

D15A05
Boards, Commissions, and Offices
Executive Department

Operating Budget Data

(\$ in Thousands)

	FY 05	FY 06	FY 07	FY 06-07	% Change
	<u>Actual</u>	<u>Working</u>	<u>Allowance</u>	<u>Change</u>	<u>Prior Year</u>
General Fund	\$23,401	\$26,003	\$28,451	\$2,449	9.4%
Special Fund	1,856	1,992	1,988	-4	-0.2%
Federal Fund	22,434	21,614	19,626	-1,988	-9.2%
Reimbursable Fund	<u>1,019</u>	<u>754</u>	<u>627</u>	<u>-127</u>	<u>-16.9%</u>
Total Funds	\$48,710	\$50,362	\$50,691	\$329	0.7%

- The allowance provides for a fiscal 2006 deficiency of \$80,000 in general funds for the State Ethics Commission's office relocation.
- The fiscal 2007 allowance for the Executive Department – Boards, Commissions, and Offices increases by \$329,000 over the fiscal 2006 working appropriation. There is a general fund increase of \$2.5 million which is largely offset by a decline in federal funds of \$2 million. This is due primarily to changes in funding for grants within the Governor's Office of Crime Control and Prevention (GOCCP).
- The allowance includes \$850,000 in general funds within GOCCP for the new Sex Offender Compliance and Enforcement in Maryland initiative.

Personnel Data

	FY 05	FY 06	FY 07	FY 06-07
	<u>Actual</u>	<u>Working</u>	<u>Allowance</u>	<u>Change</u>
Regular Positions	77.00	78.00	80.00	2.00
Contractual FTEs	<u>17.40</u>	<u>17.40</u>	<u>17.40</u>	<u>0.00</u>
Total Personnel	94.40	95.40	97.40	2.00

Vacancy Data: Regular Positions

Turnover, Excluding New Positions	1.97	2.46%
Positions Vacant as of 12/31/05	3.00	3.85%

Note: Numbers may not sum to total due to rounding.

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- The allowance includes 80 regular full-time equivalent positions, an increase of 2 positions over the 2006 appropriation. The 2 new positions are within the Office of Minority Affairs.
- There are three vacancies, 1 within GOCCP and 2 within the Governor’s Office of Service and Volunteerism.

Analysis in Brief

Issues

Performance Measures of the Office of Crime Control and Prevention Not Reflective of Its Mission and Vision: The office’s current performance measures do not give an appropriate indication as to whether or not grant funds and coordination efforts provided by the office result in the prevention or control of crime. **The Department of Legislative Service recommends the inclusion of more salient performance measures within its Managing for Results analysis. The office should explain the usefulness of current measures and should discuss what other measures should be adopted to better reflect its goals.**

Volunteer Maryland’s Special Fund Balance: A legislative audit released in November 2005 found that Volunteer Maryland has retained a significant special fund balance even though there was no specific legal authority to do so. **The Executive Department should discuss the audit findings and should brief the committees on its plan to spend down the balance of Volunteer Maryland’s special fund.**

Changes to the Health Care Alternative Dispute Resolution Office: The workload of the office focuses more on its role as an information repository and less on its arbitration services. **The office should brief the committee on the nature of its workload and how it impacts its goal attainment.**

Recommended Actions

	<u>Funds</u>	<u>Positions</u>
1. Delete positions and reduce benefits to allow for two contractual full-time equivalents.	\$ 30,175	2.0
2. Reduce funds for crime control and prevention grants.	630,206	
3. Adopt committee narrative requiring the continuation of the Federal Fund Quarterly Expenditure Report.		
4. Adopt committee narrative on performance measures on federal fund reporting.		
5. Adopt committee narrative on performance measures within the Office of Crime Control and Prevention.		
Total Reductions	\$ 660,381	2.0

D15A05 – Executive Dept – Boards, Commissions and Offices

D15A05
Boards, Commissions, and Offices
Executive Department

Operating Budget Analysis

Program Description

The Boards, Commissions, and Offices unit of the executive department contains various boards, commissions, and offices created by statute or executive order to provide planning and coordination for executive branch functions or to investigate and make recommendations on problems affecting the administration and welfare of the State.

