



Douglas A. Ducey
Governor

Ellen Kirschbaum
Chairman

ARIZONA BOARD OF EXECUTIVE CLEMENCY

September 01, 2017

The Honorable Douglas A. Ducey
Governor of the State of Arizona
1700 West Washington Street, 9th Floor
Phoenix, Arizona 85007

Dear Governor Ducey:

On behalf of the Arizona Board of Executive Clemency, I submit to you Fiscal Year 2019 Budget Plan and 5-Year Strategic Plan. We support the priorities you established and understand the Board responsibility to help establish Arizona as a fiscally responsible government.

Sincerely,

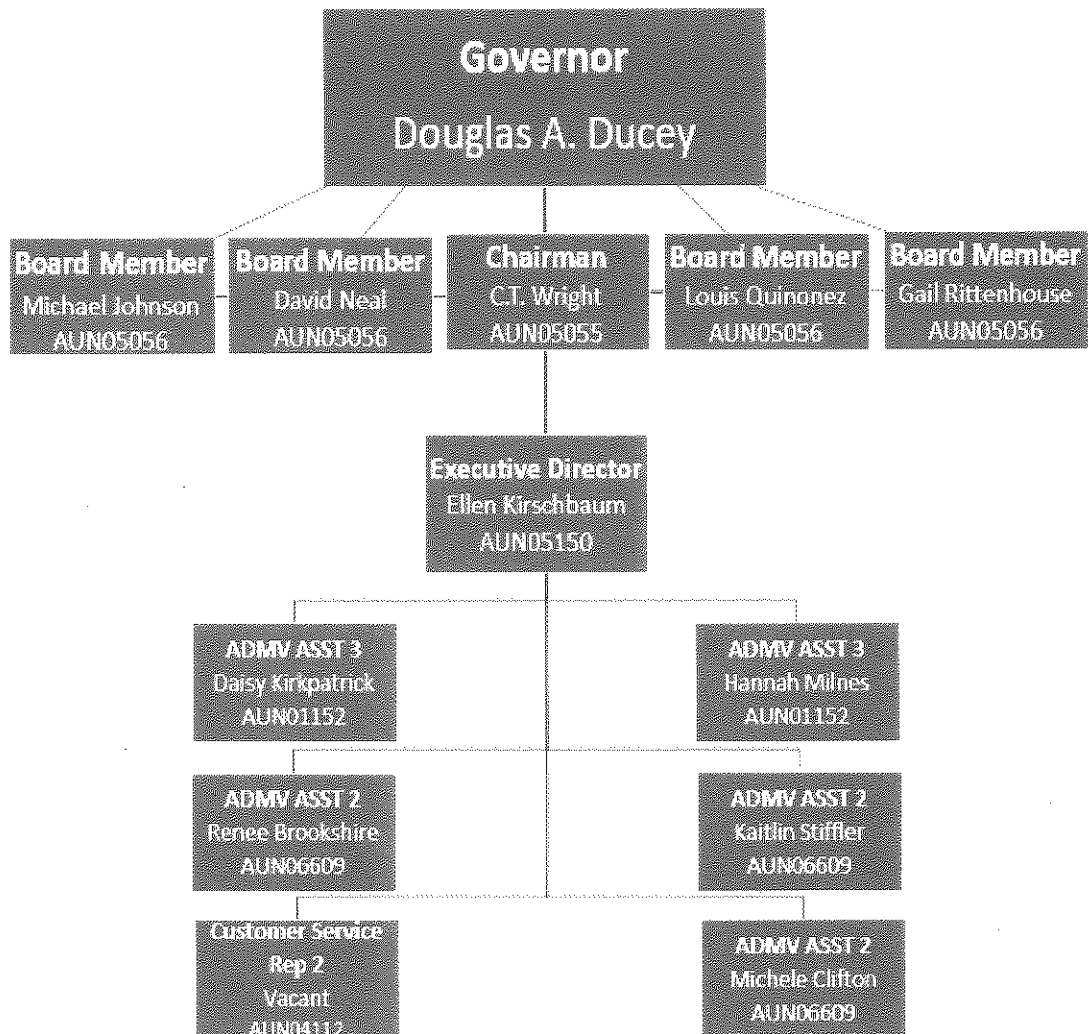
A handwritten signature in cursive script, reading "Ellen Kirschbaum".

