for the department and provides executive leadership. It also includes the Office of Diversity.
- Policy and Legal Services is responsible for delivering key administrative services, developing policy and providing direction and technical assistance on all activities which have legal implications.
- Office of Planning and Research provides leadership and coordination of all planning and research activities for the agency.
- Financial Services monitors and measures all fiscal activity within the department and reports the economic effect to managers and employees. It collects, classifies, records, and summarizes financial transactions and data. A primary responsibility is to provide managers with information necessary for planning and controlling operations on a day-to-day basis.
- Office Services provides support services to both central office and field services. These services include telecommunications, coordination of motor pool vehicle usage, physical plant and staff security, courier services, specialized forms, mail processing, printing and duplicating services, receptionist services, space planning, maintenance of and improvements to the building.
- Human Resources provides staffing, labor relations, management consultation and employee programs for the department. The primary goal is to partner with management in the recruitment, selection, management and retention of a high quality and diverse workforce. Services provided by the unit include

recruitment, hiring assistance, job classification, benefit administration, labor contract negotiation and administration, supervisor training, affirmative action support, and human resource information systems.

- Employee Development provides pre-service and in-service training designed to develop and maintain employee skill levels.
- Information Technology is responsible for maximizing the department's information assets and supporting the department's mission by providing computerized data processing services to department operational and management staff.

STRATEGIES AND PERFORMANCE:

This division promotes the notion of cost containment and efficient, cost-effective operations throughout the department. Activities of note include:

- streamlining the inmate record system;
- adding videoconferencing to reduce travel costs;
- creating a research unit to evaluate programs;
- redesigning the training academy for correctional officers.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures</u>	<u>Budget</u>	<u>Base Budget</u>	
Salary	\$12,966	61%	\$15,112	64%
Non-Salary	<u>8,445</u>	<u>39%</u>	<u>8,439</u>	<u>36%</u>
Total	\$21,411	100%	\$23,551	100%

BUDGET ISSUES:

The base level of funding for this program is essential to the maintenance of current effective programs and support services for the entire department.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustment: a biennial increase of \$4,626,000 for technology improvements in the department.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT

Program: MANAGEMENT SERVICES

Program Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY ACTIVITY:									
ADMINISTRATIVE MANAGEMENT	1,240	997	1,076	1,061	1,061	1,085	1,085	73	3.5%
POLICY AND LEGAL SERVICES	1,386	1,724	2,240	2,214	2,214	2,254	2,254	504	12.7%
OFFICE OF PLANNING & RESEARCH	241	371	549	524	524	533	533	137	14.9%
FINANCIAL SERVICES	1,060	1,101	1,297	1,330	1,330	1,363	1,363	295	12.3%
OFFICE SERVICES	1,834	1,676	2,206	1,999	1,999	2,042	2,042	159	4.1%
HUMAN RESOURCE MANAGEMENT	1,156	1,147	1,241	1,263	1,263	1,294	1,294	169	7.1%
EMPLOYEE DEVELOPMENT	809	617	1,191	1,214	1,214	1,240	1,240	646	35.7%
INFORMATION TECHNOLOGY	1,772	1,577	2,401	2,018	3,991	2,117	4,770	4,783	120.2%
Total Expenditures	9,498	9,210	12,201	11,623	13,596	11,928	14,581	6,766	31.6%

CHANGE ITEMS:	FUND				
(B) TECHNOLOGY IMPROVEMENTS	GEN			1,973	2,653
Total Change Items				1,973	2,653

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	9,202	8,561	11,538	11,118	13,091	11,339	13,992
SPECIAL REVENUE	0	0	0	167	167	247	247
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	296	649	663	338	338	342	342
Total Financing	9,498	9,210	12,201	11,623	13,596	11,928	14,581

FTE BY EMPLOYMENT TYPE:							
FULL TIME	95.4	99.3	124.9	125.0	131.0	125.0	132.0
PART-TIME, SEASONAL, LABOR SER	4.9	6.1	19.3	19.0	19.0	19.0	19.0
OVERTIME PAY	0.1	0.0	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	100.4	105.4	144.2	144.0	150.0	144.0	151.0

2000-01 Biennial Budget

man for Corrections and Departments of Public Safety, Human Services, Health, State Planning, Administration, Employee Relations and Finance.

BUDGET ACTIVITY: Administrative Management
PROGRAM: Management Services
AGENCY: Corrections, Department of

FINANCING INFORMATION:

ACTIVITY PROFILE:

This activity is responsible for planning, organizing, directing and administering the mission, goals and activities of the department. The administrative management activity provides executive leadership to about 3,700 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.

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$1,775	86%	\$1,938	90%
Non-Salary	<u>298</u>	<u>14%</u>	<u>208</u>	<u>10%</u>
Total	\$2,073	100%	2,146	100%

STRATEGIES AND PERFORMANCE:

This 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 division through delegation of authority and assignment of responsibility to agency managers;
- setting policy and planning major department activities, integrating these plans into the budget process, evaluating activity progress and improving problem areas;
- ensuring that equal employment opportunities are provided in the department and diversity training is provided;
- reviewing the department's budget regularly, adjusting expenditures as necessary and seeking any revenue generating possibilities;
- maintaining a high level of agency participation in criminal justice policy making activities on the state and local levels;
- maintaining interaction with the Office of the Governor, the legislature and state agencies including the Sentencing Guidelines Commission, the Ombuds-

BUDGET ISSUES:

The base budget of this activity is essential to the operation of the department.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: MANAGEMENT SERVICES
Activity: ADMINISTRATIVE MANAGEMENT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	986	842	933	957	957	981	981	163	9.2%
OPERATING EXPENSES	254	112	126	104	104	104	104	(30)	-12.6%
SUBTOTAL STATE OPERATIONS	1,240	954	1,059	1,061	1,061	1,085	1,085	133	6.6%
LOCAL ASSISTANCE	0	43	17	0	0	0	0	(60)	-100.0%
Total Expenditures	1,240	997	1,076	1,061	1,061	1,085	1,085	73	3.5%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	1,215	938	1,037	1,061	1,061	1,085	1,085		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	25	59	39	0	0	0	0		
Total Financing	1,240	997	1,076	1,061	1,061	1,085	1,085		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	11.0	12.0	13.0	13.0	13.0	13.0	13.0		
Total Full-Time Equivalent	11.0	12.0	13.0	13.0	13.0	13.0	13.0		

2000-01 Biennial Budget

BUDGET ACTIVITY: Policy and Legal Services
PROGRAM: Management Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Policy and Legal Services Unit was created in F.Y. 1998 by combining several work groups involved in providing services of a quasi-judicial or legal nature. This activity is responsible for delivering administrative services, developing policy and providing direction and technical assistance to adult and juvenile facilities, field offices and programs and all central office staff. County and community corrections agencies, local jails, county attorneys and law enforcement agencies throughout the country are also served by this activity. Most of the services provided by this activity are mandated by law, require coordination at the state level and contribute to the achievement of the department's goals to provide department-wide direction and establish consistent procedures in all facilities and programs.

The activities of the various units include:

- Hearings and Release approves release and parole plans, conducts revocation hearings for adult and juvenile offenders, issues warrants, reviews juvenile program goals, and conducts discipline hearings.
- Sentence Administration and Offender Records provides direction on sentence interpretation and administration, issues discharge orders, and develops records management procedures.
- Policy and Accreditation coordinates development and revision of all department policies, coordinates accreditation and monitors all facilities and programs to ensure that accreditation standards are maintained.
- Legal Services manages all of the department's litigation, coordinates contract and rulemaking activities; provides operational advice to all department managers; administers the Interstate Agreement on Detainers, the International Prisoner Transfer Program, and extraditions; evaluates offender property and injury claims; and provides staff support to the Board of Pardons.

STRATEGIES AND PERFORMANCE:

Staff provide direct services to a variety of customers and performance goals are aimed at achieving efficiencies such as conducting more video conference hearings, making technical assistance more readily available, and conducting training and information sessions in person, by telephone and electronic mail and on the department video conference network.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$2,785	70%	\$3,096	69%
Non-Salary	<u>1,179</u>	<u>30%</u>	<u>1,372</u>	<u>31%</u>
Total	\$3,964	100%	\$4,468	100%

BUDGET ISSUES:

Maintenance of the base level funding for these services is essential to the successful operation of the department.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: MANAGEMENT SERVICES
Activity: POLICY AND LEGAL SERVICES

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	1,227	1,230	1,555	1,528	1,528	1,568	1,568	311	11.2%
OPERATING EXPENSES	159	494	685	686	686	686	686	193	16.4%
SUBTOTAL STATE OPERATIONS	1,386	1,724	2,240	2,214	2,214	2,254	2,254	504	12.7%
Total Expenditures	1,386	1,724	2,240	2,214	2,214	2,254	2,254	504	12.7%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	1,386	1,581	2,055	2,214	2,214	2,254	2,254		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	0	143	185	0	0	0	0		
Total Financing	1,386	1,724	2,240	2,214	2,214	2,254	2,254		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	24.6	24.6	30.3	30.0	30.0	30.0	30.0		
PART-TIME, SEASONAL, LABOR SER	1.0	1.2	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	25.6	25.8	30.3	30.0	30.0	30.0	30.0		

2000-01 Biennial Budget

BUDGET ACTIVITY: Office of Planning and Research
PROGRAM: Management Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Office of Planning and Research is the leader and coordinator of the evaluation, planning and research for the entire department. This unit continues to enhance the agency's ability to interpret information and data through analyses, research and planning to support informed operational and policy development decisions. Staff are intricately involved with the agency-wide data collection efforts, data analysis, research coordination, performance measures and planning efforts. The areas covered include community services, correctional institution services, juvenile and legislative services and management services.

STRATEGIES AND PERFORMANCE:

The unit is expected to be extensively involved with all units within the department, including coordination of other division staff and resources as dictated by planning, research and performance measure activities. In addition, the Office of Planning and Research is expected to make links and partnerships with outside local, state and national criminal justice agencies; policy makers (legislators, county board members); and academic/research organizations (University of Minnesota, Law School, Citizens Council, Criminal Justice Institute, National Institute of Corrections).

Tasks undertaken by this unit range from providing information and responding to technical requests to coordinating agency-wide projects and completing agency research and planning activities. Specifically, this unit will monitor and coordinate all planning, research and performance measure activities undertaken by the department. The unit is also extensively involved in agency-wide projects, such as the department bed capacities, per diem reduction efforts, prison population projections, criminal justice (probation, jail and prison) workload trends and data collection/management information system development.

In addition, this unit reviews all research projects undertaken by department staff and outside requests for conducting research on department activities or on offenders. The staff also works with outside entities (professors, media, students,

and research organizations) to establish research and data analysis projects that evaluate, enhance and review department programs and activities.

Finally, this unit is responsible for designing and coordinating the development and implementation of the Corrections Monitoring Reference System (CMRS). CMRS is an operational and policy analysis tool to identify who is under supervision in Minnesota, where and for what. This system will contain information about individuals on probation (probation, supervised release and parole), in jail (jails and workhouses) and in prison.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$621	68%	\$804	76%
Non-Salary	<u>299</u>	<u>32%</u>	<u>253</u>	<u>24%</u>
Total	\$920	100%	\$1,057	100%

BUDGET ISSUES:

The base budget is essential to carrying out the planning and research activities of this unit.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: MANAGEMENT SERVICES
Activity: OFFICE OF PLANNING & RESEARCH

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	109	273	348	397	397	407	407	183	29.5%
OPERATING EXPENSES	119	98	201	127	127	126	126	(46)	-15.4%
SUBTOTAL STATE OPERATIONS	228	371	549	524	524	533	533	137	14.9%
LOCAL ASSISTANCE	13	0	0	0	0	0	0	0	
Total Expenditures	241	371	549	524	524	533	533	137	14.9%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	241	334	474	524	524	533	533		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	0	37	75	0	0	0	0		
Total Financing	241	371	549	524	524	533	533		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	1.7	5.6	7.6	8.0	8.0	8.0	8.0		
PART-TIME, SEASONAL, LABOR SER	0.8	0.5	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	2.5	6.1	7.6	8.0	8.0	8.0	8.0		

2000-01 Biennial Budget

BUDGET ISSUES:

BUDGET ACTIVITY: Financial Services
PROGRAM: Management Services
AGENCY: Corrections, Department of

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

ACTIVITY PROFILE:

Financial Services monitors and measures all fiscal activity within the department and reports the economic effect to managers and employees. It collects, classifies, records and summarizes financial transactions and data. A primary responsibility is to provide managers with information necessary for planning and controlling operations on a day-to-day basis. Financial services include budgeting, payroll, position control, institution accounting coordination, grant accounting and coordination, internal auditing, purchasing and disbursements, billing and receipts, travel audits, cost analysis, cost reporting, management and financial reporting, contract coordination and fiscal notes.

