

State of Alaska FY2011 Governor's Operating Budget

Department of Corrections Institution Director's Office Component Budget Summary

Component: Institution Director's Office

Contribution to Department's Mission

Provides overall leadership to support the incarceration and supervision of offenders that are committed to the custody of the Department.

Core Services

- Plan, direct, organize and control activities of the Division.

Key Component Challenges

Manage prisoner population in safe, secure correctional facilities.

Recruit, hire and retain correctional and probation officers to meet the challenge of public protection within fiscally responsible parameters.

Reduce the ongoing deterioration of the facilities and backlog of deferred maintenance that continue to negatively impact daily institutional operations.

Oversight of facility expansion projects throughout the division while continuing operational management of the institutions.

Develop a comprehensive plan to address recidivism rates with an emphasis on re-entry.

Significant Changes in Results to be Delivered in FY2011

No changes in results delivered.

Major Component Accomplishments in 2009

Classification review and revision is near completion with expected implementation by January 2010.

Initiated a pilot re-entry program at Spring Creek with intention to implement the plan at the remainder of the facilities by end of FY2010.

Completed mid-managers training offered by the National Institution of Corrections and scheduled additional Corrections Leadership Development training of managers for November 2009.

Completed expansion of Palmer Correctional Center (PCC), and anticipate completed expansion of Wildwood Correctional Center (WWCC) by end of 2009.

Completed a Director's audit at six of our twelve facilities with the remainder to be completed by January 2010.

Revised education plan in all facilities to include evidence-based practices in delivery of vocational certification, GED completion, parenting, re-entry, and cognitive behavioral intervention.

Completed Occupational Safety and Health Administration (OSHA) required fit testing for all correctional officers, bringing all institutions into OSHA compliance.

Statutory and Regulatory Authority

- 1) Probation, Prisons and Prisoners (AS 33)
- 2) Welfare, Social Services and Institutions (AS 47)

- 3) Corrections (22 AAC)
- 4) Health and Safety (AS 18)
- 5) Create Corrections (EX.OR.55)
- 6) Criminal Law (AS 11)
- 7) Public Finance (AS 37)
- 8) State Government (AS 44)

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**Institution Director's Office
Component Financial Summary**

All dollars shown in thousands

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	453.8	639.1	641.2
72000 Travel	41.6	33.4	33.4
73000 Services	229.1	308.1	308.1
74000 Commodities	26.2	14.5	14.5
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	750.7	995.1	997.2
Funding Sources:			
1002 Federal Receipts	99.9	163.6	163.6
1004 General Fund Receipts	650.8	831.5	833.6
Funding Totals	750.7	995.1	997.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	99.9	0.0	0.0	163.6	163.6
Restricted Total		99.9	0.0	0.0	163.6	163.6
Total Estimated Revenues		99.9	0.0	0.0	163.6	163.6

**Summary of Component Budget Changes
From FY2010 Management Plan to FY2011 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2010 Management Plan	831.5	163.6	0.0	995.1
Adjustments which will continue current level of service:				
-FY2011 Health Insurance Cost Increase Non-Covered Employees	2.1	0.0	0.0	2.1
FY2011 Governor	833.6	163.6	0.0	997.2

Institution Director's Office Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	6	6	Annual Salaries	425,663
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	222,655
			<i>Less 1.10% Vacancy Factor</i>	(7,118)
			Lump Sum Premium Pay	0
Totals	6	6	Total Personal Services	641,200

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Officer II	1	0	0	0	1
Correctional Officer IV	0	0	0	1	1
Division Director	1	0	0	0	1
Division Operations Manager	1	0	0	0	1
Office Assistant II	1	0	0	0	1
Secretary	0	0	0	1	1
Totals	4	0	0	2	6

Component Detail All Funds
Department of Corrections

Component: Institution Director's Office (1381)
RDU: Population Management (550)