The unit includes Survey Commissions, the Office of Minority Affairs, Governor's Office on Service and Volunteerism (GOSV), Governor's Office of Community Initiatives (GOCI), State Ethics Commission, Health Care Alternative Dispute Resolution Office, Governor's Office of Crime Control and Prevention (GOCCP), Volunteer Maryland (VM), the State Commission on Criminal Sentencing Policy, Criminal Justice Coordinating Council, and the Governor's Grants Office.

Performance Analysis: Managing for Results

Selections from the Governor's Boards, Commissions, and Offices program measurement data is presented in **Exhibit 1**.

Exhibit 1
Selected Program Measurements Data
Boards, Commissions, and Offices
Fiscal 2003 – 2007

	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>	<u>Est.</u> <u>2006</u>	<u>Est.</u> <u>2007</u>	<u>Ann. Chg.</u> <u>03-05</u>	<u>Ann. Chg.</u> <u>05-07</u>
Office of Minority Affairs							
MBE participants at events	n/a	600	1,050	1,200	1,400	n/a	15.5%
State agencies reporting accurate payment data	n/a	0	30	50	70	n/a	52.8%
State agencies using OMA developed data collection tools	n/a	65	68	73	75	n/a	5.0%
GOSV and VM							
AmeriCorps members	583	360	657	629	675	6.2%	1.4%
AmeriCorps volunteers	6,900	4,316	10,868	9,435	11,138	25.5%	1.2%
Individuals trained to manage volunteers	2,944	1,575	2,750	4,000	4,500	-3.4%	27.9%
State Ethics Commission							
Individuals required to file financial disclosure forms	11,553	11,028	11,867	12,000	12,200	1.3%	1.4%
Percent filed electronically	n/a	n/a	58%	62%	65%	n/a	5.9%
Lobbyist activity reports filed	4,333	4,610	4,773	4,940	5,110	5.0%	3.5%
Lobbyists receiving mandated training	128	301	181	200	225	18.9%	11.5%
Officials receiving mandated training	757	872	1,984	900	900	61.9%	-32.6%

MBE = Minority Business Enterprise

OMA = Office of Minority Affairs

GOSV = Governor's Office of Service and Volunteerism

VM = Volunteer Maryland

Source: Executive Department, Managing For Results

Office of Minority Affairs

In 2002, the Office of Legislative Audits released a performance audit of the Minority Business Enterprises (MBE) program and found problems and inconsistencies with how agencies reported data. The office has taken steps to address this issue. In order to track progress, the office has also altered its goals and performance measures. Based on limited data, the Office of Minority Affairs (OMA) is anticipating a greater number of State agencies reporting accurate payment data. The data also shows that OMA is providing services to a greater number of MBEs and to State agencies since fiscal 2004.

GOSV and VM

GOSV and VM goals are to coordinate volunteer and community service opportunities, to promote community-based service and volunteer service, and to support organizations to develop and operate volunteer service programs. Based on the data displayed in Exhibit 1, the offices are able to promote community service on a fairly consistent basis. However, there was a significant drop in volunteers and in individuals trained in fiscal 2004.

State Ethics Commission

Legislation enacted in 2001 mandates two hours of ethics training for new public officials and requires initial and continued training for regulated lobbyists. This requirement is reflected in the key indicators noted in Exhibit 1. Legislation enacted in 1999 requires on-line electronic filing of financial disclosure forms and electronic filing of lobbyist reports. The commission began web-based reporting in fiscal 2005. The data shows that in the first year available, over half of those required to report to the commission did so via the on-line services. That number is expected to increase in the future, mitigating costs associated with paper filing.

Fiscal 2006 Actions

Proposed Deficiency

The 2007 allowance provides for a fiscal 2006 deficiency of \$80,000 in general funds for expenses related to the State Ethics Commission's office relocation. The commission is moving from leased space to State-owned space. The allowance reflects savings of approximately \$96,500 in rent expenses associated with this move.