These activities are designed to support department staff in achieving the Department of Corrections's mission and goals.

STRATEGIES AND PERFORMANCE:

This unit contributes toward an effective and efficient organization by review of its services and seeking to apply consistent and best practices in the performance of its duties.

FINANCING INFORMATION:

The Financial Services activity is funded from the general fund and from indirect cost revenue.

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$2,324	97%	\$2,621	97%
Non-Salary	<u>74</u>	<u>3%</u>	<u>72</u>	<u>3%</u>
Total	\$2,398	100%	\$2,693	100%

Revenue: This activity collects non-dedicated receipts in the form of refunds from prior years.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: MANAGEMENT SERVICES
Activity: FINANCIAL SERVICES

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	948	1,063	1,261	1,294	1,294	1,327	1,327	297	12.8%
OPERATING EXPENSES	112	38	36	36	36	36	36	(2)	-2.7%
SUBTOTAL STATE OPERATIONS	1,060	1,101	1,297	1,330	1,330	1,363	1,363	295	12.3%
Total Expenditures	1,060	1,101	1,297	1,330	1,330	1,363	1,363	295	12.3%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	1,014	978	1,242	1,273	1,273	1,304	1,304		
SPECIAL REVENUE	0	0	0	10	10	10	10		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	46	123	55	47	47	49	49		
Total Financing	1,060	1,101	1,297	1,330	1,330	1,363	1,363		

REVENUE COLLECTED:									
NONDEDICATED									
GENERAL	4	244	2	2	2	2	2		
Total Revenues Collected	4	244	2	2	2	2	2		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	17.4	17.3	25.0	25.0	25.0	25.0	25.0		
PART-TIME, SEASONAL, LABOR SER	1.7	2.4	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	19.1	19.7	25.0	25.0	25.0	25.0	25.0		

2000-01 Biennial Budget

BUDGET ISSUES:

The agency budget plan maintains the essential function of this activity.

BUDGET ACTIVITY: Office Services
PROGRAM: Management Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

The Office Services activity provides essential support services for staff located both in central office and field service offices throughout the state.

Services provided for central office staff include: coordination of printing and duplicating services; coordination of motor pool vehicle usage; management of physical plant and staff security; courier services; coordination of specialized correctional forms; mail processing; and receptionist services; as well as overall management of the physical plant housing central office including lease negotiation, space planning and utilization, and maintenance of, and improvements to, the building.

Additionally, this activity provides support services to both central office and field services staff in the areas of telecommunications services, supplies, recycling coordination, and the acquisition and assignment of vehicles either owned by the department or leased from Department of Administration Travel Management.

STRATEGIES AND PERFORMANCE:

Office Services provides direct goods and services to central office and field services staff. The main performance indicator for Office Services is that staff are provided with the physical environment and tools needed to effectively and efficiently carry out the objectives of the department.

FINANCING INFORMATION:

The Office Services activity is funded from the general fund.

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$ 519	13%	\$ 561	14%
Non-Salary	<u>3,363</u>	<u>87%</u>	<u>3,480</u>	<u>86%</u>
Total	\$3,882	100%	\$4,041	100%

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: MANAGEMENT SERVICES
Activity: OFFICE SERVICES

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	253	249	270	277	277	284	284	42	8.1%
OPERATING EXPENSES	1,581	1,427	1,936	1,722	1,722	1,758	1,758	117	3.5%
SUBTOTAL STATE OPERATIONS	1,834	1,676	2,206	1,999	1,999	2,042	2,042	159	4.1%
Total Expenditures	1,834	1,676	2,206	1,999	1,999	2,042	2,042	159	4.1%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	1,654	1,496	2,026	1,819	1,819	1,862	1,862		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	180	180	180	180	180	180	180		
Total Financing	1,834	1,676	2,206	1,999	1,999	2,042	2,042		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	7.2	6.6	7.0	7.0	7.0	7.0	7.0		
PART-TIME, SEASONAL, LABOR SER	0.1	0.2	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	7.3	6.8	7.0	7.0	7.0	7.0	7.0		

2000-01 Biennial Budget

BUDGET ACTIVITY: Human Resource Management
PROGRAM: Management Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

This activity provides staffing, labor relations, management consultation and employee programs for the department. The primary goal is to partner with management in the recruitment, selection, management and retention of a high quality and diverse workforce. Customers include:

- about 3,700 department employees
- 31 Community Corrections Act county administrators
- exclusive representatives for 11 bargaining units
- staff in the Department of Employee Relations and the Attorney General's Office
- applicants seeking career opportunities with the department

STRATEGIES AND PERFORMANCE:

The Human Resource Management unit provides services in staffing, management consultation, labor relations and employee programs to ensure the selection and retention of a quality workforce to meet department needs. Services include:

- recruitment
- hiring assistance
- job classification
- benefit administration
- labor contract negotiation and administration
- supervisory training
- affirmative action support
- human resource information systems
- labor/management cooperation

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$2,313	97%	\$2,487	97%
Non-Salary	<u>75</u>	<u>3%</u>	<u>70</u>	<u>3%</u>
Total	\$2,388	100%	\$2,557	100%

Revenue: This activity generates dedicated special revenue from the agency indirect cost plan.

BUDGET ISSUES:

The agency budget plan maintains the essential functions of the activity.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: MANAGEMENT SERVICES
Activity: HUMAN RESOURCE MANAGEMENT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	1,116	1,116	1,197	1,228	1,228	1,259	1,259	174	7.5%
OPERATING EXPENSES	40	31	44	35	35	35	35	(5)	-6.7%
SUBTOTAL STATE OPERATIONS	1,156	1,147	1,241	1,263	1,263	1,294	1,294	169	7.1%
Total Expenditures	1,156	1,147	1,241	1,263	1,263	1,294	1,294	169	7.1%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	1,120	1,103	1,194	1,214	1,214	1,244	1,244		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	36	44	47	49	49	50	50		
Total Financing	1,156	1,147	1,241	1,263	1,263	1,294	1,294		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	18.9	17.9	19.0	19.0	19.0	19.0	19.0		
PART-TIME, SEASONAL, LABOR SER	1.2	1.5	2.0	2.0	2.0	2.0	2.0		
OVERTIME PAY	0.1	0.0	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	20.2	19.4	21.0	21.0	21.0	21.0	21.0		

2000-01 Biennial Budget

BUDGET ACTIVITY: Employee Development
PROGRAM: Management Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

Employee Development is aimed at the training and development of employees to create a safe, secure environment for staff and inmates. Relevant pre-service and in-service training is designed to develop and maintain employee competence in performing their work. These areas include restorative justice, correctional policies, suicide prevention, emergency procedures, bloodborne pathogens, cardiopulmonary resuscitation, agent safety, hostage negotiation and other subject matters that have an impact on the department's operation.

STRATEGIES AND PERFORMANCE:

In addition to institution and community services staff, the department has a commitment to the training of Community Corrections Act employees and county probation officers. For example, all state corrections agents, as well as county and community corrections agents, are mandated to have specialized training in order to supervise sex offenders on probation or supervised release.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$1,242	69%	\$1,876	76%
Non-Salary	<u>566</u>	<u>31%</u>	<u>578</u>	<u>24%</u>
Total	\$1,808	100%	\$2,454	100%

Revenue: This activity generates dedicated special revenue from providing training to other agencies.

BUDGET ISSUES:

The agency budget plan maintains the essential functions of this activity.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: MANAGEMENT SERVICES
Activity: EMPLOYEE DEVELOPMENT

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	380	342	900	925	925	951	951	634	51.0%
OPERATING EXPENSES	429	275	291	289	289	289	289	12	2.1%
SUBTOTAL STATE OPERATIONS	809	617	1,191	1,214	1,214	1,240	1,240	646	35.7%
Total Expenditures	809	617	1,191	1,214	1,214	1,240	1,240	646	35.7%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	800	601	1,179	1,204	1,204	1,230	1,230		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	9	16	12	10	10	10	10		
Total Financing	809	617	1,191	1,214	1,214	1,240	1,240		
REVENUE COLLECTED:									
DEDICATED									
SPECIAL REVENUE	14	16	10	10	10	10	10		
Total Revenues Collected	14	16	10	10	10	10	10		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	8.0	6.7	9.0	9.0	9.0	9.0	9.0		
PART-TIME, SEASONAL, LABOR SER	0.0	0.3	17.0	17.0	17.0	17.0	17.0		
Total Full-Time Equivalent	8.0	7.0	26.0	26.0	26.0	26.0	26.0		

2000-01 Biennial Budget

BUDGET ACTIVITY: Information Technology
PROGRAM: Management Services
AGENCY: Corrections, Department of

ACTIVITY PROFILE:

Information Technology 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.

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 to department operational and management staff. This activity provides department staff, the legislature, other criminal justice agencies and the public with accurate and timely information regarding the department's clientele and operations.

During the current biennium the department will continue to add computer applications in its facilities, field offices and central office in order to facilitate the management and operation of department programs. The department is also replacing its major client/server application and adding field offices to the state's wide area network.

STRATEGIES AND PERFORMANCE:

The department has made a commitment to employ appropriate, effective technology to improve the efficiency and effectiveness of department personnel. Technology projects are being developed based on an Information Resource Plan begun in F.Y. 1998.

FINANCING INFORMATION:

	1998-99		2000-01	
	<u>Expenditures/Budget</u>		<u>Base Budget</u>	
Salary	\$1,387	35%	\$1,729	42%
Non-Salary	<u>2,591</u>	<u>65%</u>	<u>2,406</u>	<u>58%</u>
Total	\$3,978	100%	\$4,135	100%

BUDGET ISSUES:

The base budget is essential to maintain the functions of this activity.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CORRECTIONS DEPT
Program: MANAGEMENT SERVICES
Activity: INFORMATION TECHNOLOGY

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	409	531	856	855	1,314	874	1,407	1,334	96.2%
OPERATING EXPENSES	1,363	1,046	1,545	1,163	2,677	1,243	3,363	3,449	133.1%
SUBTOTAL STATE OPERATIONS	1,772	1,577	2,401	2,018	3,991	2,117	4,770	4,783	120.2%
Total Expenditures	1,772	1,577	2,401	2,018	3,991	2,117	4,770	4,783	120.2%

CHANGE ITEMS:	FUND				
(B) TECHNOLOGY IMPROVEMENTS	GEN			1,973	2,653
Total Change Items				1,973	2,653

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	1,772	1,530	2,331	1,809	3,782	1,827	4,480
SPECIAL REVENUE	0	0	0	157	157	237	237
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	0	47	70	52	52	53	53
Total Financing	1,772	1,577	2,401	2,018	3,991	2,117	4,770

FTE BY EMPLOYMENT TYPE:							
FULL TIME	6.6	8.6	14.0	14.0	20.0	14.0	21.0
PART-TIME, SEASONAL, LABOR SER	0.1	0.0	0.3	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	6.7	8.6	14.3	14.0	20.0	14.0	21.0

F.Y. 2000-2001 Information Technology New Funding

AGENCY: CORRECTIONS DEPT

PROGRAM: MANAGEMENT SERVICES

ACTIVITY: INFORMATION TECHNOLOGY

IT Change Item: TECHNOLOGY IMPROVEMENTS

ITEM DESCRIPTION AND PURPOSE:

This proposal addresses several critical information technology needs in the department during a time when the offender population continues to grow rapidly. This project is the beginning of a planned effort by the department to improve the efficiency and the effectiveness of staff in all areas of the agency by applying the appropriate technology. Technology will include computer hardware, software tools, application software and communications hardware and software.

The goal is to apply standard, supported technology to address current and anticipated business needs. The project will enable the department to provide the governor and the legislature with accurate and timely information on offender populations, including recidivism and program outcomes. Data regarding program participation and completion and data on offenders identified as public risks will also be included.

This proposal addresses the state's strategic goal of creating an efficient and effective government. Because information planning is critical to decision making and the delivery of correctional services, one of the major benefits of this project will be to provide more accurate information to staff on a more timely basis. Data will be more readily available to stakeholders outside the agency via web-enabled applications. In addition, by upgrading the technology infrastructure to a more standardized environment, sharing data with other state and local agencies will be easier. Plans include interfaces with other applications. Stakeholders include: local criminal justice personnel and organizations; staff from Corrections, Public Safety, Minnesota Supreme Court, Minnesota Sentencing Guidelines Commission, other applicable state agencies and the legislature; and federal criminal justice personnel and agencies.

FUNDING:

Funding Distribution	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Facilities	0	0	0	0	0	0
Grants	0	0	0	0	0	0
Hardware	495	885	1,200	1,200	1,200	1,200
Personnel	459	533	664	664	664	664
Services	425	504	282	282	282	282
Software	394	481	430	430	430	430
Supplies	50	100	100	100	100	100
Training	150	150	150	150	150	150
Total	1,973	2,653	2,826	2,826	2,826	2,826

The funding will be used for 6 additional information technology staff in F.Y. 2000 and 7 additional staff in F.Y. 2001, computer hardware and software, and staff training.