Ellen Kirschbaum
Executive Director

1645 West Jefferson Street, Suite 101, Phoenix, Arizona 85007 Phone: (602) 542-5656 / Fax: (602) 542-5680

AMERICAN DISABILITY ACT: Persons with disabilities may request reasonable accommodations such as sign language interpreters. Requests should be made as early as possible to allow time to arrange accommodation.

Organizational Chart





State of Arizona Budget Request

State Agency

Board of Executive Clemency

A.R.S. Citation: 31-401

Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2019.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

Agency Head: **Ellen Kirschbaum**

Title: **Executive Director**

Ellen Kirschbaum 8/25/2017

(signature)

Phone: **(602) 542-5629**

Prepared By: **Susie Myers**

Email Address: **susie.myers@azdoa.gov**

Date Prepared: **Friday, August 25, 2017**

Appropriated Funds

	FY 2018 Approp	FY 2019 Fund. Issue	FY 2019 Total Budget
Total Amount Requested:	963.5	248.8	1,212.3
General Fund	963.5	248.8	1,212.3

Non-Appropriated Funds

	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Budget
Total Amount Planned:	41.0	0.0	41.0
IGA and ISA Fund	41.0	0.0	41.0

Total: 1,004.5 248.8 1,253.3

Revenue Schedule

Agency:		Board of Executive Clemency			
Fund:		1000	General Fund		
AFIS Code		Category of Receipt and Description			
4372		PUBLICATIONS AND REPRODUCTIONS			
		FY 2017	FY 2018	FY 2019	
		1.2	1.2	1.2	
		1.2	1.2	1.2	
Fund Total:					

Revenue Schedule

Agency:		Board of Executive Clemency		
Fund:		2500	IGA and ISA Fund	
AFIS Code	Category of Receipt and Description			
4369	OTHER INTER-AGENCY REVENUE			
	FY 2017	FY 2018	FY 2019	
	43.7	41.0	41.0	
	43.7	41.0	41.0	
Fund Total:				

Sources and Uses of Funds

Agency: Board of Executive Clemency

Fund: 2000 Federal Grant Fund

Cash Flow Summary

	Actual FY 2017	Estimate FY 2018	Estimate FY 2019
Balance Forward from Prior Year	0.0	0.0	0.0
Total Available	0.0	0.0	0.0
Total Appropriated Disbursements	0.0	0.0	0.0
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	0.0	0.0	0.0

Non-Appropriated Expenditure

Expenditure Categories	Actual FY 2017	Estimate FY 2018	Estimate FY 2019
Personal Services	0.0	0.0	0.0
Employee Related Expenses	0.0	0.0	0.0
Prof. And Outside Services	0.0	0.0	0.0
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	0.0	0.0	0.0
Equipment	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
Expenditure Categories Total:	0.0	0.0	0.0
Cap Transfer due to Fund Balance	0.0	0.0	0.0
Prior Commitments or Obligated Expenditures	0.0	0.0	0.0
Non Appropriated 27th Pay Roll	0.0	0.0	0.0
Non-Appropriated Expenditure Total:	0.0	0.0	0.0
Non-Appropriated FTE:	0.0	0.0	0.0

Fund Description

OSP: The Board does not have Fund 2000 - The Board used Fund 2500 - The ISA Fund

Sources and Uses of Funds

Agency: Board of Executive Clemency

Fund: 2500 IGA and ISA Fund

Cash Flow Summary

	Actual FY 2017	Estimate FY 2018	Estimate FY 2019
Balance Forward from Prior Year	27.4	15.7	0.0
Revenue (From Revenue Schedule)	43.7	41.0	41.0
Total Available	71.1	56.7	41.0
Total Appropriated Disbursements	0.0	0.0	0.0
Total Non-Appropriated Disbursements	55.4	56.7	41.0
Balance Forward to Next Year	15.7	0.0	0.0