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Management Plan vs FY2011 Governor	
71000 Personal Services	453.8	464.7	464.7	639.1	641.2	2.1	0.3%
72000 Travel	41.6	33.4	33.4	33.4	33.4	0.0	0.0%
73000 Services	229.1	308.1	308.1	308.1	308.1	0.0	0.0%
74000 Commodities	26.2	14.5	14.5	14.5	14.5	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	750.7	820.7	820.7	995.1	997.2	2.1	0.2%
Fund Sources:							
1002 Fed Rcpts	99.9	163.6	163.6	163.6	163.6	0.0	0.0%
1004 Gen Fund	650.8	657.1	657.1	831.5	833.6	2.1	0.3%
General Funds	650.8	657.1	657.1	831.5	833.6	2.1	0.3%
Federal Funds	99.9	163.6	163.6	163.6	163.6	0.0	0.0%
Other Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	5	5	5	6	6	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions
Department of Corrections

Component: Institution Director's Office (1381)
RDU: Population Management (550)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2010 Conference Committee To FY2010 Authorized *****												
FY2010 Conference Committee												
	ConfCom	820.7	464.7	33.4	308.1	14.5	0.0	0.0	0.0	5	0	0
1002 Fed Rcpts		163.6										
1004 Gen Fund		657.1										
Subtotal		820.7	464.7	33.4	308.1	14.5	0.0	0.0	0.0	5	0	0
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
ADN# 20-0-0012 Transfer PCN 20-5231 and funding from Spring Creek Correctional Center to Institutional Director's Office												
	Trin	101.7	101.7	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
1004 Gen Fund		101.7										

The department has established a centralized recruitment process to increase the number of filled correctional officer positions statewide. A Correctional Officer IV (CO IV) PCN 20-5231 position was originally established through the FY2006 Management Plan process in the Spring Creek Correctional Center (SCCC) to serve as the department's Correctional Officer Recruiter. It was later determined the position would function more efficiently if moved to the Director Institutions Office, falling in-line with the centralized recruitment concept. This centralized function was previously accomplished through an unbudgeted reimbursable services agreement (RSA) between the Institution Director's Office and SCCC. To meet this centralized system, this position is being relocated with funding to the Institution Director's Office and includes a location change from Seward to Palmer. This transfer creates the need for an additional transfer of a vacant CO IV position PCN 20-5243, under separate ADN 20-0-0017, from Fairbanks Correctional Center (FCC) to backfill the gap of this position. The replacement CO IV serves in the supervisory capacity typical of the job class, and not as a recruiter.

In summary, the centralization of the correctional officer recruitment process requires realignment of the following positions:

Transfer and location change of PCN 20-5231 with funding from SCCC located in Seward to the Institution Director's Office located in Palmer.

Transfer and location change of PCN 20-5243 with funding from FCC to SCCC. This transfer was completed in November 2008 prior to the change in the approval process for position location changes. The vacant position was available in FCC due to a decline in overall population in FY2009.

ADN# 20-0-0013 Premium pay and V&T authorization distribution

	Trin	72.7	72.7	72.7	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		72.7										

After reconciliation of personal services, re-distribution of the authorization is necessary to meet the anticipated personal service expenditures associated with step adjustments, transfers, and turnovers, within the Institution Director's Office and various 24 hour institutions.

Authorization is being re-distributed within the personal services lines as follows:

- \$ 72.7 - Institution Director's Office
- \$ 93.0 - Anchorage Correctional Complex
- (\$ 38.0) - Anvil Mountain Correctional Center

Change Record Detail - Multiple Scenarios With Descriptions
Department of Corrections

Component: Institution Director's Office (1381)

RDU: Population Management (550)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
(\$ 49.5) - Hiland Mountain Correctional Center												
\$ 41.4 - Fairbanks Correctional Center												
(\$ 95.0) - Ketchikan Correctional Center												
\$ 57.3 - Lemon Creek Correctional Center												
(\$ 51.5) - Mat-Su Correctional Center												
(\$101.5) - Palmer Correctional Center												
\$ 42.3 - Spring Creek Correctional Center												
\$ 43.8 - Wildwood Correctional Center												
(\$ 15.0) - Pt.MacKenzie Correctional Farm												
Subtotal		995.1	639.1	33.4	308.1	14.5	0.0	0.0	0.0	6	0	0
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
FY2011 Health Insurance Cost Increase Non-Covered Employees												
SalAdj		2.1	2.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.1										
Costs associated with Health Insurance Increases.: \$2.1												
Totals		997.2	641.2	33.4	308.1	14.5	0.0	0.0	0.0	6	0	0

