

FINANCE ADVISORY COMMITTEE

May 5, 2023

Special Meeting – 1:30 P.M.

Legislative Office Building, Room 1E

1. Minutes of the April 6, 2023 meeting.
2. New transactions as follows:

2023-13	Commission on Women, Children, Seniors, Equity and Opportunity	\$15,000.00
2023-14	Dept. of Veterans' Affairs	\$250,000.00
2023-15	Division of Criminal Justice	\$130,000.00
2023-16	Dept. of Banking	\$44,900.00
2023-17	Dept. of Public Health	\$1,713,483.00
2023-18	CT Technical Education and Career System	\$2,500,000.00
2023-19	Office of Early Childhood	\$800,000.00
2023-20	Dept. of Children and Families	\$2,550,000.00
2023-21	Public Defender Services Commission	\$152,500.00

MINUTES OF THE MEETING OF THE FINANCE ADVISORY COMMITTEE  
April 6, 2023

PRESENT: Lieutenant Governor Susan Bysiewicz  
Deputy Comptroller Tara Downes  
Deputy Treasurer Sarah Sanders  
Senator Catherine Osten  
Senator Eric Berthel  
Representative Toni Walker  
Representative Tammy Nuccio  
Representative Jeff Currey  
Representative Corey Paris (Alternate)  
Deputy Secretary Paul Potamianos  
Office of Policy and Management, Finance Advisory Committee Clerk

Lieutenant Governor Bysiewicz called the meeting to order at 1:00 p.m.

The minutes of the June 9, 2022, meeting were adopted.

The following new transactions were considered by the committee:

2023-1 for the Office of the State Comptroller. Transfer of \$4,000,000 from the Personal Service account to the Premium Pay account to cover final costs for private sector pandemic pay.

Senator Osten asked how much will be left in the Personal Services account after the transfer. Carol Salwen, Budget and Financial Analysis Division Director, responded that there currently is approximately \$1 million lapsing in Personal Services, \$1.2 million available for salary adjustments and a deficiency of \$1.8 million. Sen. Osten asked whether the \$4 million will pay all the pandemic claims and whether any claims had not been reviewed, as well as if the agency anticipated a need for more money. Ms. Salwen replied that this will enable payments for the final 5,119 workers and that this would be the final payment for premium pay.

Representative Walker asked about the agency's positions. Ms. Salwen responded that there are 246 filled positions, 37 vacancies, 20 of which are in the process of being filled, and 283 authorized positions. Rep. Walker asked how many positions are funded. Ms. Salwen answered 266. Rep. Walker asked if this \$4 million will leave a deficiency in June. Ms. Salwen replied that a deficiency of approximately \$1.8 million would remain. Rep. Walker requested that OSC provide information on the number of funded positions after this transfer.

Representative Nuccio asked to clarify the nature of the transaction. Ms. Salwen noted that this transaction is for pandemic pay for the private sector. Rep. Nuccio asked for clarification of the amount to be paid for this issue. Ms. Salwen explained that approximately \$107 million has been paid out and that approval of this transaction will bring the total to \$111 million. Rep. Nuccio asked about the resulting Personal Services shortfall if the transaction is approved. Deputy Secretary Potamianos explained that a deficiency bill is being discussed next week and this will be a part of that bill.

The item was unanimously approved.

2023-2 for the Department of Administrative Services. Transfer of \$2,500,000 from the Personal Services account to cover anticipated claims payment requirements in the State Insurance and Risk Management Operation account through the end of the fiscal year.

Senator Osten asked about the agency's vacant positions. Chief Fiscal Officer Jolita Lazauskas responded that the department has 102 vacancies in recruitment, and 49 vacancies that are unfunded for a total of 151. Sen. Osten noted that if positions were unfunded then they are not vacancies because those positions could not be filled. Sen. Osten asked about the recruitment status of the 102 positions. Theresa Judge, Director of the DAS SMART unit, responded that of the 102 approved vacancies, 86 are in various stages of recruitment as follows: 4 with offers pending response, 7 offered in pre-hire selection, 19 posted, 3 in approval process, 15 recruitments closed for review, 11 approved ready to be posted, 15 interviews scheduled, and 2 offers declined. Currently, 16 have no action as the focus is on the other 86 at this time. Sen. Osten noted concerns about the 102 vacancies.

Representative Walker asked about the remaining Personal Services lapse after the proposed transfer. Ms. Lazauskas replied that \$2.5 million would lapse. Rep. Walker asked if there would be any other deficiencies and Ms. Lazauskas responded that there would not be any other General Fund deficiencies. Rep. Walker asked about the duration of position vacancies, and Ms. Judge replied that they have all been in the recruitment process for less than 6 months. Rep. Walker noted concerns about the impact on government services due to transfer of funds from Personal Services and asked how long it takes to fill a position in state government. Ms. Judge responded that for the DAS SMART unit, it takes typically 4 to 6 months.

Representative Nuccio asked how many vacancies DAS had at the end of last fiscal year. Ms. Lazauskas responded that they provided this information to the subcommittee and will forward the information again. Rep. Nuccio observed that the number of funded position vacancies resulted in a budget that over-funds staffing. She then inquired about the insurance and Risk Management transaction. Melissa Frank, Director of State Insurance and Risk Management, responded that the \$2.5 million in shortfall is driven by a post-pandemic increase in fleet claims for State of Connecticut vehicles. Rep. Nuccio asked what steps were being taken to mitigate accidents. Ms. Frank replied that accidents are not increasing; instead, the claim settlement bottleneck has opened as court activity has resumed post-pandemic. Rep. Nuccio asked about the current backlog, and Ms. Frank responded that she would follow up with that information.