Non-Appropriated Expenditure

Expenditure Categories	Actual FY 2017	Estimate FY 2018	Estimate FY 2019
Personal Services	35.3	17.6	17.6
Employee Related Expenses	12.2	7.0	7.0
Prof. And Outside Services	0.0	5.0	5.0
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	0.0	6.4	6.4
Equipment	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	7.9	5.0	5.0
Expenditure Categories Total:	55.4	41.0	41.0
Cap Transfer due to Fund Balance	0.0	0.0	0.0
Prior Commitments or Obligated Expenditures	0.0	15.7	0.0
Non Appropriated 27th Pay Roll	0.0	0.0	0.0
Non-Appropriated Expenditure Total:	55.4	56.7	41.0
Non-Appropriated FTE:	0.0	0.0	0.0

Fund Description

OSPB:

Funding Issues List

Agency: Board of Executive Clemency

FY 2019

Priority	Funding Issue Title	Total FTE	Total Amount	General Fund	Other Approp. Funds	Non-App Funds
1	Hearing Officer	0.5	33.6	33.6	0.0	0.0
2	Board Mangement	1.0	89.3	89.3	0.0	0.0
3	Board Member Pay Increase	0.0	125.9	125.9	0.0	0.0
Total:		1.5	248.8	248.8	0.0	0.0
Decision Package Total:		1.5	248.8	248.8	0.0	0.0

Funding Issue Detail

Agency: Board of Executive Clemency

Issue: 1 Hearing Officer

Program: Board of Executive Clemency
Fund: 1000-A General Fund (Appropriated)

Calculated ERE: \$10.10
Uniform Allowance: \$0.00

Expenditure Categories	FY 2019
FTE	0.5
Personal Services	23.5
Employee Related Expenses	10.1
Subtotal Personal Services and ERE:	33.6
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	33.6

Issue: 2 Board Mangement

Program: Board of Executive Clemency
Fund: 1000-A General Fund (Appropriated)

Calculated ERE: \$24.30
Uniform Allowance: \$0.00

Expenditure Categories	FY 2019
FTE	1.0
Personal Services	65.0
Employee Related Expenses	24.3
Subtotal Personal Services and ERE:	89.3
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	89.3

Funding Issue – Hearing Officer

ISSUE CATEGORY: Decision Package

The Arizona Board of Executive Clemency is statutorily mandated to make decisions relating to the revocation of parole or community supervision for crimes committed on or after January 01, 1994, for those found to be in violation of the terms and conditions of their release. Federal law (Morrissey v. Brewer) governs the processes for these hearings. Part of the Court's decision was the right to a probable cause hearing to establish cause or right to take away one's liberty. Presently, the Board does not have budgeted funds for a Hearing Officer position and does not conduct probable cause hearings even when an offender has requested one.

JUSTIFICATION

The Arizona Board of Executive Clemency is a very unique board within Arizona's government structure. Its members work full time conducting revocation, parole, absolute discharge, commutation of sentence and pardon hearings. In FY 2017, 3,110 hearings were conducted by its members. Of the total hearings, 2,391 were parole and community supervision revocations initiated by warrants received from the Arizona Department of Corrections. Of the total warrants received 2,576, 22% or 578 of the offenders requested a probable cause hearing. However, no hearing took place due to the lack funding to hire a Hearing Officer. These requests are continuing to increase as 502 were requested in 2016 and 446 in 2015. This has placed this Board in a position of potential liability with possible mandates from the Court. Without that determination in matters where probable cause is requested, one may conclude that an offender was deprived of due process and his or her liberty was removed longer than necessary.

Historically, legislation has recognized this need for the Board as Arizona Revised Statutes 31-402(G) states:

"The executive director may employ hearing officers as deemed necessary within the limits of legislative appropriation and subject to title 41, chapter 4, article 4. The hearing officers shall conduct probable cause hearings on parole, work furlough and home arrest revocations or rescissions. Hearing officers shall assist the board in making investigations, securing information and performing necessary administrative functions."

Prior to 2002, the Board employed three full-time Hearing Officers, however budget cuts reduced the number to one full-time position. During 2010, additional cuts resulted in a decision to eliminate the funding for this position. The belief was that the Board's revocation hearing satisfied the need of the probable cause hearing. However, this decision has resulted in some of the legal community raising issues of potential deliberate indifference for offenders who have the right to due process. Further, those who may not be violation are held longer until the revocation hearing takes place which results in higher incarceration costs.