Personal Services Expenditure Detail
Department of Corrections

Scenario: FY2011 Governor (7749)
Component: Institution Director's Office (1381)
RDU: Population Management (550)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
20-4002	Office Assistant II	FT	A	GP	Anchorage	2A	10C / D	12.0		33,009	0	0	23,359	56,368	56,368
20-5216	Administrative Officer II	FT	A	SS	Anchorage	2A	19D / E	12.0		65,492	0	0	34,781	100,273	100,273
20-5231	Correctional Officer IV	FT	P	SS	Palmer	1A	18F / J	12.0		66,428	0	0	35,120	101,548	101,548
20-6001	Division Director	FT	A	XE	Anchorage	AA	27F / J	12.0		112,747	0	0	53,562	166,309	166,309
20-6002	Secretary	FT	A	GP	Palmer	2A	11E / F	12.0		37,198	0	0	24,877	62,075	62,075
20-7330	Division Operations Manager	FT	A	SS	Anchorage	1A	24L / M	12.0		110,789	0	0	50,956	161,745	161,745

	Total Positions	New	Deleted	Total Salary Costs:	Total COLA:	Total Premium Pay:	Total Benefits:
Full Time Positions:	6	0	0	425,663	0	0	222,655
Part Time Positions:	0	0	0				
Non Permanent Positions:	0	0	0				
Positions in Component:	6	0	0				
Total Component Months:	72.0						
				Total Pre-Vacancy:			648,318
				Minus Vacancy Adjustment of 1.10%:			(7,118)
				Total Post-Vacancy:			641,200
				Plus Lump Sum Premium Pay:			0
				Personal Services Line 100:			641,200

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	648,318	641,200	100.00%
Total PCN Funding:	648,318	641,200	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Corrections
Travel

Component: Institution Director's Office (1381)
RDU: Population Management (550)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		41.6	33.4	33.4
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000 Travel Detail Totals			41.6	33.4	33.4
72100	Instate Travel	Travel for statewide institutional oversight, contract negotiations, labor relation hearings, and attend legislative budget hearings.	34.4	23.4	23.4
72400	Out Of State Travel	Travel for oversight and monitoring of operations of the out-of-state contract facilities.	7.2	10.0	10.0

Line Item Detail
Department of Corrections
Services

Component: Institution Director's Office (1381)
RDU: Population Management (550)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
73000	Services		229.1	308.1	308.1	
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
73000 Services Detail Totals			229.1	308.1	308.1	
73001	Non-Interagency Svcs	Professional service costs related to auditing, conference registration fees, training, membership dues to professional organizations, and other miscellaneous services.	84.7	136.0	136.0	
73156	Telecommunication	Local and long distance telephone services and other related miscellaneous communication charges.	5.6	5.0	5.0	
73225	Delivery Services	Freight costs, delivery and express services, postage, messenger services, etc.	7.3	8.0	8.0	
73450	Advertising & Promos	Printing and binding costs for forms, inmate handbooks, etc.	0.0	0.5	0.5	
73525	Utilities	Disposal fees.	0.3	0.0	0.0	
73650	Struc/Infstruct/Land	Room and office leases, inspections, janitorial services, snow removal, other repairs and maintenance.	1.6	2.0	2.0	
73675	Equipment/Machinery	Minor repairs and rentals of office equipment not covered by maintenance or lease agreements.	2.7	3.0	3.0	
73750	Other Services (Non IA Svcs)	Safety and other professional service costs.	20.1	23.1	23.1	
73805	IT-Non-Telecommnctns	Admin	Computer charges.	2.4	2.5	2.5
73806	IT-Telecommunication	Admin	Telephone charges.	9.7	9.5	9.5
73809	Mail	Admin	Central Mailroom charges.	0.1	0.2	0.2
73810	Human Resources	Admin	HR integration charges.	3.9	5.0	5.0
73811	Building Leases	Admin	Office lease space.	15.9	60.0	60.0
73814	Insurance	Admin	Risk Management charges.	0.2	0.3	0.3
73815	Financial	Admin	DOA chargeback items (AKPAY, AKSAS, EEO, etc.).	0.3	0.3	0.3
73816	ADA Compliance	Labor	ADA charges.	0.1	0.2	0.2

Line Item Detail
Department of Corrections
Services

Component: Institution Director's Office (1381)