Governor’s Proposed Budget

As shown in **Exhibit 2**, the fiscal 2007 allowance is \$50,691,302, an increase of \$329,355 or 0.7% over the fiscal 2006 working appropriation. The largest increases are within OMA, due to personnel increases, and within GOCCP, due to a new grant program. The grants within GOCCP are experiencing a change in funding sources from federal funds to general funds. The fiscal 2007 allowance increases general funds for GOCCP grants by approximately \$2.3 million, while federal funds for GOCCP grants decline by \$2 million.

Exhibit 2
Governor's Proposed Budget
Boards, Commissions and Offices
Executive Department
 (\$ in Thousands)

How Much It Grows:	<u>General Fund</u>	<u>Special Fund</u>	<u>Federal Fund</u>	<u>Reimb. Fund</u>	<u>Total</u>
2006 Working Appropriation	\$26,003	\$1,992	\$21,614	\$754	\$50,362
2007 Governor's Allowance	<u>28,451</u>	<u>1,988</u>	<u>19,626</u>	<u>627</u>	<u>50,691</u>
Amount Change	\$2,449	-\$4	-\$1,988	-\$127	\$329
Percent Change	9.4%	-0.2%	-9.2%	-16.9%	0.7%

Where It Goes:

Personnel Expenses

Retirement.....	\$73
New positions.....	113
Increments and other compensation.....	-52
Employee and retiree health insurance	203
Workers' compensation premium assessment.....	-21
Turnover adjustments.....	39
Other fringe benefit adjustments.....	-11

Other Changes

Office of Minority Affairs

Decrease in part-time contractual support for outreach	-17
Decrease in travel expenditures	-9
Decrease in supplies in equipment due to one time costs in FY 2006.....	-39

Service and Volunteerism

Decrease in communication and outside services based on FY 2005 levels	-19
Decrease in grants due to termination of a University of Baltimore grant	-81

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State Ethics Commission

Decrease in rent due to relocation..... -96

Office of Crime Control and Prevention

Decrease in communication expenses based on FY 2005 levels -25

Decline in outside contracts -221

Increase in contractual workload 118

Increase in grants funds, largely due to the new Sex Offender Compliance and Enforcement Initiative..... 531

Volunteer Maryland

Decreases in contractual services, communications, and travel based on historical actual spending levels -135

State Commission on Criminal Sentencing

Increase for enhancements of an automated guidelines calculation and submission system 15

Decrease in contractual FTE expenses..... -40

Miscellaneous 3

Total **\$329**

Note: Numbers may not sum to total due to rounding.

Office of Minority Affairs

The 2007 allowance includes \$113,194 for 2 additional positions within OMA. The new positions are expected to address issues raised in a 2001 legislative audit of the MBE program. An additional duty will be to assist agencies with recent problems with the reporting under the Small Business Reserve program.

Office of Crime Control and Prevention

GOCCP represents the largest division within the Executive Department – Boards, Commissions and Offices. The allowance for 2007 is \$41,499,323, an increase of \$354,490 from the 2006 working appropriation.

The office administers State, special, and federal fund grants for crime control purposes. **Exhibit 3** summarizes the changes to the grant fund sources. **Exhibits 4** and **5** detail the State funds and the federal fund grants respectively. The availability of federal grant funds has become increasingly limited. As such, State grant funds are increasing to offset the loss of federal funds.

Exhibit 3
Summary of Grant Funds
Governor’s Office of Crime Control and Prevention
Fiscal 2005 – 2007

<u>Fund Source</u>	<u>FY 2005</u>	<u>FY 2006</u>	<u>Allowance FY 2007</u>	<u>Increase FY 06 – FY 07</u>
General Fund	\$17,321,679	\$19,866,231	\$22,036,644	\$2,170,413
Federal Fund	19,476,818	17,158,013	15,148,885	-2,009,128

Source: Governor’s Office of Crime Control and Prevention

Exhibit 4
Governor’s Office of Crime Control and Prevention
General and Special Fund Grants
Fiscal 2005 – 2007