In 2014, the Auditor General's sunset review noted a timeliness issue and lack of probable cause determination regarding revocation hearings conducted by the Board. In order to rectify the situation, the Board attempted to hire a Hearing officer for less than 20 hours. The previous Executive Director believed this was not sufficient to accomplish all the duties of the position and made a determination to eliminate any further attempts to provide for probable cause hearings. Funding for a full-time position

was requested in the past but was not appropriated. However, based on the current number of probable cause hearing requests and a more efficient use of board staff to assist the hearing officer, the Board can accomplish these hearings with a .5 FTE Hearing Officer position.

The board's current budget of \$952,600 does not provide adequate funding to hire this position as a .5 FTE. A part-time Hearing Officer could meet the needs of the offender probable cause requests as well as reduce the Board's current liability of not meeting offender due process rights. Additionally, it may help reduce the current costs of incarceration incurred by the Arizona Department of Corrections as inmates must now wait 45 days or more for the Board to conduct the hearing. Therefore, the Board seeks approximately \$33,000 to hire a .5 FTE Hearing Officer commence probable cause hearings to meet compliance with due process within the revoking of an inmate's liberty.

A full time Hearing Officer position is a Grade 20 with a minimum annual salary of \$46,932.08 or \$22.5635 per hour. Based on a .5 FTE, the salary cost, excluding ERE expenses will be \$23,466.04. The total cost including ERE expenses will be approximately \$33,600.

FUNDING CATEGORY: FY 18-General Fund Appropriation to Board of Executive Clemency Budget

	<i>Current Funding</i>	<i>Proposed Personal Services and ERE</i>	<i>Total Increase Request</i>	<i>Total Budget Request</i>
<i>Personal Services</i>	\$0	\$23,466.04	\$23,466.04	\$23,466.04
<i>Employee Related Expense- ERE</i>	\$0	\$10,100.00	\$10,100.00	\$10,100.00
TOTAL	\$0	\$33,566.04	\$33,566.04	\$33,566.04

Funding Issue – Board Management

ISSUE CATEGORY: Decision Package

The Arizona Board of Executive Clemency is a very unique board within Arizona's government structure. Its four members and Chairman work full time conducting revocation, parole, absolute discharge, commutation of sentence and pardon hearings. In FY 2017, over 3,000 hearings were conducted by its members. The Board is supported by three (3) Administrative Assistants and two (2) Administrative Assistant IIIs guided by the Board's Executive Director. The Executive Director is responsible for the administrative, financial and operational functions of the Board as well as assisting the Chairman on various board matters such as procedural hearing advice and training of new members. The agency's organizational structure and funding does not provide for a position that allows the Executive Director to delegate managerial responsibilities or continue executive level duties in the absence of the Executive Director.

JUSTIFICATION

The Board is quasi-judicial and an important part of Arizona's criminal justice system. Its members work full time conducting hearings that interact with offenders, their family and friends, attorneys, victims and others to make critical, impacting decisions affecting individuals' lives and community safety. Although its agency size is small, it operates with the same responsibilities and needs of other state agencies.

In July, 2017, the Board's Executive Director resigned after less than two years in the position. It was believed that the individual was disadvantaged by having no knowledge and understanding of the Board's statutory requirements or the operating environment of a Board. With the loss of the Board's only managerial individual, it would have been a serious situation for the Board to continue functioning properly without administrative direction. However, the Board's Chairman stepped in to meet the deadlines of budget, various reports, manage the daily functions and organize a recruitment for the ED position. Because the Chairman had extensive management and Board experience, the agency was able to avoid disorganization and disruption. However, due to the Chairman's schedule with hearings and the potential for conflict as a voting member, this is not a viable alternative to an Executive Director vacancy. The Board interviewed candidates for Executive Director but concluded that none of the candidates had working knowledge and understanding of the Board's function, laws and requirements. Consequently, the Board's Chairman accepted the Board's request to become its Executive Director. This was still a loss for the Board as the Chairman was the most seasoned Board member.