F.Y. 2000-2001 Information Technology New Funding

AGENCY: CORRECTIONS DEPARTMENT
 IT Change Item: Technology Improvements
 (Continuation)

RATIONALE:

One of the major benefits will be the ability to better share correctional information within the department and with other agencies and the public. This project will complete the groundwork and provide a solid technology base for future technology projects in the next millennium. Another benefit is that department staff will be able to more effectively perform their duties which, in turn, will make the entire department more effective. Specifically, the project will address the following problems:

*Current data contains inconsistencies which require significant time to verify, correct information and produce accurate reports - this is especially true for population projections. Some requests, such as legislative requests for offender program results, cannot be satisfied using the current system.

*Until the current system is replaced, data inconsistencies continue to be introduced, further aggravating the problem of retrieving accurate information via the Corrections Management Information System.

*Because the databases are not compatible, referencing information in other databases is very time consuming and additional work is needed whenever data is combined from multiple sources.

*The current technology requires more support and is not easily modified as business needs change, so information technology resources are not available for more productive tasks. Information needs are modified to fit the system rather than modifying the system to meet new requirements.

*The department is not fully connected via the state's wide area network, which means digital information cannot be easily shared, so more time and effort is required to complete business tasks.

*Current files are in paper form requiring physical trips to facilities, movement of files or extensive internal communications which translates to costly inefficiencies.

*Additional security hardware and software are needed to secure department information.

LIFE CYCLE ANALYSIS:

Life Cycle Status	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Development	X	X	X	X	X	X
Operations	X	X	X	X	X	X
Modification			X	X	X	X
Retirement			X			

The project plan consists of multiple phases beginning with development of the basic application functions needed to satisfy current major business functions. Subsequent phases will include addition of new functions and information needed to address other important department business needs. Interfaces with other applications will be built and modifications will be made to the base system.

Replacement hardware, technical support staff and training will also be needed as the new system is implemented at facilities. Centralized administration and consistent standards will be promoted within the department.

OFFICE OF TECHNOLOGY ANALYSIS:

Agency is beginning to focus its approach and use of information technology. The agency must immediately begin addressing its agency-wide information resource planning deficiencies, data redundancy issues and "silo" applications.

OT Master Plan: Goal 2-Efficient and effective government. This project would continue the automation of business processes, data collection and reporting related to offender population in state institutions. Recommendation: Continue to address all OT requirements and begin implementation after the agency addresses the following issues: project definition, agency-wide data and process modeling, and agency-wide information resource planning. OT supports funding if there is a commitment to address agency-wide issues.

GOVERNOR'S RECOMMENDATION:

The Governor recommends this change item as requested by the agency.

2000-01 Biennial Budget

AGENCY: Ombudsman for Corrections

AGENCY DESCRIPTION:

The purpose of the Office of 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.

PERFORMANCE SUMMARY:

A goal of the ombudsman is to ensure that the correctional institutions provide safe environments for staff and inmates. With regular on-site visits to institutions we provide immediate and direct contact for inmates and staff to confidentially discuss issues. In addition, we are able to assess tensions, identify potential problems and work with institution staff to resolve issues in a timely manner.

Although institution populations and our caseload numbers have increased, we have maintained a rapid response rate to complainants. In the F.Y. 1995-96 reporting period we resolved 85% of all complaints (caseload average of 5,007 per year) in 0-15 days. During our last reporting period, ending F.Y. 1997, we resolved 88% (caseload average of 5,616 per year) in 0-15 days.

We have created other efficiencies with our caseload management system. This system provides staff immediate access to all cases, resulting in the elimination of "ombudsman investigator shopping." We are responsive to complainants and able to appropriately assess each request for investigation. This has freed up time to work proactively with the DOC and other facilities on policy and program issues, participate in committees and evaluate and respond to systemic problems.

REVENUES:

None.

EXPLANATION OF AGENCY'S BUDGET PLAN:

We will continue to respond to complainants in a timely manner. We will address written and phone complaints and provide on-site coverage at the institutions within our jurisdiction. We will continue to monitor policy and program changes in the institutions and make recommendations as appropriate to ensure our institutions are fair and humane for those who live and work in them.

ISSUES AFFECTING AGENCY'S OPERATIONS:

The number of incarcerated persons continues to increase at both the state and local levels. In January 2000, the DOC will begin accepting adult male inmates at the prison currently under construction at Rush City. This will be the first high security level prison which is entirely double-bunked, with the exception of the segregation unit.

The addition of a new prison, completion of current expansions in the state prisons, contracting beds, and crowded institutions result in increased demands for ombudsman services. In order to be most effective, we need adequate staff to respond to complainants in a timely and thorough manner, to routinely visit all institutions within our jurisdiction, and to work proactively with administrators defining ways to reduce potential problem areas in the institutions.

OPERATING ENVIRONMENT:

The Ombudsman for Corrections is the only agency outside the Minnesota DOC authorized to answer inquiries and to investigate all complaints from offenders incarcerated in state institutions. We currently have 9 staff persons: the ombudsman, her assistant, 5 field investigators and 2 support staff. We provide regular on-site coverage in 10 state prisons, some coverage in the Community Corrections Act county jails and other county and regional facilities, such as the Hennepin and Ramsey County adult and juvenile detention facilities, the North East Regional Corrections Center, North West Regional corrections Center and the private Prairie Correctional Facility in Appleton.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget. The Governor has also included funding to improve this agency's technology infrastructure in the Small Agency Infrastructure Initiative under the Minnesota Office of Technology.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: OMBUDSMAN FOR CORRECTIONS

Program: OMBUDSMAN-CORRECTIONS

Activity: OMBUDSMAN-CORRECTIONS

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	444	497	509	523	523	539	539	56	5.6%
OPERATING EXPENSES	85	65	92	94	94	97	97	34	21.7%
SUBTOTAL STATE OPERATIONS	529	562	601	617	617	636	636	90	7.7%
Total Expenditures	529	562	601	617	617	636	636	90	7.7%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	529	562	601	617	617	636	636		
Total Financing	529	562	601	617	617	636	636		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	9.0	8.9	8.9	8.9	8.9	8.9	8.9		
Total Full-Time Equivalent	9.0	8.9	8.9	8.9	8.9	8.9	8.9		

State of Minnesota
 2000-2001 Biennial Budget
BASE RECONCILIATION REPORT
 (Dollars in Thousands)

Agency: OMBUDSMAN FOR CORRECTI

	All Funds		General Fund		Other State Funds		Federal Funds	
	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01
F.Y. 99 BUDGETED	600	600	600	600	0	0	0	0
BASE ADJUSTMENTS								
SMALL AGENCY OPERATIONAL EXPE	3	6	3	6	0	0	0	0
2000-01 SAL. & BEN. BASE	15	31	15	31	0	0	0	0
UNIFORM PENSION BILL RED.	<1>	<1>	<1>	<1>	0	0	0	0
SUBTOTAL BASE ADJUSTMENTS	17	36	17	36	0	0	0	0
BASE BUDGET	617	636	617	636	0	0	0	0

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2000-01 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:

- 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.
- 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.
- 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 non violent criminal records.
- 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.
- 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 evaluate sentencing policy and practices, modify sentencing policy, determine the impact of policy on correctional resources, and provide 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.

PERFORMANCE SUMMARY:

The following outcomes summarize the agency's performance:

- 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 changes in policies on correction resources.
- Train criminal justice professionals on sentencing policies and ensure proper application of the sentencing guidelines.
- Improve all statewide and local criminal justice systems used by the criminal justice community.

REVENUES: None.

EXPLANATION OF AGENCY'S BUDGET PLAN:

The budget plan requests continued funding at the current level of support with allowable base adjustments for inflationary increases. Specific base adjustments are requested to help the agency meet increased rent costs which are a result of remodeling in the building and the adjustment of rent to meet with current market values in the area.

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustment: a biennial increase of \$200,000 for a collaborative project for the criminal and juvenile justice community to provide an electronic means of transferring the sentencing worksheet from local probation officers to the agency. The Governor has also included funding to improve this agency's technology infrastructure in the Small Agency Infrastructure Initiative under the Minnesota Office of Technology.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: SENTENCING GUIDELINES COMM

Program: MN SENTNCING GUIDELINE COM

Activity: MN SENTNCING GUIDELINE COM

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	336	364	408	401	401	413	413	42	5.4%
OPERATING EXPENSES	55	51	57	70	195	73	148	235	217.6%
SUBTOTAL STATE OPERATIONS	391	415	465	471	596	486	561	277	31.5%
Total Expenditures	391	415	465	471	596	486	561	277	31.5%

CHANGE ITEMS:	FUND				
(B) SENTENCING GUIDELINES WORKSHEET	GEN			125	75
Total Change Items				125	75

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	391	415	465	471	596	486	561
Total Financing	391	415	465	471	596	486	561

FTE BY EMPLOYMENT TYPE:							
FULL TIME	7.0	7.7	8.0	8.0	8.0	8.0	8.0
OVERTIME PAY	0.1	0.0	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	7.1	7.7	8.0	8.0	8.0	8.0	8.0

State of Minnesota
 2000-2001 Biennial Budget
BASE RECONCILIATION REPORT
 (Dollars in Thousands)

Agency: SENTENCING GUIDELINES CO

	All Funds		General Fund		Other State Funds		Federal Funds	
	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01
F.Y. 99 BUDGETED	445	445	445	445	0	0	0	0
BASE ADJUSTMENTS								
DOC. SPACE RENTAL/LEASE	13	15	13	15	0	0	0	0
SMALL AGENCY OPERATIONAL EXPE	2	3	2	3	0	0	0	0
2000-01 SAL. & BEN. BASE	11	23	11	23	0	0	0	0
SUBTOTAL BASE ADJUSTMENTS	26	41	26	41	0	0	0	0
BASE BUDGET	471	486	471	486	0	0	0	0

F.Y. 2000-2001 Information Technology New Funding

AGENCY: SENTENCING GUIDELINES COMM

PROGRAM: MN SENTNCING GUIDELINE COM

ACTIVITY: MN SENTNCING GUIDELINE COM

IT Change Item: SENTENCING GUIDELINES WORKSHEET

ITEM DESCRIPTION AND PURPOSE:

This project will allow for the electronic entry of sentencing worksheets by local probation officers and electronic transmission and entry into the MSG computer system for analysis. Currently data is manually entered by probation officers and reentered manually by MSG staff.

FUNDING:

Funding Distribution	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Facilities	0	0	0	0	0	0
Grants	0	0	0	0	0	0
Hardware	15	15	5	5	5	5
Personnel	0	0	0	0	0	0
Services	100	50	15	15	15	15
Software	10	10	5	5	5	5
Supplies	0	0	0	0	0	0
Training	0	0	0	0	0	0
Total	125	75	25	25	25	25

This project will provide an electronic means of transferring the Sentencing Worksheet information from local probation officers to the Sentencing Guidelines Commission and creating and recreating printed copies of original or updated worksheet information. It also will provide a means for current, accurate Sentencing Worksheet data to be shared electronically among probation agents, Sentencing Guidelines Commission staff, prosecutors, defense attorneys, judges, and the Department of Corrections. The project effort will consider all business processes and activities surrounding Sentencing Worksheets and the exchange of sentencing information. It will interface and be compatible with existing and new probation systems. The project will be conducted in a manner that respects organizational and community values, which include: complete, accurate data; correct application of the Sentencing Guidelines; and timeliness. Project stakeholders include local, state, and federal criminal justice agencies, the legislature, and the public.

RATIONALE:

This project will reduce the time required for probation officers and Sentencing Guidelines Commission staff to process the Sentencing Worksheet by eliminating the manual process. It also will improve the delivery of sentencing practice information to the legislature, criminal justice agencies, and the public for purposes including prison population projections, impact analysis for the legislature of proposed bills on sentencing, and recognizing guideline problems and options for changes. Project risks are minimal beyond the fact that some local agency systems may require modifications to integrate with a centralized database solution. A secondary solution may be required for those systems.

F.Y. 2000-2001 Information Technology New Funding

AGENCY: SENTENCING GUIDELINES COMMISSION
 IT Change Item: Sentencing Guidelines Worksheet
 (Continuation)

LIFE CYCLE ANALYSIS:

Life Cycle Status	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Development	X	X				
Operations	X	X	X	X	X	X
Modification			X	X	X	X
Retirement						

The development and implementation phase will occur during FY 2000 and FY 2001. The operations and modifications phases will start in FY 2002 and continue for two biennia, especially as changes are made to local probation systems. Note: These figures do not include amounts for the modification of local systems. It is unclear how much would be required for such modifications or how much may be available through local or grant funding sources. If significant funds are needed and no alternative funding sources can be found, this project may result in an additional request for the next biennium.