Lieutenant Governor Bysiewicz summarized that the shortfall is driven by the courts resuming normal operations and that there were three times the number of cases settled for more than \$50,000 in FY 2023 compared to FY 2022.

Rep. Nuccio asked if the agency tracks the types of accidents and who is driving and whether more training is necessary. Ms. Frank responded yes, and that is a goal of their board to track trends and what might need to be done to adjust driving behaviors.

The item was unanimously approved.

2023-3 DAS – Worker's Compensation Claims. Transfer of \$4,850,000 among various Workers' Compensation Claims accounts to cover anticipated requirements through the end of the fiscal year.

The item was unanimously approved without discussion.

2023-4 for the Department of Motor Vehicles. Transfer of \$5,000,000 from the Personal Services account to the DMV Modernization account to support the agency's ongoing modernization efforts.

Senator Osten inquired about the delay in filling vacant positions, and noted that 120 full-time positions represented 15 percent of the workforce. Commissioner Tony Guerrero replied that the workforce consists of 570 positions, and that the vacant positions represent 2-3 percent of the workforce. Sen. Osten asked how long it takes to fill a vacant position. Commissioner Guerrero responded that it takes about 3-6 months to onboard a new employee. Sen. Osten asked about the agency's modernization efforts, and Commissioner Guerrero discussed progress. Sen. Osten expressed support for those efforts but noted her desire that positions be filled.

Representative Walker asked if more funding is needed for modernization. Commissioner Guerrero responded that they may need to make a request in the future.

Representative Nuccio asked about the average rate of staff turnover. Commissioner Guerrero agreed to follow up with this information. Rep. Nuccio asked if the department will need fewer staff or will save on costs due to modernization. Commissioner Guerrero explained that staff reductions would impact service times.

Senator Berthel expressed his gratitude to the department and asked if the items identified for modernization were included in the budget and strategic plan. Commissioner Guerrero responded that some were included, and some were not. Senator Berthel asked if Commissioner sees this as an opportunity to move ahead with some of these initiatives with this transfer to which Commissioner Guerrero agreed.

The item was unanimously approved.

2023-5 for the Department of Consumer Protection. Transfer of \$694,500 from the Personal Services account to the Other Expenses account to support the maintenance costs of the Gateway Prescription Monitoring System.

Senator Osten inquired about the delay in refilling vacancies and asked how many are not filled and not funded. Commissioner Cafferelli responded that there are 20 vacancies in the General Fund. Sen. Osten inquired about the Prescription Monitoring Program. Commissioner Cafferelli explained that this is an ongoing program and has been in existence for eight years. The system is the gateway which allows one-click access for ease of use and benefits patients health. Sen. Osten asked if the transaction is for annual software maintenance costs. The Commissioner confirmed yes and noted that the cost is typically funded through a grant but the agency was unable to secure a grant this year. Sen. Osten asked if this is designed to track consumers obtaining pain pills or doctor shopping or doctor overprescribing. Rod Marriot, Drug Control Division Director, explained that the system provides clinical information to the prescriber, and also provides information on misuse of prescription drugs.

Representative Walker commented that the department fills positions quickly. She asked about the positions for this program. Mr. Marriot replied that this is for the maintenance of the existing program and not expansion of the program.

Representative Nuccio asked if the bill to expand will make this item irrelevant. Mr. Marriot responded this item is to cover costs to the end of the year. This has nothing to do with the expanding program. The gateway funding is built into the Governor's budget.

Senator Berthel extended his congratulations to the new Commissioner.

The item was unanimously approved.

2023-6 for the Department of Housing. Transfer of \$225,000 from the Subsidized Assisted Living Demonstration account to the Congregate Facilities Operations Cost account to support expenditure requirements through the end of the year.

The Item was unanimously approved without discussion.

2023-7 for the Department of Mental Health and Addiction Services. Transfer of \$18,000,000 from the Personal Services account to the Other Expenses, Professional Services, and Behavioral Health Medications accounts to meet the operational needs of the agency for the remainder of the fiscal year.

Senator Osten asked the Commissioner how many staff could have been funded with the \$18 million they are proposing to transfer to support other accounts. Commissioner Navarretta responded that the funding would support the cost of their existing 501 vacancies. Senator Osten followed up with a question about whether DMHAS would ever be able to hire all the positions that the legislature has funded for the agency and why 500 vacant positions should continue to be funded if they cannot be filled. The Commissioner noted that last calendar year the agency lost 427 positions and brought on 417 and that the most recent hiring trajectory was improving; in the first months of this year, they have only had 20 announced retirements and have been able to hire 100 staff. Sen. Osten inquired about the anticipated shortfall in Professional Services, asking whether the state pays more for staff via contract than they would with a refill. The Commissioner explained that the per diem rate is higher because the state doesn't pay fringes and offered to provide additional information as to how much the average difference per position filled through staffing contract.

Representative Walker asked whether the Commissioner is concerned about the use of temporary worker retirees to support critical staffing vacancies. The Commissioner noted her support for that approach in tandem with the contracted staff to fill vacancies, as those positions provide a level of consistency while hiring is underway.

