

Agency Option Submission

Commission on Human Rights and Opportunities

James A. Phillips
Signed (Agency Head)

Executive Director
Title

10/15/14
Date

Fund	Agency Priority	Adjustment Title	FY 2016 Amount	FY 2017 Amount
11000 - General Fund		1 OE Savings	4,800	4,800
	Total		4,800	4,800
Total			4,800	4,800

Commission on Human Rights and Opportunities
 11000 - General Fund

Adjustment Type:

Reduction

Agency Title:

OE Savings

Agency Description:

The Agency can set a new record retention policy and reduce the costs of storage of case files. Through a shorter record retention schedule and the storage of files with the state library for a shorter period of time, we should be able save approximately \$1,300 in a year.
 The Agency may also reduce translation and interpretation expenses by closely monitoring adherence to the contract by Accu-World and the language line. Through an audit we recently discovered that we had been overcharged by over a thousand dollars for one of the translation services provided to the Agency by Accu-world. We believe that we could save \$3,500 a year by more closely monitoring the costs we are assessed, for the services being provided.

Agency Priority:

1

System ID:

3437

SID	Account	Program	Agency 2016	Agency 2017
Financials				
10020 - Other Expenses	51950 - Storage Expenses	12007 - Equal Opportunity Assurance	1,300	1,300
	52000 - Translation & Interpretation	12007 - Equal Opportunity Assurance	3,500	3,500
	Total-10020 - Other Expenses		4,800	4,800
Total Financials			4,800	4,800

Joseph A. DeFina
Executive Director
 10/15/14