OFFICE OF TECHNOLOGY ANALYSIS:

The commission is new to the information resource management approach. The commission will be required to address information resource management practices in conjunction with receipt of funding.

OT Master Plan: Goal 2-Efficient and effective government. This project would allow electronic entry of the sentencing worksheet from local probation officers and electronic transmission and entry into the Commission's computer system. Currently data is manually entered by probation officers and re-entered manually by Commission staff. Recommendation: Proceed with project. OT supports this project.

GOVERNOR'S RECOMMENDATION:

The Governor recommends this change item as requested by the agency.

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2000-01 Biennial Budget

PROGRAM STRUCTURE/INDEX

AGENCY: Crime Victim Services Center	PAGE
Agency Executive Summary	H-274
Budget Brief	H-277
Agency Level Revenue Summary	H-279
Federal Funds Summary	H-281
PROGRAMS, BUDGET ACTIVITIES, AND CHANGE ITEMS	
CRIME VICTIMS REPARATIONS	H-283
IT-Change Item -Computer System Enhancements	H-286
CRIME VICTIMS ASSISTANCE	H-289
Change Item - Postpone Battered Women's Shelter Funding Transfer/Admin. Funds	H-292
Change Item - Crime Victims Emergency Fund	H-293

**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Crime Victim Services Center

AGENCY MISSION AND VISION:

The mission of the Crime Victim Services Center is to serve as a statewide advocate for all crime victims and witnesses by providing resources for the delivery of services in local communities, improving the treatment of victims and witnesses, and reducing the economic impact of crime on victims and their families. The vision of the agency is to ensure that high quality services and information are available to crime victims in Minnesota by:

- Encouraging the participation of victims and survivors, victim advocates and service providers, criminal justice professionals and other members of the community in the development and implementation of the center's programs.
- Preserving, promoting and incorporating the integrity and special needs of each crime-specific area: battered women, general crime and sexual assault.

KEY SERVICE STRATEGIES:

The center uses the following strategies in pursuit of its mission and vision:

- Providing quality grants administration to distribute state and federal funds to public and private nonprofit agencies and tribal governments.
- Encouraging and facilitating program development on the local level through outreach and training activities and technical assistance.
- Developing and advocating for laws to protect crime victims' rights and afford victims greater opportunities to participate in the criminal justice process.
- Providing sufficient reparations benefits directly to crime victims and their families to ease the financial burden of crime.
- Assisting the criminal justice system in holding offenders responsible for the effects of their crimes.

OPERATING ENVIRONMENT:

The demographic and social trends impacting the center's operations are as follows:

- Although violent crime decreased by 5% nationwide, the rate of violent crime in Minnesota has not decreased significantly. The rate of sexual assaults statewide increased in 1997 by 3.7%. In addition, the metropolitan area continues to be plagued by gun violence and drug-related crimes. As a result, there are more victims of crime who require essential services.

- The increasing costs of medical care, prescriptions, dental care, mental health care, day care, home health care, funeral services, and other products and services place an additional economic burden on victims of crime and programs serving victims.
- Demographic trends, such as population growth in the counties encircling the Twin Cities metro area, and an increasingly diverse population in Minnesota, will necessitate changes in service delivery.

ORGANIZATION/PROGRAM STRUCTURE:

There have been a number of organizational changes in victims services during the past few years. In 1998, the victims services unit from the Department of Corrections and the Crime Victims Services division of the Department of Public Safety were combined by executive order into a new Center for Crime Victims Services. In 1997, the Office of the Crime Victims Ombudsman was given separate, independent status. In 1996, the abused children program from the Department of Corrections victims services unit was transferred to the Department of Children, Families and Learning.

The Center for Crime Victim Services is located in downtown St. Paul. Staff members work cooperatively with the center's 4 advisory councils, planning committees, and a board.

Executive Director	1.0 fte
— Grants Administration	(11.0 fte)
— Battered Women Program	(1.0 fte)
— General Crime Program	(1.0 fte)
— Sexual Assault Program	(1.0 fte)
— Community Notification	(1.0 fte)
— Training, Communications and Research	(3.0 fte)
— Reparations and Restitution	(4.0 fte)
— Office Support Services	(8.0 fte)

9/30/98 TOTAL FTEs 31.0

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$208,000 for the biennium for computer systems enhancements for the reparations and victims assistance programs, \$100,000 for the biennium to supplement the emergency fund for crime victims, a one-time reduction of \$16,681,000 in F.Y. 2000 for a one-year postponement of the battered women's shelter per diem transfer from the Department of Human Services, and \$109,000 in F.Y. 2001 to administer that program when it is transferred.

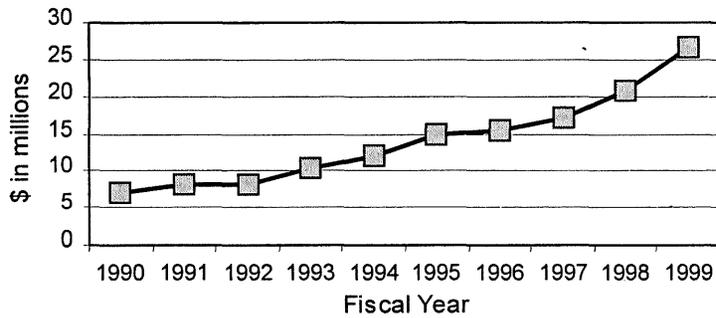
**2000-01 Biennial Budget
Agency Executive Summary**

AGENCY: Crime Victim Services Center
(Continuation)

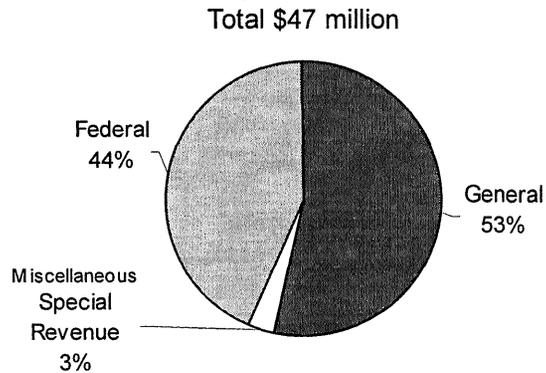
TRENDS AND PERSPECTIVE:

- Expenditures include those made in the Departments of Corrections and Public Safety for Crime Victim Services before this agency was created by reorganization order.

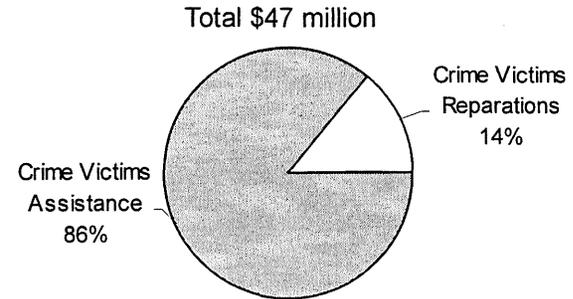
Total Budget - All Funds



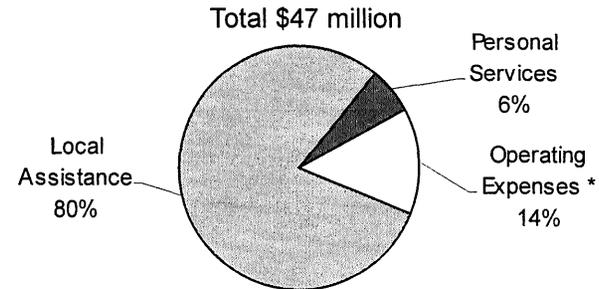
1998-99 Expenditures by Fund



1998-99 Expenditures by Program



1998-99 Expenditures by Category



* 86% of Operating Expenses is reparations claims paid.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CRIME VICTIM SERVICES CENTER

Agency Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY PROGRAM:									
CRIME VICTIMS REPARATIONS BD	3,169	2,770	3,588	3,290	3,394	3,347	3,451	487	7.7%
CRIME VICTIMS ASSISTANCE	346	383	22,823	36,082	19,451	37,369	37,528	33,773	145.5%
Total Expenditures	3,515	3,153	26,411	39,372	22,845	40,716	40,979	34,260	115.9%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	2,041	2,192	13,097	29,368	12,841	30,705	30,968		
SPECIAL REVENUE	0	0	6	0	0	0	0		
STATUTORY APPROPRIATIONS:									
GENERAL	0	0	18	0	0	0	0		
SPECIAL REVENUE	644	80	907	586	586	603	603		
FEDERAL	823	881	12,376	9,416	9,416	9,406	9,406		
GIFT	7	0	7	2	2	2	2		
Total Financing	3,515	3,153	26,411	39,372	22,845	40,716	40,979		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	10.2	10.9	30.5	29.8	31.3	29.5	33.0		
PART-TIME, SEASONAL, LABOR SER	1.2	0.8	0.5	0.5	0.5	0.5	0.5		
Total Full-Time Equivalent	11.4	11.7	31.0	30.3	31.8	30.0	33.5		

**2000-01 Biennial Budget
Agency Budget Brief
(\$ in thousands)**

Agency: Crime Victim Services Center

Fund: General

	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>Biennium</u>
<u>BASE-YEAR (F.Y. 1999)</u>			
Appropriations (F.Y. 1999)	\$2,395	\$2,395	\$4,790
<u>BASE ADJUSTMENT</u>			
One-Time Appropriations	(75)	(75)	(150)
Doc. Space Rental/Lease	4	9	13
2000-01 Salary and Benefit Base	33	67	100
Transfers Between Agencies	27,012	28,310	55,322
Uniform Pension Bill Reduction	(1)	(1)	(2)
<u>BASE LEVEL (for 2000 and 2001)</u>	\$29,368	\$30,705	\$60,073
<u>CHANGE ITEMS</u>			
Computer System Enhancements	104	104	208
Crime Victims Emergency Fund	50	50	100
Battered Women's Shelter (BWS) Per Diem Admin.	-0-	109	109
Postpone BWS Per Diem Transfer	(16,681)	-0-	(16,681)
GOVERNOR'S RECOMMENDATION	\$12,841	\$30,968	\$43,809

Brief Explanation of Budget Decisions:

- This budget includes a base adjustment to remove a one-time expenditure for grants to organizations assisting prostituted individuals.
- This budget includes a compensation inflation base adjustment of 3% in F.Y. 2000 and 6.1% in F.Y. 2001 and other standard base adjustments allowed under budget guidelines.
- This budget reflects the consolidation of victims services into a new Center for Crime Victim Services. Funds were transferred from the Departments of Corrections (\$20.6 million) and Public Safety (included in base year appropriations) for the continued administration of victims services programs under a new independent agency. The DPS provides fiscal, personnel and computer support services to the center.

- This budget includes a base adjustment of \$34.7 million to carry out the transfer of shelter per diem funds from the Department of Human Services (DHS) to the state battered women's program. This change is mandated by the 1997 Welfare Reform Act.

GOVERNOR'S RECOMMENDATIONS:

The Governor recommends: \$208,000 for the biennium for computer systems enhancements for the reparations and victims assistance programs; \$100,000 for the biennium to supplement the emergency fund for crime victims; a one-time reduction of \$16,681,000 in F.Y. 2000 for a one-year postponement of the battered women's shelter per diem transfer from the Department of Human Services; and \$109,000 in F.Y. 2001 to administer that program when it is transferred.

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**2000-01 Biennial Budget
Agency Level Revenue Summary**

AGENCY: Crime Victim Services Center

REVENUE SOURCES:

The center receives dedicated revenue and federal funds. The dedicated revenue includes:

- Restitution collected from offenders, subrogation of civil awards, refunds and donations.
- Inmate wage deductions from state facilities and the Prairie Correctional Facility.
- A small portion of assessments in prostitution cases.
- Training registration fees.

The above receipts represent 3.4% of the center's total resources.

The center also receives the following grants directly from the federal government:

- United States Department of Justice, Victims of Crime Act (VOCA), compensation.
- United States Department of Justice, Victims of Crime Act (VOCA), assistance.
- United States Department of Justice, Violence Against Women Act (VAWA).

The center transfers approximately 1/3 of the VOCA assistance grant to the Department of Education, Children & Families (DECF) for its abused children program.

In addition,

- A United States Department of Health and Human Services grant for rape prevention and services is transferred to the center from the Minnesota Department of Health.
- A United States Department of Justice, Byrne Memorial grant is transferred from the Minnesota Department of Education, Children & Families (DECF).

The total amount of federal funds awarded for F.F.Y. 1998 was \$9.8 million. Of this amount, \$1.5 million is granted to the DECF for abused children programs. Funds granted from the federal government represent 44.8% of the center's total resources.