<u>Grant Program State Funds</u>	<u>Fiscal 2005</u>	<u>Fiscal 2006</u>	<u>Allowance Fiscal 2007</u>	<u>Increase FY 06 - FY 07</u>
Baltimore City Foot Patrol	\$2,800,000	\$2,700,000	\$2,800,000	\$100,000
Prince George's County Drug Grant	1,662,500	1,662,500	1,662,500	0
Baltimore City Community Policing	2,000,000	1,900,000	2,000,000	100,000
Body Armor for Local Law Enforcement	49,000	50,000	50,000	0
Baltimore City Violent Crime Control	2,084,500	2,019,587	2,500,000	480,413
Prince George's Violent Crime Control	2,429,500	2,341,858	2,341,858	0
STOP Gun Violence	955,500	955,500	955,500	0
Baltimore City Criminal Justice Coordinating Council	85,500	85,500	85,500	0
Gun Trafficking Unit – Attorney General	210,000	210,000	210,000	0
Community Service Grant	*	676,304	676,304	0
Sex Offender Compliance and Enforcement	0	0	850,000	850,000
Roper Academy	0	0	159,000	159,000
War Room Baltimore City	729,982	729,982	729,982	0
Victim Instant Notification Everyday (VINE)				
Contract Statewide Maryland	79,026	400,000	431,000	31,000
After School Initiative	1,035,278	1,100,000	1,100,000	0
Collaborative Supervision & Focused Enforcement	2,999,894	3,000,000	3,300,000	300,000
Domestic Violence Unit Pilot Program	200,000	200,000	200,000	0
Baltimore City State's Attorney – Prosecution of gun crimes and violent offenders	**	1,835,000	1,985,000	150,000
GOCCP General Fund Grants	\$17,321,679	\$19,866,231	\$22,036,644	\$2,170,413
Victims of Crime Fund	984,741	950,000	950,000	0
Victim/Witness Protection Program	300,500	250,000	300,000	50,000
Subtotal Special Fund Grants	\$1,250,000	\$1,200,000	\$1,250,000	\$50,000
Total State Fund Grants	\$18,606,420	\$21,066,231	\$23,286,644	\$2,220,413

*Funding formerly included in the Department of Public Safety and Correctional Services.

**Funding formerly included in the Board of Public Works.

Source: Governor’s Office of Crime Control and Prevention

Exhibit 5
Governor’s Office of Crime Control and Prevention
Federal Fund Grants
Fiscal 2005 – 2007

<u>Federal Grant Program</u>	<u>Fiscal 2005</u>	<u>Fiscal 2006</u>	<u>Allowance Fiscal 2007</u>	<u>Increase FY 06 - FY 07</u>
Juvenile Justice Delinquency Prevention Formula Grants	\$1,380,659	\$1,163,000	\$1,134,000	\$-29,000
Title V	256,235	260,000	262,000	2,000
State Challenge	219,083	260,000	-	-260,000
Juvenile Accountability Block Grant	2,940,891	907,900	824,900	-83,000
Childrens’ Justice Act	-	-	335,000	335,000
Violence Against Women Act	2,086,650	2,177,000	2,191,000	14,000
Roper State Victim Assistant Academy	100,000	60,000	-	-60,000
Paul Coverdale National Forensic Lab	135,633	125,879	173,382	47,503
Grants to Encourage Arrest Policy Rural Domestic Violence & Child Victimization Enforcement Grant	1,294,039	450,000	699,172	249,172
Drug Law Enforcement & System Improvement Grant (Byrne)	278,247	500,000	-	-
Local Law Enforcement Block Grant	6,986,431	8,836,776	-	-8,836,776
Residential Substance Abuse Treatment Grant	315,341	294,242	-	-294,242
Violent Offenders Truth in Sentencing	-	426,568	594,625	168,057
Bullet Proof Vests	102,461	-	-	0
Police Corps	33,427	8,621	8,621	0
Underage Drinking Block Grant	91,611	-	-	0
Underage Drinking Discretionary Grant	441,782	360,000	350,000	-10,000
Byrne – Justice Assistance Grants	115,469	-	-	0
Safe and Drug Free Schools	-	-	7,253,056	7,253,056
Substance Abuse Prevention Initiative	1,441,121	1,328,027	1,323,129	-4,898
Total Federal Grants	1,257,738	-	-	0
	\$19,476,818	\$17,158,013	\$15,148,885	-2,009,128

Source: Governor’s Office of Crime Control and Prevention

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An additional general fund grant program was included in the fiscal 2007 allowance under GOCCP. The Sex Offender Compliance and Enforcement Program provides grants to develop or enhance services for child sex victims and to increase local law enforcement efforts. The allowance provides \$850,000 for this purpose.