Representative Nuccio asked about the rate of turnover being experienced by the agency. The Commissioner responded that it is currently about 15 percent. Rep. Nuccio asked for additional detail about the causes of the shortfall in Other Expenses. The Commissioner noted that the shortfall was due largely to the shuttle service while a new parking garage is built in Bridgeport and higher costs of electricity, and noted that the Governor's proposed budget included adjustments for these. Rep. Nuccio asked whether medications purchased by the agency on behalf of patients are reimbursed through private insurance or under Medicaid where possible. The Commissioner said Medicaid covers such costs in outpatient settings and Deputy Secretary Potamianos assured her that the process used for Medicaid claiming in various DMHAS settings would recover costs where possible.

The Lieutenant Governor noted the positive hiring projections by DMHAS.

The item was unanimously approved.

2023-8 for the Department of Transportation. Transfer of \$8,398,000 from the Personal Services account to the Other Expenses, Minor Capital Projects, and Bus Operations accounts to address year-end operational and safety-related needs.

Senator Osten asked about the \$8,398,000 being transferred out of Personal Services and the number of vacant positions. Bureau Chief of Finance and Administration Gary Pescosolido responded 527. Sen. Osten asked about applicants for vacant jobs. Mr. Pescosolido noted the agency's efforts including targeting engineering candidates through college fairs and university engineering programs. Sen. Osten asked whether applications go through the DAS process. Mr. Pescosolido responded affirmatively. Sen. Osten asked how long it takes to get a position filled. Mr. Pescosolido responded that he didn't have the answer available, but that it does take some time and also depends on the type of position. He explained that the number of vacancies decreased from about 750 at the beginning of the fiscal year to 527. The process is further complicated by the higher classifications that retired, necessitating various backfills, which take time to fill. Sen. Osten asked about the Other Expenses transfer, noting that this is the third year in a row that the DOT has had to transfer funding to this account. With regard to the highway electrical commodities need, Sen. Osten asked whether it is related to roadway poles. Bureau Chief of Highway Operations Paul Rizzo responded that many of the expenses are highway illumination, guideway attenuators, wood pole fence line, electrical cabinets, traffic signals, lighting supplies, and plow blades. Sen. Osten asked whether the agency is replacing or installing new lighting due to accidents on the highway, and whether, if related to accidents, the repairs are covered by either the local public utility or the driver's insurance. Mr. Rizzo responded that DOT is responsible for the repair and that DOT could recoup some of the costs from insurance companies, though many of the drivers causing the damages are unknown. Due to supply issues, it has taken 6-8 months to obtain materials for the repairs. Sen. Osten asked if the funding received from the insurance companies is deposited in the General Fund or Special Transportation Fund. Mr. Pescosolido responded the funding is deposited into the Transportation Fund, typically the year after as revenue to the fund as it is a reimbursement of prior year expenditures.

Representative Nuccio asked if 15 percent vacancy rate is standard for the DOT. Mr. Pescosolido responded that the vacancy rate is high, but that DOT is recovering from retirements in 2022. The agency has had difficulty refilling engineering positions and highway operations as DOT is competing with municipalities for maintainers. Some of that challenge was corrected last year with union contract changes, but maintainers may earn higher wages in a municipality. Rep. Nuccio asked what the hire rate typically is and if DOT is also rehiring retirees. Mr. Pescosolido responded that he is confident DOT can chip away at the vacancy rate and that there typically is a normal level of attrition that occurs within an agency of 3,500 positions; he further noted the agency's ongoing efforts to refill positions. Rep. Nuccio asked a series of questions about the \$100 million lapse budgeted for the agency. Mr. Pescosolido responded that the current year budget includes \$50 million in each of the Bus Operations and Rail Operations accounts that would be subsidized by federal funds. OPM Deputy Secretary Paul Potamianos noted that the lapse reflected an extraordinary amount of federal aid that was received to offset some of the pandemic-related bus and rail revenue losses.

The item was unanimously approved.

2023-9 for the Department of Social Services. Transfer of \$40,900,000 from the Medicaid account to a variety of public assistance accounts to meet expenditure requirements through the remainder of the fiscal year.

Senator Osten asked about the \$40 million transfer from Medicaid. Nick Venditto, Chief Fiscal Officer, indicated that the funds are available due to the additional three quarters of pandemic-related enhanced federal match, which reduced the state's funding requirements under Medicaid.

In response to questions from Senator Osten, Representative Walker, and Representative Nuccio regarding additional needs that may not be recognized, Mr. Venditto confirmed that funding is provided in the Governor's budget to meet anticipated requirements for FY 2024 and FY 2025.

In response to questions from Senator Osten, Mr. Venditto explained that the enacted budget shifted some of the funding for residential care homes (RCHs) from the Old Age Assistance and Aid to the Disabled accounts to Medicaid to allow certain services to be billed under Medicaid but, after further research and analysis, the department decided not to move forward due to the potential that some members would be negatively impacted, losing benefits. Since expenses are being incurred under the Old Age Assistance and Aid to the Disabled accounts and not Medicaid, additional funding is required in those accounts to cover program requirements; expenditures under those two accounts are not eligible for federal reimbursement. Mr. Venditto also clarified that the savings from not funding the statutory rate increases in the Governor's budget results from holding rates flat – it is not a reduction in existing rates. He also noted that the Governor's budget includes \$5.2 million in General Fund support to rebase RCH rates, which would result in a net increase in rates, and builds on \$3.7 million in ARPA funding that was provided in FY 2023 to help stabilize RCHs.