FEE STRUCTURE:

No fees are collected other than a small amount of training registration fees.

RECENT CHANGES:

The federal grants from the Department of Justice Victims of Crime Act (VOCA) and Violence Against Women Act (VAWA) increased significantly during 1997, but no further significant increases are expected. There are no other significant changes in revenue.

FORECAST BASIS:

The federal grants vary in amount from year to year and are difficult to forecast. For example, the amount of the VOCA grant depends on the amount of fine money collected by the federal government and deposited into the dedicated Federal Crime Victims Fund. Based on amounts collected to date, it is expected that the VOCA grants will remain at the same levels. Also, the Violence Against Women Act funds will probably be renewed by Congress, but the future beyond the next biennium for the VAWA funds is uncertain. The federal Byrne grant will expire at the end of federal F.Y. 1999, but there is a possibility of renewal for new projects for another 4 years.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CRIME VICTIM SERVICES CENTER

Summary of Agency Revenues	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
NON-DEDICATED REVENUE:									
OTHER REVENUES:									
GENERAL	26	1	0	0	0	0	0	(1)	-100.0%
Total Non-Dedicated Receipts	26	1	0	0	0	0	0	(1)	-100.0%
DEDICATED RECEIPTS:									
GRANTS:									
SPECIAL REVENUE	20	0	0	0	0	0	0	0	
FEDERAL	816	889	12,368	9,416	9,416	9,406	9,406	5,565	42.0%
OTHER REVENUES:									
SPECIAL REVENUE	288	351	409	370	370	387	387	(3)	-.4%
GIFT	0	5	2	2	2	2	2	(3)	-42.9%
Total Dedicated Receipts	1,124	1,245	12,779	9,788	9,788	9,795	9,795	5,559	39.6%
Agency Total Revenues	1,150	1,246	12,779	9,788	9,788	9,795	9,795	5,558	39.6%

**2000-2001 Biennial Budget
Federal Funds Summary
(\$ in Thousands)**

Agency: Crime Victim Services Center

- Federal funds are critical to the center's operations and programs. Most local victims services programs funded by the center receive a combination of state and federal funding, but a large portion of each program's grant is derived from federal sources.
- Some of the federal funds fluctuate from year to year. For example, the amount of the Victims of Crime Act (VOCA) grant depends on the amount of fines, forfeited bail bonds, fees and assessments, collected by the federal government and deposited into the dedicated Federal Crime Victims Fund. Deposits reached record levels in 1996 and 1997. Also, the Violence Against Women Act (VAWA) funds will probably be renewed by congress, but the future beyond the next biennium for these funds is uncertain. Although both the VOCA and VAWA grants increased greatly during F.Y. 1998, further significant increases are not expected.
- The VOCA compensation grant is a match of state spending, and the match level of 40% is not likely to increase because most states have sufficient revenue under the current formula.
- The federal Department of Health and Human Services rape prevention and services grant is transferred to the center from the state Department of Health.
- The Byrne grant is transferred to the center from the state Department of Education, Children & Families (ECF) to support training, research and outreach activities.
- The VOCA assistance grant is a base grant of \$500,000 plus an additional amount based on Minnesota's population. Funds must be used for direct services. The center transfers approximately 1/3 of its VOCA assistance grant to the ECF for its abused children program.
- VAWA grant funds must be used to develop and strengthen effective law enforcement and prosecution strategies or provide victims services in

cases involving violence against women. Federal law requires that states allocate VAWA funds as follows: 25% to law enforcement related efforts; 25% to prosecution related efforts; 25% to non-profit victims services; and 25% is discretionary.

- Family Violence Prevention and Services Act funds must be used to expand programs and projects to prevent family violence.

**2000-2001 Biennial Budget
Federal Funds Summary
(\$ in Thousands)**

(Cont.)

Agency: Crime Victim Services Center

Federal Program	Related State Spending	Primary Purpose	SFY 1998 Revenues	SFY 1999 Revenues	Estimated SFY 2000 Revenues	Estimated SFY 2001 Revenues
U.S. Dept. of Justice, Victims of Crime Act compensation	Yes	GI	\$760	\$548	\$653	\$677
U.S. Dept. of Justice, Victims of Crime Act assistance.	Yes	GPS	*4,040	**7,658	4,797	4,797
U.S. Dept. of Justice, Services, Training, Officers, Prosecutors (STOP) Violence Against Women Act (VAWA)	Yes	GPS	*2,005	2,374	2,374	2,374
U.S. Dept. of Health and Human Services, rape prevention and services	Yes	GPS	*544	685	565	565
U.S. Dept. of Health and Human Services, Family Violence Prevention and Services Act	Yes	GPS	*816	995	993	993
U.S. Dept. of Justice, Byrne Memorial Grant	Yes	SO	129	108	34	0
Agency Total			\$889	\$12,368	\$9,416	\$9,406

Explanation:

*Amounts indicate grants received by the Department of Corrections Victims Services Unit. This unit transferred to the center in F.Y. 1999.

**The \$7,658 shown for Victims of Crime Act assistance includes part of the 1998 revenue which transferred from Department of Corrections as well as the F.Y. 1999 grant of \$4,797.

KEY:

SO - State Operations

GPS - Grants to Political Subdivisions

GI - Grants to Individuals

2000-01 Biennial Budget

PROGRAM: Crime Victims Reparations
AGENCY: Crime Victim Services Center

PROGRAM PROFILE:

The crime victims reparations program provides financial assistance to victims of violent crime. Many victims of violent crime suffer temporary economic hardship due to large medical bills and the inability to work while they are recovering from an injury. The reparations program is essential to help victims recover as quickly as possible and to minimize problems resulting from their victimization.

Over 1,300 victims or their family members seek assistance each year as a result of crimes such as homicide, assault, drunk driving, child abuse, robbery, sexual assault, and domestic abuse. Approximately 25% of recipients are children who need assistance for counseling or medical care.

The program expanded dramatically during the 1990s due to increases in urban violence. Slow growth is expected to occur over the next few years.

STRATEGIES AND PERFORMANCE:

Payments are made directly to victims, their families or service providers. Reimbursement is provided for crime-related expenses such as medical and dental care, mental health counseling, lost wages, funeral expenses, loss of support for dependents and child care. Applicants are required to promptly report crimes to law enforcement and cooperate fully with the investigation and prosecution of criminal cases.

The program also conducts outreach activities throughout the state to make sure that crime victims in every region obtain information about reparations and other victims services available to them.

The program's fund recovery unit holds offenders accountable for the costs of crime by focusing on the collection of restitution and civil awards.

Key objectives of the program are to:

- Provide awards promptly
- Improve notification to eligible victims
- Improve the quality of service
- Increase the collection of restitution and civil awards.

FINANCING INFORMATION:

Funding sources include:

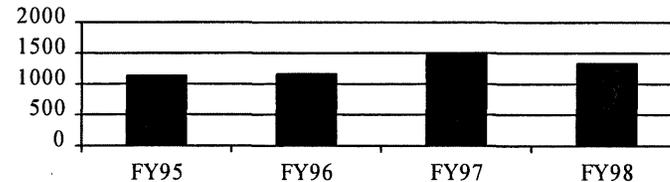
- State General Fund
- U.S. Department of Justice, Office for Victims of Crime compensation grant. The amount of this annual grant is a 40% match of the state funds spent during the previous federal fiscal year.
- Inmate wage deductions from state inmates, and from the Prairie Correctional Facility.
- Recovery of restitution, civil awards and refunds.

BUDGET ISSUES:

Issues associated with the crime victims reparations program are:

- The rising level of gun violence in the metropolitan area, increasing medical and funeral costs, and an increasing number of victims with long-term needs have resulted in the steady growth of the reparations program.
- Fast processing of compensation awards is critical to lessening economic hardship for victims and maintaining the confidence of service providers in the program.
- Due to outreach and training efforts, awareness about reparations has improved leading to an increase in claims.

New Claims Filed



GOVERNOR'S RECOMMENDATIONS:

The Governor recommends \$208,000 for the biennium for computer systems enhancements for the reparations and victims assistance programs.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CRIME VICTIM SERVICES CENTER
Program: CRIME VICTIMS REPARATIONS BD
Activity: CRIME VICTIMS REPARATIONS BD

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	257	309	431	429	504	445	525	289	39.1%
OPERATING EXPENSES	2,912	2,461	3,082	2,861	2,890	2,902	2,926	273	4.9%
SUBTOTAL STATE OPERATIONS	3,169	2,770	3,513	3,290	3,394	3,347	3,451	562	8.9%
LOCAL ASSISTANCE	0	0	75	0	0	0	0	(75)	-100.0%
Total Expenditures	3,169	2,770	3,588	3,290	3,394	3,347	3,451	487	7.7%

CHANGE ITEMS:	FUND				
(B) COMPUTER SYS. ENHANCEMENTS-CRIME VICTIMS	GEN			104	104
Total Change Items				104	104

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	1,877	1,961	2,162	2,079	2,183	2,095	2,199
STATUTORY APPROPRIATIONS:							
SPECIAL REVENUE	583	51	869	556	556	573	573
FEDERAL	702	758	550	653	653	677	677
GIFT	7	0	7	2	2	2	2
Total Financing	3,169	2,770	3,588	3,290	3,394	3,347	3,451

REVENUE COLLECTED:							
DEDICATED							
SPECIAL REVENUE	243	321	379	340	340	357	357
FEDERAL	702	760	548	653	653	677	677
GIFT	0	5	2	2	2	2	2
NONDEDICATED							
GENERAL	26	1	0	0	0	0	0

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CRIME VICTIM SERVICES CENTER

Program: CRIME VICTIMS REPARATIONS BD

Activity: CRIME VICTIMS REPARATIONS BD

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
Total Revenues Collected	971	1,087	929	995	995	1,036	1,036
FTE BY EMPLOYMENT TYPE:							
FULL TIME	6.3	6.8	8.0	8.0	9.5	8.0	9.5
PART-TIME, SEASONAL, LABOR SER	0.6	0.8	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	6.9	7.6	8.0	8.0	9.5	8.0	9.5

F.Y. 2000-2001 Information Technology New Funding

AGENCY: CRIME VICTIM SERVICES CENTER

PROGRAM: CRIME VICTIMS REPARATIONS BD

ACTIVITY: CRIME VICTIMS REPARATIONS BD

IT Change Item: COMPUTER SYS. ENHANCEMENTS-CRIME VICTIMS

ITEM DESCRIPTION AND PURPOSE:

This request for \$104,000 each year is for computer programming staff to assist the Center for Crime Victim Services in making enhancements to its computer systems in the reparations and victims assistance programs.

FUNDING:

Funding Distribution	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Facilities	6	7	7	7	7	7
Grants	0	0	0	0	0	0
Hardware	9	5	5	9	5	5
Personnel	75	80	80	80	80	80
Services	1	1	1	1	1	1
Software	2	0	0	2	0	0
Supplies	3	3	3	3	3	3
Training	8	8	8	8	8	8
Total	104	104	104	110	104	104

These enhancements are needed to provide easy and affordable access to services for crime victims, and to improve the efficiency and effectiveness of the reparations and grants administration programs. Together, these projects will improve the center's ability to evaluate programs and comply with federal and state reporting requirements. The enhancements will improve overall communications with the center's stakeholders who include crime victims, local assistance programs and criminal justice professionals.

The enhancements include conversion of the reparations program databases and automated statistical report, creation of a database and automated statistical reports for the grants administration program, creation of an OCVS web site, and merger and conversion of various mailing lists for use in mass mailings of information.

Funding is needed for 1 FTE Access programmer and .5 FTE web site programmer.

RATIONALE:

The center has an outdated computer system for its reparations program that can no longer be enhanced or maintained. The center's grants administration program has no database at all and statistics are still collected and tabulated by hand. The center also has no web site.

Crime victims, local assistance programs and criminal justice professionals would benefit from technological improvements in the center's operations through faster processing of payments to crime victims and service providers, more efficient distribution of up-to-date information about reparations benefits and application materials, faster processing of grant awards and quarterly payments to local programs, and affordable access to new information about statutory or rules changes, grant opportunities, training events, and promising practices in the victims services field. Also, statistics would be easily generated to comply with state and federal requirements. This data would be useful to evaluate outcomes and assess performance.

F.Y. 2000-2001 Information Technology New Funding

AGENCY: CRIME VICTIM SERVICES CENTER

IT Change Item: Computer Sys. Enhancements - Crime Victims

(Continuation)

LIFE CYCLE ANALYSIS:

Life Cycle Status	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Development						
Operations	X	X	X	X	X	X
Modification	X					
Retirement						

The center has been working with the Department of Public Safety, Office of Technology and Support Services on this project. The programmers funded by this initiative would work for and under the direction of Department of Public Safety, Office of Technical Support Services to assure that statewide information and technology policies are followed. The programmers would be assigned to complete the enhancements listed above and provide ongoing maintenance and support.