The allowance also includes \$159,000 in general funds for the Roper Victim Assistance Academy of Maryland to provide training for professionals who assist victims of crime. This program was previously funded with federal dollars. In fiscal 2006, the program was funded with \$60,000 in federal funds.

Survey Commissions and the State Commission on Uniform State Laws

The Survey Commissions provide funds and support for special commissions appointed to investigate and make recommendations on problems affecting the State. The following commissions were active during the most recently completed fiscal year: Judicial Nominating Commissions; State Publications Depository; and the Governor’s Commission on Quality Education in Maryland.

Although previously budgeted separately, beginning in fiscal 2007, the State Commission on Uniform State Laws will be included under Survey Commissions. In fiscal 2006, its legislative appropriation was \$39,663. The amount has transferred to the Survey Commissions for fiscal 2007.

Issues

1. Performance Measures of the Office of Crime Control and Prevention Not Reflective of Its Mission and Vision

GOCCP aims to maximize the prevention of future crime victims by ensuring the coordination of State policy and grant funds. Its current performance measures include:

- percent of funded law enforcement and criminal justice grants based on proven best practices;
- percent of funded law enforcement and criminal justice grants based on a comprehensive jurisdiction-wide plan; and
- number of inter-jurisdictional Memoranda of Understanding with criminal justice agencies.

The above measures give no indication as to whether or not grant funds and coordination efforts provided by GOCCP result in the prevention or control of crime. Additionally, the measures do not address the office's role as a clearinghouse for information, research, analysis, and other materials necessary for formulating crime control and prevention policy. There is no statistical data provided on crime, violence, substance abuse or any other public safety issue.

The Department of Legislative Services recommends the inclusion of more salient performance measures within its Managing for Results analysis. The office should explain the usefulness of current measures and should discuss what other measures should be adopted to better reflect its goals.

2. Volunteer Maryland's Special Fund Balance

A legislative audit released in November 2005 found that Volunteer Maryland (VM) has retained a significant special fund balance even though there was no specific legal authority to do so. The Comptroller of the Treasury's year-end closing requirements call for special fund balances to be transferred to the general fund unless there is a specific legal reference or authority to retain the funds. However, no such authority exists for VM or GOSV.

The department maintains that it would be improper to revert the funds to the general fund. The funds are raised, in part, on contributions from agencies receiving volunteer services. Further, VM's program year can span several State fiscal years, necessitating a balance in special funds. However, despite these claims, the department has developed a plan to spend down the balance over the next five fiscal years. **Exhibit 6** details the department's spending plan. Details of the audit's complete findings can be found in **Appendix 2**.

Exhibit 6
Volunteer Maryland
Fund Balance Spending Plan
Fiscal 2007 – 2011

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<i>Volunteer Maryland Special Funds</i>					
Beginning Fund Balance	\$543,353	\$432,714	\$318,656	\$200,926	\$79,264
Special Fund Revenues	170,000	175,000	180,000	185,000	200,000
Special Fund Expenditures	280,639	289,058	297,730	306,662	205,000
Ending Fund Balance	432,714	318,656	200,926	79,264	74,264
Annual Change in Fund Balance	-110,639	-114,058	-117,730	-121,662	-5,000
Cumulative Use of Fund Balance	140,639	254,697	372,427	494,089	499,089
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<i>VM Total Expenditures</i>					
General Fund	85,000	85,000	85,000	85,000	196,000
Special Fund	280,639	289,058	297,730	306,662	205,000
Reimbursable (Federal) Funds	404,000	404,000	404,000	404,000	404,000
Total	\$769,639	\$778,058	\$786,730	\$795,662	\$805,000

Source: Governor's Office of Finance

The Executive Department should discuss the audit findings and should brief the committees on its plan to spend down the balance of VM's special fund.