To date, the Board remains in a precarious situation should the current Executive Director become ill or resign. All of the remaining staff positions are non-exempt, line level and do not qualify to accept managerial responsibilities or provide guidance to the Board Chairman or members. Further, all but one of the Board members have less than six months Board experience.

Therefore, the Board believes establishing a managerial position at grade level 24 directly below the Executive Director (E2) provides a succession plan for the continued, successful operations of the Board.

FUNDING CATEGORY: FY 18-General Fund Appropriation to Board of Executive Clemency Budget

	<i>Current Funding</i>	<i>Proposed Personal Services and ERE</i>	<i>Total Budget Request</i>
<i>Personal Services-Grade 24</i> <i>Min: \$50,890.53</i> <i>Midpoint: \$71,190.50</i> <i>Max: \$91,490.26</i>	\$0	\$ 65,000	\$65,000
<i>Employee Related Expense- ERE</i>	\$0	\$24,300	\$24,300
TOTAL	\$0	\$89,300	\$89,300

Funding Issue Detail

Agency: Board of Executive Clemency

Issue: 3 Board Member Pay Increase

Program: Board of Executive Clemency

Fund: 1000-A General Fund (Appropriated)

Calculated ERE: \$22.80

Uniform Allowance: \$0.00

Expenditure Categories	FY 2019
FTE	0.0
Personal Services	103.1
Employee Related Expenses	22.8
Subtotal Personal Services and ERE:	125.9
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	125.9

Funding Issue – Board Member Pay Increase

ISSUE CATEGORY: Decision Package

The Arizona Board of Executive Clemency consists of five (5) members appointed by the Governor and confirmed by the Senate. Each member may serve a five year term and a chairman is appointed by the Governor for a two year term. Recently, members were granted full employee benefits, effective August 09, 2016, due to the support of our Legislators and Governor Ducey. Prior to that, members were denied leave and holiday pay. The Board now seeks funding for these benefits as well as a compensation that will be more closely commensurate to the work performed.

JUSTIFICATION

The Board of Executive Clemency is very unique and different from other Arizona State Government Boards and Commissions. It is the only board in state government structured to conduct its critical statutory mandates on a full-time basis. It is quasi-judicial and an important part of Arizona's criminal justice system. Its members work full time conducting hearings that interact with offenders, their family and friends, attorneys, victims and others to make critical, impacting decisions affecting individuals' lives and community safety.

The Board is statutorily empowered to make decisions regarding:

- *discretionary release of those inmates who are parole and/or home arrest eligible; (inmates whose crime were committed on or before December 31, 1993)*
- *revocation of parole (or community supervision for crimes committed on or after January 01, 1994) for those found to be in violation of the terms and conditions of their release;*
- *Absolute discharge from parole; and*
- *Modification of release conditions and release rescissions.*

In addition, members also make clemency recommendations to the Governor on requests for:

- *Commutation of sentence, including death penalty sentences;*
- *Reprieves in matters related to death penalty cases; and*
- *Pardons.*

The members carry out their duty with the flexibility to address the unforeseen challenges and make decisions free from political influence. Its members are professionals and their collective experience and commitment to criminal justice ideals keep the Board committed to long-term as well as short-term public-safety decisions for Arizona. All hearings are conducted in quorum, in the public arena, and require the ability to orate publicly and confidently. A member must be able to understand and apply law, comprehend policy and procedure and make complex decisions based on facts and testimony. Before participating in hearings, members are statutorily required to go through an intensive, four week training program. Every day, a member or the collective Boards' decisions place members in public scrutiny and even a precarious and potentially dangerous environment. Members must convey their decisions to multiple demographics and resist influence and pressure from various stakeholders such as victims, inmate advocates, attorneys and community members. The Board's work requires individuals who are well established in experience and qualifications to meet the daily physical and emotional rigours of the work. A high level of critical thinking and decision making is demanded in determining if an inmate has been rehabilitated for release. On an average day, members will hold approximately 20 hearings. Depending on the visibility and complexity of the criminal matter, a hearing can vary greatly in time.

Once members complete the daily hearing calendar, they must read and analyze case information to prepare for the following day's hearings.