OFFICE OF TECHNOLOGY ANALYSIS:

The Center is new to the information resource management approach. The Center will be required to address information resource management practices in conjunction with receipt of funding.

OT Master Plan: Goal 2-Efficient and effective government. This project would provide basic technology infrastructure and staff to support the center's rapidly growing electronic environmental needs. Recommendation: Clarify project definition, customer need and collaborate with Crime Victims Ombudsman. OT would only support the aforementioned collaborative project.

GOVERNOR'S RECOMMENDATION:

The Governor recommends this change item as requested by the agency.

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2000-01 Biennial Budget

PROGRAM: Crime Victims Assistance
AGENCY: Crime Victim Services Center

PROGRAM PROFILE:

The crime victims assistance program supports the efforts of local programs to enable victims of crimes to recover from abuse and trauma. The center administers grant funds to 163 local programs serving battered women and their children, victims of sexual violence, and victims of general crimes such as homicide and drunk driving. Programs funded by the center provide a variety of services to victims, including shelter or safe housing, crisis intervention, counseling and support groups, advocacy for victims during the criminal justice process, information and referral, transportation, child care, and emergency financial assistance.

The crime victims assistance program includes the center's training, communications and research unit, as well as an outreach specialist to provide advocacy services in unserved areas, and a program planner for community notification issues. The center also funds a variety of special projects that provide community education and professional training, as well as protocol and policy development.

STRATEGIES AND PERFORMANCE:

The center uses a crime-specific approach to grants administration and programming. Councils and planning committees are used to gather input from public members, advocates and criminal justice professionals. Council members determine service needs and assess the impact of public policies, develop funding priorities, review grant applications, and make funding and legislative or policy recommendations.

The battered women's program area and the sexual assault program area were created during the 1970s to provide funding and other support to the state's first shelters and crisis centers. Eradicating violence against women remains the goal of both programs, which also share responsibility for administering the federal Violence Against Women Act (VAWA) funds.

The general crime program area focuses on the needs of victims of other crimes such as homicide, assault, hate-crimes and drunk driving. The general crime

program area was expanded in the 1990s as a result of the victim's rights movement and recognition of the needs of all crime victims.

FINANCING INFORMATION:

Funding sources include:

- General Fund, which includes annual local assistance grants for: Sexual Assault \$2,087,000; Battered Women \$5,954,000; General Crime \$1,443,000; Emergency Fund \$100,000.
- Federal funds local assistance grants explained in detail on Federal Funds Summary.
- A portion of penalty assessments collected in prostitution cases.
- Fees collected for the annual crime victims conference.

BUDGET ISSUES:

- There are still a number of areas of the state lacking any victims services. Also, there are several areas that have only limited services for battered women or sexual assault victims, and no services at all for victims of other crimes such as homicide or drunk driving.
- Programs in the metropolitan area have insufficient resources to meet the demand due to population growth and continuing high levels of urban violence.
- Rural programs are largely dependent on funding from the center due to the lack of private foundations or large contributors in rural areas. Rural programs also face unique challenges due to the large geographic areas being covered by small, understaffed programs.
- Many new laws affecting crime victims have been enacted and new victim assistance programs have been created throughout the state. This has resulted in increased demand from service providers and community groups for training, technical assistance and program development.

GOVERNOR'S RECOMMENDATION:

The Governor recommends \$100,000 for the biennium to supplement the emergency fund for crime victims, a one-time reduction of \$16,681,000 in F.Y. 2000 for a one-year postponement of the battered women's shelter per diem transfer from the Department of Human Services, and \$109,000 in F.Y. 2001 to administer that program when it is transferred.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CRIME VICTIM SERVICES CENTER

Program: CRIME VICTIMS ASSISTANCE

Activity: CRIME VICTIMS ASSISTANCE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	168	169	1,071	1,162	1,162	1,185	1,267	1,189	95.9%
OPERATING EXPENSES	178	114	614	402	402	368	395	69	9.5%
TRANSFERS	0	0	0	132	132	132	132	264	
SUBTOTAL STATE OPERATIONS	346	283	1,685	1,696	1,696	1,685	1,794	1,522	77.3%
PAYMENTS TO INDIVIDUALS	0	0	0	16,681	0	17,979	17,979	17,979	
LOCAL ASSISTANCE	0	100	21,138	17,705	17,755	17,705	17,755	14,272	67.2%
Total Expenditures	346	383	22,823	36,082	19,451	37,369	37,528	33,773	145.5%

CHANGE ITEMS:	FUND				
(B) BATTERED WOMEN'S SHELTER PER DIEM ADMIN.	GEN				109
(B) CRIME VICTIMS EMERGENCY FUND	GEN			50	50
(B) DELAY BATTERED WOMEN'S SHELTER TRANSFER	GEN			(16,681)	
Total Change Items				(16,631)	159

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	164	231	10,935	27,289	10,658	28,610	28,769
SPECIAL REVENUE	0	0	6	0	0	0	0
STATUTORY APPROPRIATIONS:							
GENERAL	0	0	18	0	0	0	0
SPECIAL REVENUE	61	29	38	30	30	30	30
FEDERAL	121	123	11,826	8,763	8,763	8,729	8,729
Total Financing	346	383	22,823	36,082	19,451	37,369	37,528

REVENUE COLLECTED:					

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CRIME VICTIM SERVICES CENTER

Program: CRIME VICTIMS ASSISTANCE

Activity: CRIME VICTIMS ASSISTANCE

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001	
				Base	Governor Recomm.	Base	Governor Recomm.
DEDICATED							
SPECIAL REVENUE	65	30	30	30	30	30	30
FEDERAL	114	129	11,820	8,763	8,763	8,729	8,729
Total Revenues Collected	179	159	11,850	8,793	8,793	8,759	8,759
FTE BY EMPLOYMENT TYPE:							
FULL TIME	3.9	4.1	22.5	21.8	21.8	21.5	23.5
PART-TIME, SEASONAL, LABOR SER	0.6	0.0	0.5	0.5	0.5	0.5	0.5
Total Full-Time Equivalent	4.5	4.1	23.0	22.3	22.3	22.0	24.0

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Crime Victim Services Center
PROGRAM: Crime Victims Assistance
ACTIVITY:

ITEM TITLE: Postpone Battered Women's Shelter Funding Transfer

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- Crime Victim Services Center				
- State Operations	\$-0-	\$109	\$107	\$107
- Grants	\$(16,681)	\$-0-	\$(1,298)	\$(2,595)
General Fund				
Human Services				
- General Assistant Grants	\$16,681	\$-0-	\$-0-	\$-0-

Statutory Change? Yes No

If yes, statutes(s) affected: Laws 1997, ch.85, art. 3.

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the transfer of the battered women's shelter per diem payments from the Department of Human Services (DHS) to the Crime Victim Services Center be postponed for one year, until 7-1-2000, to give these agencies and the affected parties adequate time to develop a complete plan for program implementation. The Governor further recommends that the F.Y. 2001 funding level be used as the base level for the following biennium. Finally, the Governor recommends \$109,000 in F.Y. 2001 for the administration of this program, when it is transferred to the Crime Victim Services Center.

RATIONALE:

Welfare reform legislation passed during the 1997 session required the assistance payments paid to battered women's shelters under the General Assistance laws be transferred from DHS to the Department of Corrections (DOC) effective 7-1-99.

No specific language was included to explain how the program would be implemented outside the context of the General Assistance process. At the time of that legislation, crime victim services programs for battered women were administered within DOC. In 1998, a Governor's executive order transferred the crime victim services functions from the DOC, Public Safety, and Administration to a Crime Victim Services Center. Legislation to implement that order will be sought during the 1999 legislative session. The new agency is continuing the process to reorganize according to that order and the expected legislative ratification. To ensure their success in that process, the agency has proposed that the additional transfer of the Battered Women's Shelter payments be postponed until there is a complete plan for its implementation, which was not included in the original legislation. The Governor's recommendation to postpone this transfer includes the requirement that the Crime Victim Services Center, DHS, and affected parties present a complete plan and legislation necessary for implementation of this transfer within available funding by 10-15-99.

Separate administrative funding for this program does not exist in DHS' budget, but it would be necessary when the program transfers to the Crime Victim Services Center. This recommendation includes \$109,000 in F.Y. 2001 for 2 staff and related expenses necessary to operate this program in the new agency.

The existing battered women's shelter per diem payments have been funded as a forecast item within the General Assistance budget in DHS, with costs forecast to rise each year through the F.Y. 2002-03 biennium.

This recommendation would set the future annual base level funding in the Crime Victim Services Center at the current estimate for F.Y. 2001, \$17,979,000.

FINANCING:

The recommendation to maintain F.Y. 2001 funding as the base level for battered women's shelter per diem payments in the next biennium will result in projected savings of \$3,893,000 for F.Y. 2002-03.

OUTCOMES:

Postponing the transfer of this program for one year will give the agencies and affected parties adequate time to plan for a smooth transition of this program.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Crime Victim Services Center
PROGRAM: Crime Victim Assistance
ACTIVITY:

ITEM TITLE: Crime Victims Emergency Fund

	2000-01 Biennium		2002-03 Biennium	
	F.Y. 2000	F.Y. 2001	F.Y. 2002	F.Y. 2003
Expenditures: (\$000s)				
General Fund				
- State Operations	\$50	\$50	\$50	\$50

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governor recommends that the emergency fund for crime victims be increased by \$100,000 for the biennium.

RATIONALE:

The emergency fund for victims provides small amounts for expenses such as:

- Replacement of necessary property that was lost, stolen or damaged as a result of a crime.
- Purchase and installation of necessary home security devices.
- Transportation.
- Crime scene cleanup.
- Travel and living expenses incurred to attend court proceedings.

This program was started in July 1997, with an initial appropriation of \$200,000 for the biennium. Small grants were given out to various victim services agencies and county and city attorneys throughout the state. Grantees were required to guarantee that victims would be paid emergency funds within 48 hours of their request. The most common uses of these funds during the first year were: installing new locks or security lights, repairing broken doors, transportation to court hearings or trials, and temporary lodging.

Victims service providers report that these funds have been essential to assist victims quickly with emergency needs. Additional funding is needed to distribute the emergency fund grants throughout the state. There are several areas of the state without any emergency funds available.

FINANCING:

This recommendation increases the base biennial appropriation of \$200,000 by 50%.

OUTCOMES:

- Enhances the ability of victims to participate in court proceedings.
- Prevents further crimes by allowing victims to purchase new locks and security systems.
- Enables victims to secure transportation to medical facilities and law enforcement centers

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2000-01 Biennial Budget

AGENCY: Crime Victims Ombudsman

AGENCY DESCRIPTION:

The Office of Crime Victims Ombudsman (OCVO) offers recourse to crime victims who believe their statutory rights have been violated, or who believe they have been mistreated by any element of the criminal justice system (CJS), the administration of the Crime Victims Reparations Act, or a victim or service provider. The OCVO provides an alternative to litigation for crime victims when they believe the CJS has failed them. M.S. 611A.72-74 authorizes OCVO to investigate complaints concerning crime victim rights violations and/or mistreatment. This statute also requires the OCVO to act as a liaison between crime victims and criminal justice professionals (CJP), and to provide accessibility, information, and referral to Minnesota's citizens by a toll free number.

The OCVO's vision is to ensure that all crime victims are served justly, fairly and equitably by Minnesota's CJS. Ultimately, success is demonstrated by a reduction in the number of complaints justified by the office and uniform standards and policies statewide regarding implementation of victims rights. The ultimate goal is compliance with victim rights' statutes so that incidences of mistreatment and statutory violations decrease.

PERFORMANCE SUMMARY:

This program receives positive feedback from numerous victims concerning their experiences as well as CJP who have received training or had other interactions with this office. Through training and outreach more crime victims are aware of their statutory protections, services available, and recourse provided by this office. However, even when victims are adequately served, they sometimes mistrust the CJS. After conducting an independent, unbiased review, the OCVO can alleviate those suspicions. Additionally, the OCVO has served as a source of information to CJP.

Presently the number of calls for service outweigh the resources available to resolve them. The office manages this increase by offering direct assistance to resolve individual statutory violations quickly, avoiding the necessity for crime victims to register a formal complaint. While this method addresses an individual

crime victims' immediate concerns, it fails to consider systemic procedural issues or to correct recurring, underlying problems. The practical results are that registered complaints requiring investigation decreased from an average of 15 per month in Calendar Year (C.Y.) 1997 to an average of 10 per month through July 1998. Conversely, inquiries to the office have remained constant at approximately 70 per month for C.Y.'s 1997 and 1998.