Representative Walker asked about the higher than budgeted costs per case under HUSKY B. Mr. Venditto explained that the requested funding reflects the higher enrollment and costs in the programs for undocumented pregnant women and children.

Representative Nuccio asked if the shortfalls in the Old Age Assistance, Aid to the Blind and Aid to the Disabled accounts are comparable to what was anticipated when dollars were moved to Medicaid. Mr. Venditto responded that the requirements for Aid to the Blind are not driven by the Medicaid shift but rather reflect increased costs per case in the program. For the other two accounts, the numbers are in line with the original estimates, though Old Age Assistance is also experiencing higher utilization, which is expected to level off in future years.

Representative Nuccio asked about the growth in the HUSKY B account in the Governor's budget. Mr. Venditto explained that the coverage for undocumented children is resulting in additional costs over the biennium as the program rolls out. The unwinding of the public health emergency will also result in increased enrollment as those with income between 201% and 323% of the federal poverty level will shift from Medicaid to HUSKY B due to the lifting of the suspension of Medicaid discontinuances.

The item was unanimously approved.

2023-10 for the Department of Education. Transfer of \$2,022,220 from the Magnet Schools and Charter Schools accounts to the Other Expenses, Adult Education, and Excess Cost-Student Based accounts to support required payments and to ensure compliance with federal maintenance of effort requirements. Senator Osten commented that we uncapped Adult Education and asked if this is spending above what we uncapped. Commissioner Charlene Russell-Tucker confirmed that this is correct. Sen. Osten also asked

if excess cost will be paid at 100 percent. Kathy Demsey, Chief Fiscal Officer, explained that it will not be paid out at 100 percent. The September excess cost payment is in some cases too large, and an adjustment is made in March, so timing does not always align. To make sure everyone is paid out fully and on time, funds need to be moved.

Senator Osten asked if this had anything to do with students who stopped attending schools and who then moved to Adult Education due to the pandemic. Ms. Demsey indicated that she does not have an answer to that exact question, but enrollment did increase more than expected.

Representative Walker commented that Adult Education is capped, and we go through this every year. Rep. Walker asked what percentage this has gone up. Commissioner Russell-Tucker responded that she does not have that information at hand and the department will follow up.

Representative Currey inquired about the \$1.6 million transfer to districts and asked which districts are receiving funds and how much per district. Ms. Demsey replied that there are five districts and will provide detail on how much.

Representative Nuccio asked what rate of Excess Cost is being funded. Ms. Demsey responded about 80 percent. Representative Nuccio also asked why we are not using the Magnet School Lapse to fully fund Excess Cost. Ms. Demsey explained that Excess Cost is capped to the appropriation, and this would require a statutory amendment.

Representative Nuccio responded that her town does not receive the full grant and asked whether the Magnet School lapse could be used to pay more Excess Cost. Ms. Demsey explained that it is a statutorily capped program. After applying the tiers from the new language, the grants are then pro-rated to the appropriation; language would be need to pay above this level.

The item was unanimously approved.

2023-11 for the Department of Correction. Transfer of \$15,000,000 from the Personal Services and Board of Pardons and Parole accounts to the Other Expenses account to cover operational costs through the end of the fiscal year.

Representative Walker asked about the number of funded positions. Commissioner Quiros responded that the agency has 5,962 authorized positions that are funded, 5,759 filled, and 203 vacant positions. Rep. Walker asked if this will be the only fiscal action to remedy any possible deficiencies. Deputy Secretary Potamianos noted that the agency will be included as part of the deficiency bill that will be discussed at the April 13<sup>th</sup> public hearing. Michael Regan, Chief Fiscal Officer, concurred. Rep. Walker asked where the resulting deficiency will be. Mr. Regan replied that the department will have a \$29 million shortfall in Personal Services after this action. Rep. Walker inquired about the cause of the deficiency. Mr. Regan cited the structural deficit due to the delay in closing the third correctional facility and the fact that the facility chosen was smaller. Rep. Walker asked what the cost is per year per inmate. Mr. Regan responded that the cost is \$90,000 per inmate.

The item was unanimously approved.

2023-12 for the Judicial Department. Transfer of \$750,000 from the Alternative Incarceration account to the Juvenile Alternative Incarceration account to align funding with the programmatic initiatives in Public



Act 22-115, An Act Concerning Juvenile Justice and Services, Firearms Background Checks, and Larceny of a Motor Vehicle.

The Item was unanimously approved without discussion.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul E. Potamianos".

Paul E. Potamianos, Deputy Secretary, OPM  
Finance Advisory Committee Clerk

**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 REV 7/2018

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment     
  APPROPRIATION Adjustment     
  APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME				REQUEST NUMBER	
CWE11980		Commission on Women, Children, Seniors, Equity & Opportunity				2023-1	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>	
2023	11000	CWE11980	10020	2023	\$15,000.00		Other Expenses
2023	11000	CWE11980	10010	2023		\$15,000.00	Personal Services
<b>TOTALS</b>					\$15,000.00	\$15,000.00	

**REASON FOR ADJUSTMENT**

Transfer funds from Other Expenses to Personal Services to cover the total costs for FY 23.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Jim Tamburro	Executive Director	4/4/2023
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)	
	CGS 4-87	

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	Maria V. Cruz 4/17/2023	M.Daskal 04/24/2023		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2023-13				