3. Changes to the Health Care Alternative Dispute Resolution Office

The Health Care Alternative Dispute Resolution Office (originally named the Health Claims Arbitration Office) was created as a unit of the Executive Department in 1976. It provides a system of mandatory arbitration filings for all medical malpractice claims over \$25,000. It is responsible for the selection of arbitration panels, for adjudicating each claim filed to determine liability, and for making awards.

In fiscal 2005, the office had 10 positions and an appropriation of approximately \$640,000. The original allowance for fiscal 2006 did not include an appropriation for the office. However, it was restored within the fiscal 2006 supplemental budget, albeit at a much smaller level: 5 positions and a working appropriation of \$362,000. House Bill 2 of the 2004 1st Special Session had several provisions related to the office although most were amended out of the bill. However, the bill did change the name of the office to the Health Care Alternative Dispute Resolution Office from the Health Claims Arbitration Office.

Exhibit 7 shows selected performance measures of the office. The office has a goal of alleviating the courts' caseloads by lowering the number of cases waiving the arbitration process. Either party in a medical malpractice case can choose to waive arbitration. Therefore, the office closes very few cases using its system of arbitration panels. Instead, the workload is increasingly driven by requests for information and not by its arbitration services. The office is the only central repository for statewide medical malpractice claims, as such, it is increasingly relied upon for this information. Requests for copies of claims by health care facilities increased 46% from 2003 to 2005.

The office should brief the committee on the nature of its workload and how it impacts its goal attainment.

Exhibit 7
Selected Program Measurement Data
Health Care Alternative Dispute Resolution Office
Fiscal 2003 – 2007

	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>	<u>Est.</u> <u>2006</u>	<u>Est.</u> <u>2007</u>	<u>Ann. Chg.</u> <u>03-05</u>	<u>Ann. Chg.</u> <u>05-07</u>
Open cases pending	n/a	254	344	320	320	n/a	-3.6%
Cases closed with panel arbitration	6	8	4	6	6	-18.4%	22.5%
Cases waiving arbitration to circuit court	554	519	509	520	520	-4.1%	1.1%
Number of copies of claims requested by health care facilities	903	1,262	1,926	1,800	1,800	46.0%	-3.3%

Source: Governor's Budget Books, Office of Finance

Recommended Actions

	<u>Amount Reduction</u>		<u>Position Reduction</u>
1. Delete two positions and reduce associated benefits within the Office of Minority Affairs. This reduction will allow funds for two contractual staff to provide support for the temporary workload associated with legislative audit findings and issues related to agency reporting requirements.	\$ 30,175	GF	2.0
2. Reduce funds for general fund grants within the Office of Crime Control and Prevention in order to moderate growth.	630,206	GF	
Baltimore City Foot Patrol – \$50,000 Baltimore City Community Policing – \$50,000 Baltimore City Violent Crime Control – \$240,206 Roper Victim Assistance Academy – \$49,500 Victim Instant Notification Everyday – \$15,500 Collaborative Supervision & Focused Enforcement – \$150,000 Baltimore City State’s Attorney – Prosecution of Gun Crimes – \$75,000			
3. Adopt the following narrative:			
<p>Federal Fund Quarterly Report: The Executive Department Financial Control Unit shall submit 31 days after the quarter ending September 30, 2006, and quarterly thereafter, a federal fund expenditure report that indicates the following for each federal revenue source:</p> <ul style="list-style-type: none"> • Catalog of Federal Domestic Assistance number; • federal fiscal year; • total authorized amount; • federal authorization code; • amount currently reflected in the State budget appropriation; • State obligations recorded against the revenue; 			

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- amount of draw down against federal reserve; and
- federal fund accounts receivable.

Information Request	Author	Due Date
Quarterly report on federal fund expenditures	Governor’s Finance Office	31 days after the quarter ending September 30, 2006, and quarterly thereafter.

4. Adopt the following narrative:

Performance Measures: The committees request that the department, in consultation with the Office of Legislative Audits, develop performance measures that provide appropriate data and benchmarks to assess the department’s management of federal funds. The measures should consider issues raised in the 1999 and 2005 legislative audits including the timing of each program’s expenditures and recoveries of federal funds.