In comparison to their counterparts in other states, members are underpaid. A survey conducted a year ago indicated the average Board member salary was approximately \$68,000. Additionally noted, in many jurisdictions the responsibilities of a Chairman was recognized with a higher salary than their fellow members. Presently, board members are classified in Grade 23 as "Board Member" and compensated at the rate of \$23.4769 per hour or \$46,932.08. A review of colleagues performing the same work in other states indicate a much high compensation rate. Yet many of the other state boards do not have the same degree of responsibility of the Arizona Board of Executive Clemency. This past year, the Board experienced lengthy periods where one or more Board seat was vacant which resulted in significant interruptions in the Board's calendar. Much of this may be attributed to recruitment difficulties based on time commitment and salary. It is strongly believed that the current Board member pay greatly diminishes the Governor's ability to attract qualified citizens as board members unless they already have another fixed income. Members are charged with ensuring community safety and it will be difficult to ensure that mission if the Board cannot attract and keep qualified, competent members.

It is proposed that the Arizona Board of Executive Clemency Board members be funded at midpoint salary range or \$65,544.73 within the classification "Board Member" Grade 23. This pay level recognizes the complexity of the work and is commensurate to the critical decision making compared to other jobs with similar responsibilities in criminal justice.

FUNDING CATEGORY: FY 18-General Fund Appropriation to Board of Executive Clemency Budget

	<i>Current Funding Per Member</i>	<i>Current Total Budget Funds</i>	<i>Total Increase Request</i>	<i>Total Budget Current + Request</i>
<i>Personal Services</i>	\$46,932.08	\$234,660.40	\$93,063.35	\$327,723.75
<i>Chairman Increase</i>	\$58,932.22	\$58,932.22	\$10,000.00	\$68,932.22
<i>Employee Related Expense- ERE</i>	\$18,772.83	\$93,864.16	\$22,800.00	\$116,664.16
TOTAL		\$387,456.78	\$125,863.35	\$513,320.13

Summary of Expenditure and Budget Request for All Funds

Agency: Board of Executive Clemency

Appropriated

Cost Center/Program:

		FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
1	Board of Executive Clemency	735.1	963.5	248.8	1,212.3
		735.1	963.5	248.8	1,212.3
	Expenditure Categories				
	FTE	14.0	14.0	1.5	15.5
	Personal Services	405.1	519.2	191.6	710.8
	Employee Related Expenses	140.7	188.3	57.2	245.5
	Professional and Outside Services	32.4	32.4	0.0	32.4
	Travel In-State	1.1	13.6	0.0	13.6
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	145.5	200.0	0.0	200.0
	Equipment	10.3	10.0	0.0	10.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
	Expenditure Categories Total:	735.1	963.5	248.8	1,212.3

Summary of Expenditure and Budget Request for All Funds

Agency: Board of Executive Clemency

Non-Appropriated

Cost Center/Program:

1	Board of Executive Clemency	FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
		55.4	41.0	0.0	41.0
		55.4	41.0	0.0	41.0
Expenditure Categories					
	Personal Services	35.3	17.6	0.0	17.6
	Employee Related Expenses	12.2	7.0	0.0	7.0
	Professional and Outside Services	0.0	5.0	0.0	5.0
	Travel In-State	0.0	0.0	0.0	0.0
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	0.0	6.4	0.0	6.4
	Equipment	0.0	0.0	0.0	0.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	7.9	5.0	0.0	5.0
	Expenditure Categories Total:	55.4	41.0	0.0	41.0

Summary of Expenditure and Budget Request
for All Funds

Agency: Board of Executive Clemency

Agency Total for All Funds:

790.5 1,004.5 248.8 1,253.3

Summary of Expenditure and Budget Request for Selected Funds

Agency: Board of Executive Clemency
Fund: 1000 General Fund (Appropriated)

		FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
Cost Center/Program:					
1	Board of Executive Clemency	735.1	963.5	248.8	1,212.3
		735.1	963.5	248.8	1,212.3
Expenditure Categories					
	FTE	14.0	14.0	1.5	15.5
	Personal Services	405.1	519.2	191.6	710.8
	Employee Related Expenses	140.7	188.3	57.2	245.5
	Professional and Outside Services	32.4	32.4	0.0	32.4
	Travel In-State	1.1	13.6	0.0	13.6
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	145.5	200.0	0.0	200.0
	Equipment	10.3	10.0	0.0	10.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:		735.1	963.5	248.8	1,212.3
Fund Total:		735.1	963.5	248.8	1,212.3