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

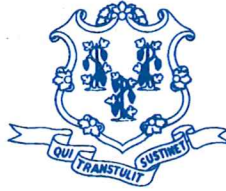
# The Connecticut General Assembly

## Joint Committee on Legislative Management

Martin M. Looney  
*Senate President Pro Tempore*

Bob Duff, *Senate Majority Leader*  
Kevin Kelly, *Senate Republican Leader*

Jim Tamburro  
*Executive Director*



Matthew Ritter  
*Speaker of the House*

Jason Rojas, *House Majority Leader*  
Vincent J. Candelora, *House Republican Leader*

April 17, 2023

Jeffrey Beckham  
Office of Policy and Management  
450 Capitol Avenue  
Hartford, CT 06106

Dear Secretary Beckham:

The Commission on Women, Children, Seniors, Equity and Opportunity (CWE) is requesting a transfer of \$15,000 from Other Expenses Allotment to Personal Services for FY 23. The original appropriation for FY 23 Personal Services did not cover the total cost of compensation, including promotions, merits, and COLA, for the eight full time positions. FY 23 is the first year that the agency is fully staffed and thus realizing the shortfall.

CWE currently has available funds in Other Expenses because they have utilized outside funds to support many of their initiatives. Also, the agency tends to spend most of its Other Expenses funds toward the end of the fiscal year. Once the shortfall in Personal Services was identified, the agency is reserving the \$15,000 for the transfer.

As noted in our request, this transfer is critical to the agency, and we would greatly appreciate being included on the May FAC meeting agenda. A copy of the B107 indicating the transfer amount is attached. Please let us know if you need any additional information or have any further questions. Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Perillo".

Chris Perillo

Attachment

Cc: Jim Tamburro, Executive Director, OLM  
Steve Hernandez, Executive Director, CWE  
Susan Skehan, OLM Financial Services Supervisor  
Neil Ayers, OFA Director  
Maria Cruz, OPM Budget Analyst

**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 REV 7/2018

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment     
  APPROPRIATION Adjustment     
  APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
DVA21000		Department of Veterans Affairs					2023-2	

FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>	
2023	11000	DVA21000	10010		\$250,000.00		Personal Services
2023	11000	DVA21000	10020			\$250,000.00	Other Expenses
<b>TOTALS</b>					\$250,000.00	\$250,000.00	

**REASON FOR ADJUSTMENT**

Request to transfer \$250,000 from DVA's Personal Services Account to Other Expenses to cover inflationary costs.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Briana Mitchell	FAMII	4/13/2023
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)	
	CGS 4-87	

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	O. Rood - 4/24/23	Judith Dowd 4/24/23		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2023-14				

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND



**STATE OF CONNECTICUT**  
DEPARTMENT OF VETERANS AFFAIRS  
OFFICE OF FISCAL ADMINISTRATION  
287 West Street  
Rocky Hill, CT 06067



*Thomas J. Saadi*  
*Commissioner*

May 4, 2023

Subject: Dept. of Veterans Affairs FAC Transfer Request

The Department of Veterans Affairs (DVA) is requesting to transfer funds from the agency's Personal Services (PS) account to the Other Expenses (OE) account to cover a projected shortfall. The shortfall is primarily due to inflationary costs being greater than the amount budgeted for the year. Utility costs have consumed approximately 53% of the agency's FY23 OE appropriation.

The DVA Personal Services account has a surplus primarily due to attrition savings and delays in the refill process.

DVA requests to transfer from the following General Fund account: PS (\$250,000)

DVA requests to transfer funds to the following General Fund account: OE \$250,000

**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 REV 7/2018

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment     
  APPROPRIATION Adjustment     
  APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER
DCJ30000		Division of Criminal Justice					2023-4
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>	
2023	11000	DCJ30000	10010		\$130,000.00		Personal Services
2023	11000	DCJ30000	12069			\$130,000.00	Witness Protection
<b>TOTALS</b>					\$130,000.00	\$130,000.00	

**REASON FOR ADJUSTMENT**

Please see attached addendum to B-107 Request 23-4

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
John J. Russotto	Deputy Chief State's Attorney	4/27/2023
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)		STATUTORY AUTHORITY (for adjustments in appropriations)
		CGS 4-87

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)		REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR
		JMJaramillo - 4/27/23	M.Daskal 04/27/2023
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)
2023-15			

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

## **Division of Criminal Justice FAC Transfer Request 2023-4 (addendum to B-107)**

**General Fund** - Transfer \$130,000 from 10010 – Personal Services

### **12069 (Witness Protection)**

Witness Protection utilization varies from costs are higher and over the last 3 years this SID has been deficient based on the number of trials and types of trials during the year. In FY 19, the SID was short \$19K, in FY 20 it was short \$50K and in FY 21 it was short \$100K. Utilization of this program during FY23 has been higher than expected. Hotel and food costs have risen to contribute to the deficiency. The amount required to the end of the FY is \$130,000.