Information Request	Author	Due Date
Performance measures	Governor’s Office of Finance	With the submission of the fiscal 2008 allowance

5. Adopt the following narrative:

Performance Measures: The committees request that the Governor’s Office of Crime Control and Prevention develop performance measures that more accurately reflect the office’s mission and vision. Considering the office’s role as a clearinghouse for information, research, and analysis, the office should adopt measures that document statistics on crime, violence, substance abuse or any other public safety issue. The office should report on its recommended performance measures to the budget committees by September 1, 2006.

Information Request	Author	Due Date
Performance measures	Governor’s Office of Crime Control and Prevention	September 1, 2006

Total General Fund Reductions	\$ 660,381	2.0
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Current and Prior Year Budgets

Current and Prior Year Budgets Boards, Commissions, and Offices (\$ in Thousands)

	<u>General Fund</u>	<u>Special Fund</u>	<u>Federal Fund</u>	<u>Reimb. Fund</u>	<u>Total</u>
Fiscal 2005					
Legislative Appropriation	\$23,413	\$2,035	\$25,935	\$603	\$51,986
Deficiency Appropriation	0	0	0	0	0
Budget Amendments	89	122	4,569	530	5,310
Reversions and Cancellations	-101	-300	-8,070	-113	-8,584
Actual Expenditures	\$23,401	\$1,857	\$22,434	\$1,020	\$48,712
Fiscal 2006					
Legislative Appropriation	\$24,113	\$1,992	\$21,614	\$657	\$48,376
Budget Amendments	1,889	0	0	97	1,986
Working Appropriation	\$26,002	\$1,992	\$21,614	\$754	\$50,362

Note: Numbers may not sum to total due to rounding.

Fiscal 2005

The actual fiscal 2005 budget is approximately \$3,274,000 less than the legislative appropriation, due primarily to significant cancellations of federal funds. The cancellations were due to diminished recipients within the AmeriCorp program and to unpaid awards within GOCCP.

Budget amendments partially offset the cancellations. The most significant increase is attributable to a federal fund appropriation of \$4,123,229 for the GOCCP primarily for substance abuse treatment and prevention programs.

Fiscal 2006

A fiscal 2006 budget amendment added \$54,216 in general funds for the 1.5% employee cost-of-living adjustment that was budgeted in the Department of Budget and Management's budget and distributed to each agency.

As a result of 2006 budget language, a budget amendment transferred \$1,835,000 in general funds from the Board of Public Works to GOCCP for a grant to the Baltimore City State's Attorney's Office to support prosecution of gun offenses and violent crimes.

Audit Findings

Audit Period for Last Audit:	January 15, 2003 – December 31, 2004
Issue Date:	November 2005
Number of Findings:	6
Number of Repeat Findings:	2
% of Repeat Findings:	33%
Rating: (if applicable)	n/a

The November 2005 legislative audit reported on the Executive Department and various offices therein. The following is an excerpt of the findings that are attributable to the Executive Department – Boards, Commissions and Offices.

Finding 1: Grant agreements were not executed, and expenditure reports were not obtained, for grants to the State’s Attorneys’ Coordinator by GOCCP.

Finding 2: **GOCCP procedures were inadequate to ensure that State grant funds were spent in accordance with grant provisions.**

Finding 3: GOCCP was required to repay questioned costs of \$180,963 to the federal government.

Finding 4: **Federal grant reimbursements were not obtained in a timely manner resulting in lost investment income totaling \$89,000, and required activity reports were not submitted to the State budget committees.**

Finding 5: The Department retained special funds totaling \$544,000 at the close of fiscal 2004 even though there was no specific legal authority to do so.

Finding 6: Internal controls over collections at the State Ethics Commission were not adequate and collections were not always deposited timely.

*Bold denotes item that was repeated in part or full from the preceding audit report.