RDU: Population Management (550)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
73000 Services Detail Totals			229.1	308.1	308.1	
73818	Training (Services-IA Svcs)	Admin	Education / Training charges.	0.2	2.5	2.5
73827	Safety (IA Svcs)	Admin	Security services.	0.2	0.0	0.0
73848	State Equip Fleet	Trans	State Equipment Fleet charges.	16.5	50.0	50.0
73979	Mgmt/Consulting (IA Svcs)	Correct	Correctional Officer Recruitment support RSA.	57.3	0.0	0.0

Line Item Detail
Department of Corrections
Commodities

Component: Institution Director's Office (1381)

RDU: Population Management (550)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		26.2	14.5	14.5
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000 Commodities Detail Totals			26.2	14.5	14.5
74200	Business	Consumable office supplies, duplicating, data processing supplies, i.e. paper forms, printer and toner cartridges, and other related supplies.	12.3	10.0	10.0
74480	Household & Instit.	Food, non-food supplies and clothing and uniform costs.	0.0	0.5	0.5
74520	Scientific & Medical	Testing equipment of air breathing apparatus.	1.1	2.0	2.0
74600	Safety (Commodities)	Other operating supplies, including ammunition, law enforcement supplies, safety and electronic supplies.	12.8	2.0	2.0

Restricted Revenue Detail
Department of Corrections

Component: Institution Director's Office (1381)
RDU: Population Management (550)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51010	Federal Receipts	99.9	163.6	163.6

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51010	Federal Receipts		20662100	11100	99.9	163.6	163.6
	Reimbursement from the federal government for housing federal prisoners is allowed per AS 33.30.031 (e). The statute gives the Commissioner of the Department of Corrections explicit authority to enter into an agreement with the United States, another state, a municipality of this state, or another state agency, to provide a correctional facility for the custody, care and discipline of a person held under authority of the law of that jurisdiction.						

Inter-Agency Services
Department of Corrections

Component: Institution Director's Office (1381)
RDU: Population Management (550)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010		
				FY2009 Actuals	Management Plan	FY2011 Governor
73805	IT-Non-Telecommnctns	Computer charges.	Inter-dept Admin	2.4	2.5	2.5
73805 IT-Non-Telecommnctns subtotal:				2.4	2.5	2.5
73806	IT-Telecommunication	Telephone charges.	Inter-dept Admin	9.7	9.5	9.5
73806 IT-Telecommunication subtotal:				9.7	9.5	9.5
73809	Mail	Central Mailroom charges.	Inter-dept Admin	0.1	0.2	0.2
73809 Mail subtotal:				0.1	0.2	0.2
73810	Human Resources	HR integration charges.	Inter-dept Admin	3.9	5.0	5.0
73810 Human Resources subtotal:				3.9	5.0	5.0
73811	Building Leases	Office lease space.	Inter-dept Admin	15.9	60.0	60.0
73811 Building Leases subtotal:				15.9	60.0	60.0
73814	Insurance	Risk Management charges.	Inter-dept Admin	0.2	0.3	0.3
73814 Insurance subtotal:				0.2	0.3	0.3
73815	Financial	DOA chargeback items (AKPAY, AKSAS, EEO, etc.).	Inter-dept Admin	0.3	0.3	0.3
73815 Financial subtotal:				0.3	0.3	0.3
73816	ADA Compliance	ADA charges.	Inter-dept Labor	0.1	0.2	0.2
73816 ADA Compliance subtotal:				0.1	0.2	0.2
73818	Training (Services-IA Svcs)	Education / Training charges.	Inter-dept Admin	0.2	2.5	2.5
73818 Training (Services-IA Svcs) subtotal:				0.2	2.5	2.5
73848	State Equip Fleet	State Equipment Fleet charges.	Inter-dept Trans	16.5	50.0	50.0
73848 State Equip Fleet subtotal:				16.5	50.0	50.0
73979	Mgmt/Consulting (IA Svcs)	Correctional Officer Recruitment support RSA.	Intra-dept Correct	57.3	0.0	0.0
73979 Mgmt/Consulting (IA Svcs) subtotal:				57.3	0.0	0.0
Institution Director's Office total:				106.6	130.5	130.5
Grand Total:				106.6	130.5	130.5