**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 REV 7/2018

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment     
  APPROPRIATION Adjustment     
  APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
DOB064201		Department of Banking					23-1	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2023	12003	DOB064201	10050	2023	\$44,900.00		Equipment Funds	
2023	12003	DOB064201	10020	2023		\$44,900.00	Other Expenses	
TOTALS					\$44,900.00	\$44,900.00		

**REASON FOR ADJUSTMENT**

The FY2023 Budget adjusted funding across Department of Banking accounts. This item seeks to address the incorrect allocation of funding across accounts by adjusting Equipment SID to Other Expenses.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Jacqueline Shirley	Fiscal Administrative Manager I - Business Office Manager	4/3/2023
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)	
	CGS 4-87	

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	JMJaramillo - 4/27/23			
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2023-16				

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND



**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 REV 7/2018

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment     
  APPROPRIATION Adjustment     
  APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
DPH48500		Department of Public Health					DPH2023-63	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2023	11000	DPH48500	10010		\$1,713,483.00		Personal Services	
2023	11000	DPH48500	10020			\$1,706,528.00	Other Expenses	
2023	11000	DPH48500	17009			\$6,955.00	Local & District Departments of Health	
<b>TOTALS</b>					<b>\$1,713,483.00</b>	<b>\$1,713,483.00</b>		

**REASON FOR ADJUSTMENT**

See attached.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Chukwuma Amechi	Chief, Fiscal Services	4/25/2023
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)	
	CGS 4-87	

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	O. Rood - 4/25/23	jdowd 4/26/23		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2023-17				

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

**DPH General Funds Deficit Spending Summary  
Finance Advisory Committee**

**Date:** May 4, 2023

**Action:** Request to transfer \$1,713,483 from the Personal Services account (SID 10010) to the Local and District Departments of Health Account (SID 17009) in the amount of \$6,955 and Other Expenses Account (SID 10020) in the amount of \$1,706,528.

**Personal Services Current Projected Surplus (\$5,218,484)**

Staffing attrition from retirements, resignations, transfer to other agencies, and unfilled positions required the agency to rebuild its staffing levels. The pace of these refilled lagged because of COVID prioritization, competition for the same resources amongst other agencies and private sector employment opportunities that best DPH's offerings (results in multiple posting of same position).

**General Fund: Full- Time**

- Authorized 472 Per legislation
- Filled 327 as of 4/04/2023
- Vacant 145 Current approved vacancies per CoreCT.
  - Approximately 98 are in various stages of the hiring process
  - The remaining 47 positions are not under active recruitment status.
  - Approximately 3 to 5 month hiring timeframe

**Local and District Departments of Health Account – SID 17009 (\$6,955)**

The following LHD's merged with existing health departments to form a district thereby making them eligible for funding under the statute.

- The Sharon Health Department is proposing to merge with the Housatonic Valley Health District (HVHD). This proposed merger is anticipated to occur prior to June 1, 2023, resulting in an additional funding of **\$6,955** to HVHD.

**Other Expenses Account – SID 10020 – (\$1,706,528)**

- **MPOX \$141,600:** This is cost associated with the administration of vaccines to impacted population in support of mitigating the MPOX outbreak in the state.
- **Temporary Services: \$280,648:** This is cost associated with temporary staff recruited through Temporary Staffing Agencies to support agency operations primarily for Contracts Management Section, Fiscal Services and other DPH program areas. The lag in filling positions due to COVID prioritizations, retirements, resignations, and transfer of staff to other state agency resulted in need for continuity of operations with temporary staffing.
- **Utilities Electric \$739,545:** This is cost associated with increases in rates and delivery charges for electricity for the State Laboratory. Eversource raised its utility rates significantly impacting the cost electricity at the Laboratory. This increase ranged from an average rate of \$0.14 per kilowatt to an average of \$0.35 per kilowatt.
- **Licensed Practical Nurse Sponsorship Initiative \$394,735:** This is cost associated with sponsorship of LPN nursing students (Stone Academy). The purpose of this program is to ensure that these new graduates and new licensees have the learning and training experiences to practice successfully as Licensed Practical Nurses and remain in the healthcare workforce.

- **Audit Services \$150,000:** This is cost associated with the auditing of the Contractors (Service Providers) that performed COVID-19 testing at the Long-Term Care Facilities across the State under the Coronavirus Relief Fund (CRF). This audit is being conducted by Marcum LLP and involves approximately 8 Service Providers with contracts valued at approximately \$52 million

Description	Event	Comment	Amount
<b>Other Expense Account OE (SID 10020)</b>			
Medical Program Support Services	MPOX	Cost associated with administering vaccine - September - December 2022	\$141,600
Temporary Services	Staff	Support staff primarily for Contracts Section, Fiscal Services, and other Program areas.	\$280,648
Electricity	Rate	Cost associated with utility rate increase.	\$739,545
Education Services	Sponsorship Program	Nursing Sponsorship Program	\$394,735
Audit Services	Audit	Coronavirus Relief Fund (CRF) Audit estimated cost	\$150,000
<b>Net Deficit</b>			<b>\$1,706,528</b>

**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 Office 365 Version - REV 4/2020

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

Choose Type: Appropriation Adjustment, Requiring FAC Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
TEC64600		CT Technical Education & Career Systems - CTECS					2023-3	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>UNALLOTTED</u>	<u>ALLOTMENT</u>		
2023	11000	TEC64600	10010	2023	\$2,500,000.00		Personal Services	
2023	11000	TEC64600	10020	2023		\$2,500,000.00	Other Expenses	
<b>TOTALS</b>					\$2,500,000.00	\$2,500,000.00		

**REASON FOR ADJUSTMENT**

To transfer the projected lapsing personal services funds to the OE account SID 10020 to meet the increased utility costs that occurred after 1/1/2023 billing cycles and to process the remaining districtwide subscription renewals. Funds will be used to process utility payments for the months of March through May. In addition to our outstanding utility company invoices, funds will be used to renew several districtwide subscriptions for technology and software during the last quarter of the fiscal year. CTECs has gone to FAC to obtain funding to process subscription renewals in prior years, including FY 2022.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Kisha Richardson	Fiscal Administrative Manager 1	4/22/2023
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)		STATUTORY AUTHORITY (for adjustments in appropriations)
		CGS 4-87