**Object/Fund Difference Report
Executive Dept - Boards, Commissions and Offices**

<u>Object/Fund</u>	<u>FY05 Actual</u>	<u>FY06 Working Appropriation</u>	<u>FY07 Allowance</u>	<u>FY06 - FY07 Amount Change</u>	<u>Percent Change</u>
Positions					
01 Regular	77.00	78.00	80.00	2.00	2.6%
02 Contractual	17.40	17.40	17.40	0	0%
Total Positions	94.40	95.40	97.40	2.00	2.1%
Objects					
01 Salaries and Wages	\$ 5,326,118	\$ 6,126,983	\$ 6,471,340	\$ 344,357	5.6%
02 Technical & Spec Fees	935,814	1,333,851	1,313,303	-20,548	-1.5%
03 Communication	117,402	214,047	161,150	-52,897	-24.7%
04 Travel	206,660	140,813	131,200	-9,613	-6.8%
07 Motor Vehicles	30,529	25,958	19,975	-5,983	-23.0%
08 Contractual Services	1,995,753	1,158,820	920,586	-238,234	-20.6%
09 Supplies & Materials	90,342	100,577	97,818	-2,759	-2.7%
10 Equip - Replacement	144,935	6,000	6,000	0	0%
11 Equip - Additional	63,661	28,450	5,800	-22,650	-79.6%
12 Grants, Subsidies, and Contributions	38,970,377	40,684,838	41,135,253	450,415	1.1%
13 Fixed Charges	828,833	541,610	428,877	-112,733	-20.8%
Total Objects	\$ 48,710,424	\$ 50,361,947	\$ 50,691,302	\$ 329,355	0.7%
Funds					
01 General Fund	\$ 23,400,975	\$ 26,002,505	\$ 28,451,083	\$ 2,448,578	9.4%
03 Special Fund	1,856,328	1,991,700	1,987,863	-3,837	-0.2%
05 Federal Fund	22,433,743	21,613,828	19,625,845	-1,987,983	-9.2%
09 Reimbursable Fund	1,019,378	753,914	626,511	-127,403	-16.9%
Total Funds	\$ 48,710,424	\$ 50,361,947	\$ 50,691,302	\$ 329,355	0.7%

Note: The fiscal 2006 appropriation does not include deficiencies, and the fiscal 2007 allowance does not reflect contingent reductions.

Fiscal Summary
Executive Dept - Boards, Commissions and Offices

<u>Program/Unit</u>	<u>FY05 Actual</u>	<u>FY06 Wrk Approp</u>	<u>FY07 Allowance</u>	<u>Change</u>	<u>FY06 - FY07 % Change</u>
01 Survey Commissions	\$ 109,154	\$ 176,585	\$ 172,853	-\$ 3,732	-2.1%
03 Office of Minority Affairs	712,967	1,078,682	1,177,161	98,479	9.1%
05 Office of Service and Volunteerism	3,393,219	5,024,622	5,039,981	15,359	0.3%
06 State Ethics Commission	863,329	796,047	749,454	-46,593	-5.9%
07 Health Claims Arbitration Office	640,274	362,279	387,811	25,532	7.0%
09 State Commission On Uniform State Laws	0	0	0	0	0%
16 Governor's Office of Crime Control and Prevention	41,598,120	41,144,833	41,499,323	354,490	0.9%
17 Volunteer Maryland	666,610	878,803	742,849	-135,954	-15.5%
20 State Commission on Criminal Sentencing Policy	316,182	316,131	342,352	26,221	8.3%
21 Criminal Justice Coordinating Council	85,500	235,500	235,500	0	0%
22 Governor's Grants Office	325,069	348,465	344,018	-4,447	-1.3%
Total Expenditures	\$ 48,710,424	\$ 50,361,947	\$ 50,691,302	\$ 329,355	0.7%
General Fund	\$ 23,400,975	\$ 26,002,505	\$ 28,451,083	\$ 2,448,578	9.4%
Special Fund	1,856,328	1,991,700	1,987,863	-3,837	-0.2%
Federal Fund	22,433,743	21,613,828	19,625,845	-1,987,983	-9.2%
Total Appropriations	\$ 47,691,046	\$ 49,608,033	\$ 50,064,791	\$ 456,758	0.9%
Reimbursable Fund	\$ 1,019,378	\$ 753,914	\$ 626,511	-\$ 127,403	-16.9%
Total Funds	\$ 48,710,424	\$ 50,361,947	\$ 50,691,302	\$ 329,355	0.7%

Note: The fiscal 2006 appropriation does not include deficiencies, and the fiscal 2007 allowance does not reflect contingent reductions.