EXPLANATION OF AGENCY'S BUDGET PLAN:

The agency budget plan will allow the OCVO to continue to accomplish the following objectives:

- Conduct impartial investigations. (Approx. 150 annually).
- Increase public awareness by displaying the OCVO booth at resource fairs. (Approx. 12 annually).
- Provide information and referral to crime victims and CJP. (Approx. 70 inquiries per month).
- Provide training to CJP. (Approx. 6 annually).
- Provide training to victim/witness service providers. (Approx. 8 annually)
- Participate with advisory boards and other focus groups as feasible.

ISSUES AFFECTING AGENCY'S OPERATIONS:

- Increased violent crime.
- Heightened public awareness and education.
- Improved commitment of CJP to comply with M.S. 611A.
- Expanded victim services programs.
- Related legislation (i.e., Sex Offender Notification)

GOVERNOR'S RECOMMENDATION:

The Governor recommends base funding levels as requested in the agency's budget except for the following adjustments: a biennial increase of \$87,000 and 1 FTE position to enhance the agency's response to crime victims and \$20,000 to complete development and begin operation of a case management system. The Governor has also included funding to improve this agency's technology infrastructure in the Small Agency Infrastructure Initiative under the Minnesota Office of Technology.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: CRIME VICTIM OMBUDSMAN
Program: CRIME VICTIMS OMBUDSMAN
Activity: CRIME VICTIMS OMBUDSMAN

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	249	277	330	339	367	347	376	136	22.4%
OPERATING EXPENSES	68	58	84	48	86	48	60	4	2.8%
SUBTOTAL STATE OPERATIONS	317	335	414	387	453	395	436	140	18.7%
Total Expenditures	317	335	414	387	453	395	436	140	18.7%

CHANGE ITEMS:	FUND				
(B) CRIME VICTIMS CASE MANAGEMENT SYSTEM	GEN			20	
(B) ENHANCED RESPONSE TO CRIME VICTIMS	GEN			46	41
Total Change Items				66	41

FINANCING BY FUND:							
DIRECT APPROPRIATIONS:							
GENERAL	317	335	414	387	453	395	436
Total Financing	317	335	414	387	453	395	436

FTE BY EMPLOYMENT TYPE:							
FULL TIME	5.4	5.7	7.0	7.0	8.0	7.0	8.0
PART-TIME, SEASONAL, LABOR SER	0.2	0.4	0.0	0.0	0.0	0.0	0.0
Total Full-Time Equivalent	5.6	6.1	7.0	7.0	8.0	7.0	8.0

State of Minnesota
 2000-2001 Biennial Budget
BASE RECONCILIATION REPORT
 (Dollars in Thousands)

Agency: **CRIME VICTIM OMBUDSMAN**

	All Funds		General Fund		Other State Funds		Federal Funds	
	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01
F.Y. 99 BUDGETED	375	375	375	375	0	0	0	0
BASE ADJUSTMENTS								
DOC. SPACE RENTAL/LEASE	2	2	2	2	0	0	0	0
SMALL AGENCY OPERATIONAL EXPE	1	1	1	1	0	0	0	0
2000-01 SAL. & BEN. BASE	9	17	9	17	0	0	0	0
SUBTOTAL BASE ADJUSTMENTS	12	20	12	20	0	0	0	0
BASE BUDGET	387	395	387	395	0	0	0	0

F.Y. 2000-2001 Information Technology New Funding

AGENCY: CRIME VICTIM OMBUDSMAN

PROGRAM: CRIME VICTIMS OMBUDSMAN

ACTIVITY: CRIME VICTIMS OMBUDSMAN

IT Change Item: CRIME VICTIMS CASE MANAGEMENT SYSTEM

ITEM DESCRIPTION AND PURPOSE:

This request is to develop a case management system for the Office of Crime Victims Ombudsman (OCVO).

FUNDING:

Funding Distribution	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Facilities	0	0	0	0	0	0
Grants	0	0	0	0	0	0
Hardware	0	0	0	0	0	0
Personnel	0	0	0	0	0	0
Services	20	0	20	0	20	0
Software	0	0	0	0	0	0
Supplies	0	0	0	0	0	0
Training	0	0	0	0	0	0
Total	20	0	20	0	20	0

The OCVO's "Case Management System" is a tool that enhances the Office's ability to provide accurate, timely, and relevant services to crime victims. It manages administrative functions within the office, generates data on systemic issues, and decreases duplicative efforts in producing reports. The majority of the design and development costs for the OCVO's basic case management system were funded during the 1998-99 biennium. This proposal will insure that, upon completion of the installation, the system performs as expected. The request also allows for minor modifications which would enhance the systems usefulness and capabilities. Once completed, it will enable the office investigators to spend more time on complex tasks like research, interviews, data collection, report writing, assists, and other responsibilities. Further, the OCVO anticipates that data entry and collection, currently being done primarily by investigators, will be borne mainly by the system and its clerical staff.

Direct stakeholders include OCVO staff, Office of Technical Support Services (OTSS) staff, criminal justice professionals, legislators, and others. Indirect stakeholders include crime victims, citizens, students, interns, community leaders, other states, federal offices, and victim service providers.

RATIONALE:

The intention of this project is to track case activity to ensure the efficient and effective administration of the office. The project includes a management tool for monitoring investigations, statistics, closing files, and other activities. It would also eliminate certain manual procedures by automating case numbers and other statistical information. Finally, the system would allow staff to quickly answer client requests for case status, progress, and updates, as well as provide staff with easy access to comprehensive, statistical and referral information for reporting to clients and other interested parties.

F.Y. 2000-2001 Information Technology New Funding

AGENCY: CRIME VICTIM OMBUDSMAN
 IT Change Item: Crime Victims Case Management System
 (Continuation)

LIFE CYCLE ANALYSIS:

Life Cycle Status	2000-01 Biennium		2002-03 Biennium		2004-05 Biennium	
	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Development	X					
Operations	X	X	X	X	X	X
Modification			X		X	
Retirement						

Since pre-design has already been accomplished, this project will take approximately 6 months for the remaining development and implementation. From 6 months to 1 year, the project will be operating and staff will be testing it to determine what, if any, modifications or adjustments are needed. The program would require upgrading approximately every biennium and with no retirement.

OFFICE OF TECHNOLOGY ANALYSIS:

The Office is new to the information resource management approach. The Office will be required to address information resource management practices in conjunction with receipt of funding.

OT Master Plan: Goal 2-Efficient and effective government. This project would track case activity and statistics, provide case updates, and reduce manual labor processes. Recommendation: Identify all business needs first, and then proceed with project. OT supports this project.

GOVERNOR'S RECOMMENDATION:

The Governor recommends this change item as requested by the agency.

F.Y. 2000-01 BUDGET CHANGE ITEM

AGENCY: Crime Victims Ombudsman, Office of
PROGRAM:
ACTIVITY:

ITEM TITLE: Enhanced Response to Crime Victims

	<u>2000-01 Biennium</u>		<u>2002-03 Biennium</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>	<u>F.Y. 2002</u>	<u>F.Y. 2003</u>
Expenditures: (\$000s)				
General Fund				
- State Operations	\$46	\$41	\$41	\$41
Revenues: (\$000s)				
General Fund	\$-0-	\$-0-	\$-0-	\$-0-

Statutory Change? Yes ___ No X

If yes, statutes(s) affected:

New Activity Supplemental Funding Reallocation

GOVERNOR'S RECOMMENDATION:

The Governors recommends \$46,000 in F.Y. 2000 and \$41,000 in F.Y. 2001 for one staff position that will allow the Office of Crime Victims Ombudsman (OCVO) to better serve the citizens of Minnesota.

RATIONALE:

The addition of one clerical staff position will allow the OCVO to reduce service inequity to citizens in under-served areas of the state, enhance the office's responsiveness to crime victim inquiries and other calls for service, and allow investigators to conduct more in depth investigations into systemic problems. This will result in long term compliance and a permanent reduction in the number of justified complaints.

Duties for the new staff position will include answering the phones, receiving clients, providing basic information and referral, and performing general reception and clerical duties. Further responsibilities will include overseeing and staffing

resource fairs, and assisting in the creation and development of an OCVO quarterly report.

FINANCING:

	<u>Dollars in Thousands</u>	
	<u>F.Y. 2000</u>	<u>F.Y. 2001</u>
Current Base Salary	\$339	\$347
Current Base Supplies/Expenses	<u>48</u>	<u>48</u>
TOTAL	\$387	\$395
Change Items		
Salary and Benefits	\$28	\$29
Supplies and Expenses	<u>18</u>	<u>12</u>
TOTAL	\$46	\$41

OUTCOMES:

The new funding will enable the program to deploy staff more efficiently, thereby providing a greater level of service equity throughout Minnesota. This will be accomplished by streamlining the office's ability to effectively respond to all citizens' requests for service. The additional staff member will assist with general duties that are now conducted by the professional staff. This then will free the other staff members to perform more complex tasks, such as providing information and referral for more complicated inquires, providing education and training to criminal justice professionals, and conducting site visits.

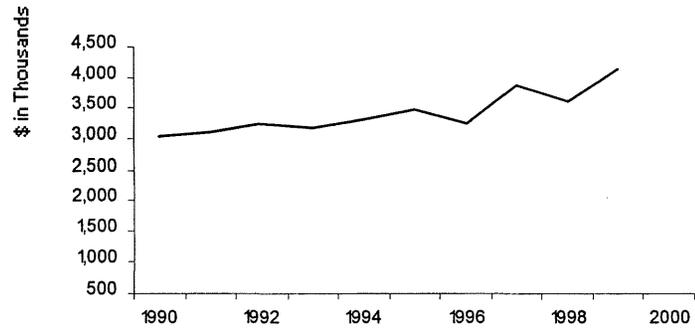
The current outcome measurement used by the OCVO is a client survey. This survey is sent to all clients at the end of an investigation. It is hoped that with additional staff, the OCVO can expand this survey to include a phone survey to a larger majority of clients.

**2000-01 Biennial Budget
Agency Executive Summary**

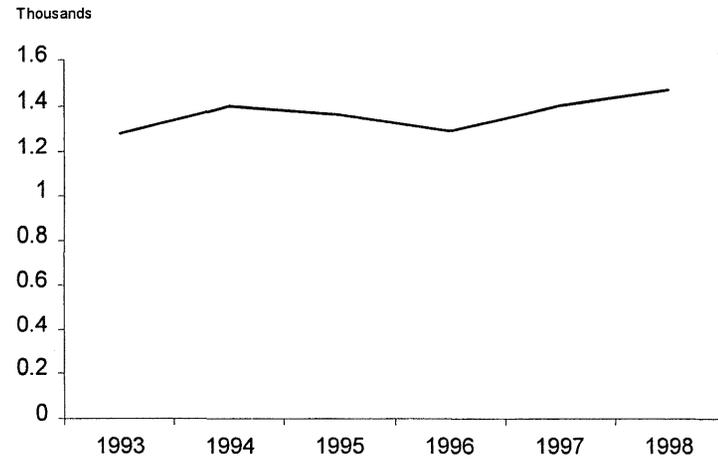
AGENCY: Human Rights, Department of (MDHR)
(Continuation)

TRENDS AND PERSPECTIVE:

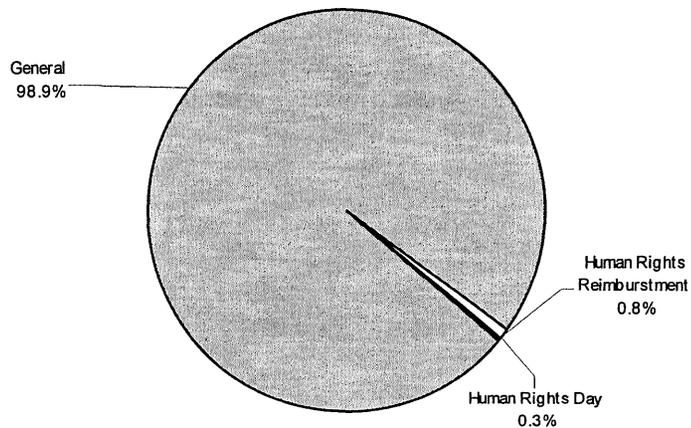
Total Budget - All Funds



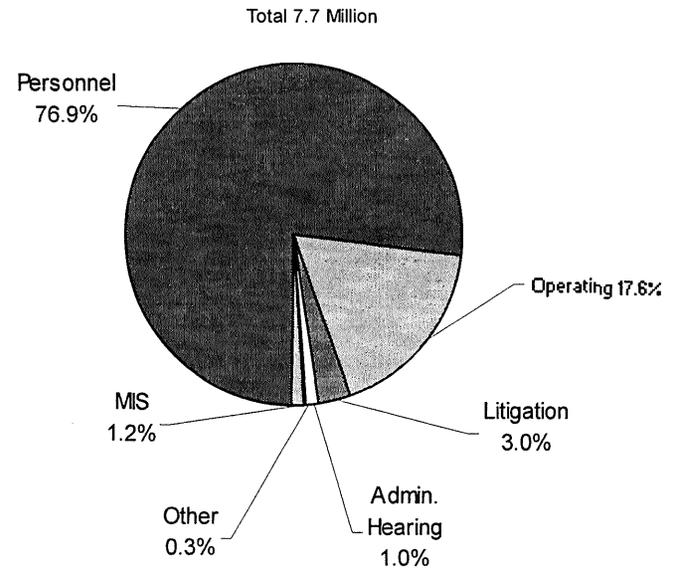
Total Cases Filed



**1998-99 Expenditures by Fund
Total 7.7 Million**



**1998-99 Expenditures by Category
Total 7.7 Million**



State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: HUMAN RIGHTS DEPARTMENT