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	Peter Hopko 4/25/2023	H. Williams 4/26/23		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2023-18				

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 REV 7/2018

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment     
  APPROPRIATION Adjustment     
  APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME				REQUEST NUMBER	
OEC64800		Office of Early Childhood				2023-01	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>	
2023	11000	OEC64800	16274		\$800,000.00		Early Care & Education
2023	11000	OEC64800	12192			\$800,000.00	Birth to Three
<b>TOTALS</b>					\$800,000.00	\$800,000.00	

**REASON FOR ADJUSTMENT**

The Birth to Three (12192) SID is an integral funding component in our Birth to Three system. Due to an increase in referrals, projected expenditures are higher than our initial appropriation. In order to for services to continue uninterrupted, a transfer is needed from the Early Care & Education (16274) line of \$800,000 to cover projected services through the end of FY2023. The Early Care & Education SID funds the Child Day Care Contracts as well as School Readiness grants. The Early Care and Education SID is projecting a surplus much greater than this request.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Sarah Poulin	Fiscal Administrative Manager 2	4/20/2023
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)	
	CGS 4-87	

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	Peter Hopko 4/24/2023	H. Williams 4/26/23		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2023-19				

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



Beth Bye  
Commissioner

### Finance Advisory Committee

#### Transfer Request for Fiscal Year 2023

---

#### Background Information

Birth to Three (Part C of the Individuals with Disabilities Education Act (IDEA)) – Birth to Three is funded through federal IDEA Part C funds, state funds, federal and state Medicaid funds, and private medical insurance to support the administrative costs of the system and to provide Early Intervention Treatment Services (EITS) to children with a developmental delay or disability who are aged birth through three years old. As of FY21, Birth to Three also supports children who turn three during the summer months, through the start of the school year if they are eligible for preschool special education.

Birth to Three is an entitlement program for all children who are determined eligible. Since 2020, the State has experienced a steady increase of referrals and children determined eligible. In March 2023, the State had 1,156 referrals compared to 847 referrals in March 2019. Further, FY22 had an increase of 1,071 referrals over FY21. Due to this increase in children, the expenditures of the system have increased. Additionally, during the 2022 legislative session, the General Administrative Payment (GAP) increased from \$100 to \$200 per child who has an Individualized Family Service Plan (IFSP) of less than nine hours per month and at least one service delivered, which impacted the Birth to Three budget this fiscal year. Therefore, a transfer is now needed from Early Care and Education (16274) line of \$800,000 to cover projected program expenses through the end of FY23.

#### Request

The Office of Early Childhood (OEC) respectfully requests to transfer funds projected to lapse from the Early Care and Education SID 16274 for the total program costs of \$800,000.

#### ***Transfer From:***

(\$800,000) Early Care and Education – (16274): This account funds two programs, School Readiness and the Child Day Care contracts, which are slot-based programs. While the agency reappropriates under-utilized slots halfway through the year to programs that indicate that have more capacity, historically there is a degree of slots that are not utilized. The Early Care and Education account is projected to have a surplus that would more than cover this transfer.

#### ***Transfer To:***

\$800,000 Birth to Three – (12192): OEC requests to transfer \$800,000 to the Birth to Three line to support projected program expenditures for FY 23 that would otherwise result in a deficit.

Phone: (860) 500-4412 · Fax: (860) 326-0554  
450 Columbus Boulevard, Suite 301  
Hartford, Connecticut 06103  
[www.ct.gov/oec](http://www.ct.gov/oec)

*Affirmative Action/Equal Opportunity Employer*

**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 REV 7/2018

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment     
  APPROPRIATION Adjustment     
  APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER	
DCF91000		Department of Children and Families					DCF23-32	
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER	
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>		
2023	11000	DCF91000	10010	2023	\$2,550,000.00		Personal Services	
2023	11000	DCF91000	10020	2023		\$2,550,000.00	Other Expenses	
<b>TOTALS</b>					\$2,550,000.00	\$2,550,000.00		

**REASON FOR ADJUSTMENT**

A transfer of funds is necessary to cover a shortfall in the Other Expenses account attributed to increased use of contracted IT consultant services, increases in statewide security and cleaning service contracts, and also increased fuel and utility costs.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
Melanie Sparks	Chief Fiscal Officer	4/20/2023

BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)
	CGS 4-87

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR
	Shelly Maynes, 4/21/23	Judith Dowd 4/23/23

FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2023-20				

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

**DEPARTMENT OF CHILDREN AND FAMILIES**

**FINANCE ADVISORY COMMITTEE**

**May 5, 2023**

**DESCRIPTION OF REQUESTED CHANGES**

The Department of Children and Families requests approval to transfer \$2,550,000 from the Personal Services account to address a shortfall in the Other Expenses account.

**Personal Services (10010)** - Funding is available primarily due to higher than expected turnover and delays in filling vacant positions.

**Other Expenses (10020)** - Funding is necessary to address shortfalls attributed to increased fuel and utility costs, increases in newly negotiated statewide security and cleaning service contracts, and increased use of contracted IT consultant services due to vacancies and increased demand for technological system and equipment maintenance.

The Appropriation Committee budget includes \$1.5 million in FY 24 and FY 25 to annualize the utility and contracted service costs that are projected to continue into the next biennium.