Program: HUMAN RIGHTS ENFORCEMENT

Program Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY ACTIVITY:									
CONTRACT COMPLIANCE	387	383	469	479	479	489	489	116	13.6%
COMPLAINT PROCESSING	2,783	2,537	2,902	2,713	2,713	2,778	2,778	52	1.0%
MANAGEMENT SERVICES & ADMIN	836	682	759	752	752	768	768	79	5.5%
Total Expenditures	4,006	3,602	4,130	3,944	3,944	4,035	4,035	247	3.2%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	3,801	3,570	4,075	3,889	3,889	3,980	3,980		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	45	31	54	54	54	54	54		
AGENCY	160	1	1	1	1	1	1		
Total Financing	4,006	3,602	4,130	3,944	3,944	4,035	4,035		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	55.9	54.6	64.0	63.5	63.5	63.5	63.5		
PART-TIME, SEASONAL, LABOR SER	2.0	1.9	2.6	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	57.9	56.5	66.6	63.5	63.5	63.5	63.5		

**2000-01 Biennial Budget
Agency Level Revenue Summary**

AGENCY: Human Rights, Department of (MDHR)

REVENUE SOURCES:

The agency's contract with the federal government has increased from \$220,000 to \$313,000 annually for the department's investigation of cases filed under both federal and state law. This money is transferred to the general fund as a partial offset to the agency's appropriation.

Approximately \$58,000 in non-dedicated revenues was transferred to the general fund for civil penalties for violations of the Minnesota Human Rights Act.

Anticipated operating receipts include dedicated special revenue of \$35,000 for reimbursements of hearing costs by losing respondents; and dedicated special revenue of \$19,000 for reimbursement costs of the Human Rights Day Conference.

RECENT CHANGES:

MDHR signed a new contract with Equal Employment Opportunities Commission (EEOC) that increases the dollar amount from \$220,000 to \$313,000 per year. This is a direct reflection of their satisfaction with MDRH contract performance over the years.

FORECAST BASIS:

- New contract with EEOC.
- Assuming an increase in both Human Rights Day Conference and hearing reimbursement costs.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: HUMAN RIGHTS DEPARTMENT

Summary of Agency Revenues	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Forecast	Governor Recomm.	Forecast	Governor Recomm.	Dollars	Percent
NON-DEDICATED REVENUE:									
OTHER REVENUES:									
GENERAL	12	58	60	60	60	60	60	2	1.7%
Total Non-Dedicated Receipts	12	58	60	60	60	60	60	2	1.7%
DEDICATED RECEIPTS:									
GRANTS:									
FEDERAL	220	239	313	313	313	313	313	74	13.4%
OTHER REVENUES:									
SPECIAL REVENUE	41	27	54	54	54	54	54	27	33.3%
AGENCY	1	0	0	0	0	0	0	0	
OTHER SOURCES:									
AGENCY	160	0	0	0	0	0	0	0	
Total Dedicated Receipts	422	266	367	367	367	367	367	101	16.0%
Agency Total Revenues	434	324	427	427	427	427	427	103	13.7%

2000-01 Biennial Budget

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BUDGET ACTIVITY: Contract Compliance
PROGRAM: Enforcement
AGENCY: Human Rights, Department of (MDHR)

ACTIVITY PROFILE:

Contract Compliance encourages 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.

STRATEGIES AND PERFORMANCE:

Contract Compliance activities include:

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

FINANCING INFORMATION:

This activity's budget consists of general funds. Personal services comprise 93% of the administrative budget.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	307	321	437	447	447	457	457	146	19.3%
OPERATING EXPENSES	80	62	32	32	32	32	32	(30)	-31.9%
SUBTOTAL STATE OPERATIONS	387	383	469	479	479	489	489	116	13.6%
Total Expenditures	387	383	469	479	479	489	489	116	13.6%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	387	383	469	479	479	489	489		
Total Financing	387	383	469	479	479	489	489		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	6.7	6.7	9.0	9.0	9.0	9.0	9.0		
Total Full-Time Equivalent	6.7	6.7	9.0	9.0	9.0	9.0	9.0		

2000-01 Biennial Budget

BUDGET ACTIVITY: Complaint Processing
PROGRAM: Enforcement
AGENCY: Human Rights, Department of (MDHR)

ACTIVITY PROFILE:

M.S. Chapter 363 requires that the agency investigate complaints of alleged unlawful discrimination. While the majority of cases involve claims of discrimination in employment, the agency also has jurisdiction over allegations of discrimination in housing, education, public accommodations, public services and business/credit. Customers of these services include charging parties, respondents to discrimination charges, attorneys and the general public. 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 require a written answer to the charge. 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. About one-third of cases are dismissed at screening. The remaining cases either are sent to mediation or are sent to investigation. 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 try to conciliate the case. If conciliation is not possible, the agency attorneys may litigate the case on behalf of the Department of Human Rights.

STRATEGIES AND PERFORMANCE:

- The agency provides information through 18,000-20,000 telephone or personal inquiries each year.
- Agency staff provides basic information about what types of conduct may constitute illegal discrimination and the type of evidence necessary to establish discrimination.
- During F.Y. 1998, 1,470 charges were drafted, signed and filed.
- Approximately 5% of the charges filed are prepared by private attorneys. Agency intake staff concentrate on serving members of the public not represented by private attorneys when they come to the agency with a discrimination complaint.

- MDHR pays all litigation fees and the cost of administrative 180-day hearings.
- The Case Processing system at the agency was completely reengineered during 1996. At least 75% of cases not warranting the use of agency resources are dismissed within 6 months of their filing as a result of the reengineering process and the standing screening committee.

FINANCING INFORMATION:

This activity's budget consists of general and special revenue funds. Dedicated receipts are received for reimbursement of hearing costs by losing respondents.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	1,850	1,856	2,143	2,118	2,118	2,177	2,177	296	7.4%
OPERATING EXPENSES	933	681	759	595	595	601	601	(244)	-16.9%
SUBTOTAL STATE OPERATIONS	2,783	2,537	2,902	2,713	2,713	2,778	2,778	52	1.0%
Total Expenditures	2,783	2,537	2,902	2,713	2,713	2,778	2,778	52	1.0%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	2,594	2,509	2,866	2,677	2,677	2,742	2,742		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	29	27	35	35	35	35	35		
AGENCY	160	1	1	1	1	1	1		
Total Financing	2,783	2,537	2,902	2,713	2,713	2,778	2,778		
FTE BY EMPLOYMENT TYPE:									
FULL TIME	41.5	39.0	44.0	43.5	43.5	43.5	43.5		
PART-TIME, SEASONAL, LABOR SER	1.4	1.3	2.6	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	42.9	40.3	46.6	43.5	43.5	43.5	43.5		

2000-01 Biennial Budget

BUDGET ACTIVITY: Management Services and Administration
PROGRAM: Enforcement
AGENCY: Human Rights, Department of (MDHR)

ACTIVITY PROFILE:

This activity includes the commissioner; deputy commissioner; director of operations, human resources and fiscal services; and MIS staff. Fiscal Services supports the various business units in the department by providing accounting, procurement, payroll functions and office services and maintenance. In addition, Fiscal Services is responsible for monitoring and controlling the fiscal activities to ensure they conform to accounting standards and Minnesota Statutes. MIS supports business units by managing, storing and maintaining the departmental database. MIS is also responsible for updating, repairing, and maintaining computer hardware and software systems.

STRATEGIES AND PERFORMANCE:

- A recent change to the program structure allows the agency greater flexibility in allocating available resources where needed.
- MDHR uses the service of DOER's Office of Special Events Planning to coordinate the annual Human Rights Day State Conference. Revenues derived from the conference will have to be increased to make the event self-supporting.

FINANCING INFORMATION:

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

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

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

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
PERSONAL SERVICES	415	490	623	616	616	632	632	135	12.1%
OPERATING EXPENSES	421	192	136	136	136	136	136	(56)	-17.1%
SUBTOTAL STATE OPERATIONS	836	682	759	752	752	768	768	79	5.5%
Total Expenditures	836	682	759	752	752	768	768	79	5.5%

FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	820	678	740	733	733	749	749		
STATUTORY APPROPRIATIONS:									
SPECIAL REVENUE	16	4	19	19	19	19	19		
Total Financing	836	682	759	752	752	768	768		

REVENUE COLLECTED:									
DEDICATED									
FEDERAL	220	239	313	313	313	313	313		
Total Revenues Collected	220	239	313	313	313	313	313		

FTE BY EMPLOYMENT TYPE:									
FULL TIME	7.7	8.9	11.0	11.0	11.0	11.0	11.0		
PART-TIME, SEASONAL, LABOR SER	0.6	0.6	0.0	0.0	0.0	0.0	0.0		
Total Full-Time Equivalent	8.3	9.5	11.0	11.0	11.0	11.0	11.0		

2000-01 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 state statutes and make them uniform throughout the nation. The NCCUSL is made up of uniform laws commissioners from all states and the District of Columbia.

The Minnesota commission consists of 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. Four persons have been granted life membership because of long service. All serve without compensation.

Membership in NCCUSL enables Minnesota to use at very little cost the skills and resources of the legal profession from across the entire nation. The work of the Uniform Laws Commission is aided locally by the Minnesota Bar Association. In addition, various groups interested in the subject matter of a particular uniform act have input into the work of the conference during both the drafting and the enacting process. For example, medical groups interested in organ transplants 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.

PERFORMANCE SUMMARY:

Minnesota now has in its statutes approximately 50 uniform acts as a result of the commission's work. During the 1999 and 2000 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 Children of Assisted Conception Act, Uniform Conflict of Laws --

Limitation Act, Uniform Correction or Clarification of Defamation Act, Uniform Statutory Rule Against Perpetuities Act (amendment), Uniform Unclaimed Property Act (revision), Uniform Child Custody Jurisdiction and Enforcement Act, Uniform Principal and Income Act, and Uniform Unincorporated Nonprofit Associations Act. In addition, the commission will have a bill to adopt a revised Article 9 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) the state's annual membership dues. The commission has no control over its expenses because membership dues are assessed to each state and the District of Columbia based on population. The national organization determines where the conferences will be held and travel costs depend entirely on 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.

GOVERNOR'S RECOMMENDATION:

The Governor recommends the agency's base budget.

State of Minnesota
2000-2001 Biennial Budget
(Dollars in Thousands)

Agency: UNIFORM LAWS COMMISSION

Program: UNIFORM LAWS CMSN

Activity: UNIFORM LAWS CMSN

Budget Activity Summary	Actual F.Y. 1997	Actual F.Y. 1998	Budgeted F.Y. 1999	F.Y. 2000		F.Y. 2001		Biennial Change 2000-01 Gov / 1998-99	
				Base	Governor Recomm.	Base	Governor Recomm.	Dollars	Percent
EXPENDITURES BY CATEGORY:									
STATE OPERATIONS									
OPERATING EXPENSES	33	31	40	37	37	38	38	4	5.6%
SUBTOTAL STATE OPERATIONS	33	31	40	37	37	38	38	4	5.6%
Total Expenditures	33	31	40	37	37	38	38	4	5.6%
FINANCING BY FUND:									
DIRECT APPROPRIATIONS:									
GENERAL	33	31	40	37	37	38	38		
Total Financing	33	31	40	37	37	38	38		

State of Minnesota
 2000-2001 Biennial Budget
BASE RECONCILIATION REPORT
 (Dollars in Thousands)

Agency: **UNIFORM LAWS COMMISSION**

	All Funds		General Fund		Other State Funds		Federal Funds	
	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01	F.Y. 00	F.Y. 01
F.Y. 99 BUDGETED	36	36	36	36	0	0	0	0
BASE ADJUSTMENTS								
SMALL AGENCY OPERATIONAL EXPE	1	2	1	2	0	0	0	0
SUBTOTAL BASE ADJUSTMENTS	1	2	1	2	0	0	0	0
BASE BUDGET	37	38	37	38	0	0	0	0

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