**ALLOTMENT OR APPROPRIATION ADJUSTMENT REQUEST**

B-107 REV 7/2018

**STATE OF CONNECTICUT  
BUDGET AND FINANCIAL MANAGEMENT DIVISION  
OFFICE OF POLICY AND MANAGEMENT**

- ALLOTMENT Adjustment     
  APPROPRIATION Adjustment     
  APPROPRIATION Adjustment, Requiring Finance Advisory Committee Action

AGENCY NO.		AGENCY NAME					REQUEST NUMBER
PDS98500		Public Defender Services Commission					23-1
FISCAL YEAR	FUND	AGENCY	SID	BUD REF	REDUCE *	INCREASE *	ACCOUNT TITLE/PROJECT NUMBER
					<u>ALLOTMENT</u>	<u>ALLOTMENT</u>	
2023	11000	PDS98500	10010	2023	\$152,500.00		Personal Services
2022	11000	PDS98500	12090	2022		\$152,500.00	Training And Education
<b>TOTALS</b>					\$152,500.00	\$152,500.00	

**REASON FOR ADJUSTMENT**

Funding is necessary in the Training and Education account in order to fund various training initiatives proposed by the Agency. These include DefenderLab, DAS continuing education classes for PDS employees and various out-of-state trainings. Funding is available in the Personal Services account due to a delay in filling various vacancies and attrition savings.

REQUESTING OFFICIAL (Signature)	TITLE	DATE SIGNED
TaShun Bowden-Lewis	Chief Public Defender	3/15/2023
BOND COMMISSION DATE AND ITEM NUMBER (if applicable)	STATUTORY AUTHORITY (for adjustments in appropriations)	
	CGS 4-87	

**OPM USE ONLY**

REVIEWED BY BOND ANALYST (if applicable)	REVIEWED BY BUDGET ANALYST	REVIEWED BY SECTION DIRECTOR		
	JMjaramillo - 3/21/23	M.Daskal 03/21/23		
FAC NUMBER	APPROVED (Secretary, OPM)	DATE SIGNED	APPROVED (Governor)	DATE SIGNED
2023-21				

**COMPTROLLER'S USE ONLY**

EFFECTIVE DATE	APPROVAL	APPROVAL

\* USE ONLY UNALLOTTED, ALLOTMENT, RESOURCES OF FUND

## PDS - 23-1 – FAC

### Personal Services to Training & Education

First, **\$40,500** is necessary to adjust for the significant costs that we incurred this year far beyond what we had budgeted in two key areas: out-of-state trainings for attorneys, and DAS continuing education classes.

- With respect to the latter, we experienced an unexpected surge in Division members taking advantage of these courses. We had budgeted \$2,500 for them, based on the usage in prior years, but have spent approximately \$12,000 more than we had projected.
- With respect to the out-of-state travel and trainings, we budgeted \$10k based on the fact that 2-3 folks had done out-of-state programs in the prior FY, with an estimate that there would be 4-5 this year, due to the waning pandemic. However, with TaShun's approval, at this point in time, we are paying for 19 attorneys to do out-of-state trainings, as well as sending two folks to an attorney recruitment event in Washington D.C., for a total additional cost of just under \$40,000.
- As a result of these unexpected expenses, we currently do not have any funds remaining to pay for sending folks to the annual National Criminal Defense College trial skills training, when we traditionally send ~5 attorneys there every year (which costs about \$25,000). This training is the most important out-of-state training that we send folks to, in particular given how many experienced trial attorneys we have lost due to retirements in the past couple of years.

Second, **\$55,000** is necessary to pay for the expected expenses for DefenderLab, our annual week-long trial skills training. This year we have been fortunate enough to obtain approval to provide lodging to all attendees, and found a venue with appropriate facilities that had room for the faculty and attendees that week. Attendees lodging on-site has incredible value in increasing the effectiveness of the training because it allows us to assign homework for the attendees to do during the evenings, which they will then use in the skill-training workshops the following mornings, in addition to fostering community in a Division amongst attorneys that are spread across the state.

This trial skills training for ~25-30 attorneys is particularly critical given the above-mentioned low number of attorneys remaining in the Division with trial experience. The venue (Heritage Hotel in Southbury) estimates that the cost for food and lodging for all faculty and attendees will be \$55,000.

Third, **\$30,000** is necessary to pay for three separate trainings, including travel and lodging expenses for such, that will be provided by Larry Pozner, a nationally-renowned expert on cross-examination.

1. Specifically, we will be bringing Attorney Pozner in to provide training on the foundations of cross-examination at the DefenderLab trial skills training. That involves him flying in on that Monday morning, giving the lecture in the afternoon, staying overnight, and then assisting with small group facilitation the following morning as the attorneys practice basic cross-examination skills.

## PDS - 23-1 – FAC

### Personal Services to Training & Education

2. Then, in September or October, he will travel out here once again, this time to provide a full-day training on cross-examination in DUI cases, which are some of the most common cases that our new attorneys handle.
3. Finally, Attorney Pozner will provide a remote training that takes place over two afternoons regarding intermediate cross-examination skills, which will be targeted towards attorneys who have a bit of trial experience and are looking to develop their abilities beyond mastering the simple basics of cross-examination.

Finally, I am requesting an additional **\$24,500** to cover any additional unanticipated expenses that arise for the remainder of this year. We fully expect that there will likely be additional requests for out-of-state trainings that may be approved, which we will need to pay for. In addition, there may be other in-house trainings that for which we are requested to provide food or hire faculty.