Summary of Expenditure and Budget Request for Selected Funds

Agency: Board of Executive Clemency
Fund: 2500 IGA and ISA Fund (Non-Appropriated)

		FY 2017	FY 2018	FY 2019	FY 2019
		Actual	Expd. Plan	Fund. Issue	Total Request
Cost Center/Program:					
1	Board of Executive Clemency	55.4	41.0	0.0	41.0
		55.4	41.0	0.0	41.0
Expenditure Categories					
	Personal Services	35.3	17.6	0.0	17.6
	Employee Related Expenses	12.2	7.0	0.0	7.0
	Professional and Outside Services	0.0	5.0	0.0	5.0
	Travel In-State	0.0	0.0	0.0	0.0
	Travel Out of State	0.0	0.0	0.0	0.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	0.0	6.4	0.0	6.4
	Equipment	0.0	0.0	0.0	0.0
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	7.9	5.0	0.0	5.0
Expenditure Categories Total:		55.4	41.0	0.0	41.0
Fund Total:		55.4	41.0	0.0	41.0

Summary of Expenditure and Budget Request for Selected Funds

Agency: Board of Executive Clemency

Fund: 2500 IGA and ISA Fund (Non-Appropriated)

FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
790.5	1,004.5	248.8	1,253.3

Agency Total for Selected Funds

Program Summary of Expenditures and Budget Request

Agency: Board of Executive Clemency
 Program: Board of Executive Clemency

	FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request
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Program Summary

1-1 Board of Executive Clemency

Program Summary Total:

Expenditure Categories

0000 FTE Positions	14.0	14.0	1.5	15.5
6000 Personal Services	440.4	536.8	191.6	728.4
6100 Employee Related Expenses	152.9	195.3	57.2	252.5
6200 Professional and Outside Services	32.4	37.4	0.0	37.4
6500 Travel In-State	1.1	13.6	0.0	13.6
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	145.5	206.4	0.0	206.4
8000 Equipment	10.3	10.0	0.0	10.0
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	7.9	5.0	0.0	5.0
Expenditure Categories Total:	790.5	1,004.5	248.8	1,253.3

Fund Source

Appropriated Funds

1000-A General Fund (Appropriated)

735.1	963.5	248.8	1,212.3
735.1	963.5	248.8	1,212.3

Non-Appropriated Funds

2500-N IGA and ISA Fund (Non-Appropriated)

55.4	41.0	0.0	41.0
55.4	41.0	0.0	41.0
790.5	1,004.5	248.8	1,253.3

Fund Source Total:

Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency:	Board of Executive Clemency	FY 2017	FY 2018	FY 2019	FY 2019
Program:	Board of Executive Clemency	Actual	Expd. Plan	Fund. Issue	Total Request

Fund:	1000-A	General Fund (Appropriated)			
Program Expenditures					
COST CENTER/PROGRAM BUDGET UNIT					
1-1	Board of Executive Clemency	735.1	963.5	248.8	1,212.3
Total		735.1	963.5	248.8	1,212.3

Appropriated Funding					
Expenditure Categories					
FTE Positions	14.0	14.0	1.5	15.5	
Personal Services	405.1	519.2	191.6	710.8	
Employee Related Expenses	140.7	188.3	57.2	245.5	
Professional and Outside Services	32.4	32.4	0.0	32.4	
Travel In-State	1.1	13.6	0.0	13.6	
Travel Out of State	0.0	0.0	0.0	0.0	
Food	0.0	0.0	0.0	0.0	
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0	
Other Operating Expenses	145.5	200.0	0.0	200.0	
Equipment	10.3	10.0	0.0	10.0	
Capital Outlay	0.0	0.0	0.0	0.0	
Debt Service	0.0	0.0	0.0	0.0	
Cost Allocation	0.0	0.0	0.0	0.0	
Transfers	0.0	0.0	0.0	0.0	
Expenditure Categories Total:		735.1	963.5	248.8	1,212.3
Fund 1000-A Total:		735.1	963.5	248.8	1,212.3
Program 1 Total:		735.1	963.5	248.8	1,212.3

Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency:	Board of Executive Clemency				
Program:	Board of Executive Clemency				
		FY 2017 Actual	FY 2018 Expd. Plan	FY 2019 Fund. Issue	FY 2019 Total Request

Fund: 2500-N IGA and ISA Fund (Non-Appropriated)

Program Expenditures			
COST CENTER/PROGRAM BUDGET UNIT			
1-1 Board of Executive Clemency	55.4	41.0	0.0
Total	55.4	41.0	0.0

Non-Appropriated Funding

Expenditure Categories

Personal Services	35.3	17.6	0.0	17.6
Employee Related Expenses	12.2	7.0	0.0	7.0
Professional and Outside Services	0.0	5.0	0.0	5.0
Travel In-State	0.0	0.0	0.0	0.0
Travel Out of State	0.0	0.0	0.0	0.0
Food	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	0.0	6.4	0.0	6.4
Equipment	0.0	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	7.9	5.0	0.0	5.0

Expenditure Categories Total:	55.4	41.0	0.0	41.0
Fund 2500-N Total:	55.4	41.0	0.0	41.0
Program 1 Total:	55.4	41.0	0.0	41.0

Program Budget Unit Summary of Expenditures and Budget Request for All Funds

Agency: Board of Executive Clemency
Program: Board of Executive Clemency

Expenditure Categories	FY 2017		FY 2018		FY 2019	
	Actual	Expd. Plan	Fund. Issue	Total Request		
0000 FTE	14.0	14.0	1.5	15.5		
6000 Personal Services	440.4	536.8	191.6	728.4		
6100 Employee Related Expenses	152.9	195.3	57.2	252.5		
6200 Professional and Outside Services	32.4	37.4	0.0	37.4		
6500 Travel In-State	1.1	13.6	0.0	13.6		
6600 Travel Out of State	0.0	0.0	0.0	0.0		
6700 Food	0.0	0.0	0.0	0.0		
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0		
7000 Other Operating Expenses	145.5	206.4	0.0	206.4		
8000 Equipment	10.3	10.0	0.0	10.0		
8100 Capital Outlay	0.0	0.0	0.0	0.0		
8600 Debt Service	0.0	0.0	0.0	0.0		
9000 Cost Allocation	0.0	0.0	0.0	0.0		
9100 Transfers	7.9	5.0	0.0	5.0		

Expenditure Categories Total:

790.5 1,004.5 248.8 1,253.3

Fund Source

Appropriated Funds

1000-A General Fund (Appropriated)

735.1 963.5 248.8 1,212.3

Non-Appropriated Funds

2500-N IGA and ISA Fund (Non-Appropriated)

55.4 41.0 0.0 41.0

Fund Source Total:

790.5 1,004.5 248.8 1,253.3

Program Budget Unit Summary of Expenditures and Budget Request for Selected Funds

Agency: Board of Executive Clemency

	FY 2017	FY 2018	FY 2019	FY 2019
	Actual	Expd. Plan	Fund. Issue	Total Request

Program: Board of Executive Clemency

Fund: 1000-A General Fund

Appropriated

0000 FTE	14.0	14.0	1.5	15.5
6000 Personal Services	405.1	519.2	191.6	710.8
6100 Employee Related Expenses	140.7	188.3	57.2	245.5
6200 Professional and Outside Services	32.4	32.4	0.0	32.4
6500 Travel In-State	1.1	13.6	0.0	13.6
6600 Travel Out of State	0.0	0.0	0.0	0.0
6700 Food	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	145.5	200.0	0.0	200.0
8000 Equipment	10.3	10.0	0.0	10.0
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
Appropriated Total:	735.1	963.5	248.8	1,212.3

Fund Total:

Program Total For Selected Funds:

	735.1	963.5	248.8	1,212.3
	735.1	963.5	248.8	1,212.3
	735.1	963.5	248.8	1,212.3

Program Budget Unit Summary of Expenditures and Budget Request for Selected Funds

Agency: Board of Executive Clemency

FY 2017	FY 2018	FY 2019	FY 2019
Actual	Expd. Plan	Fund. Issue	Total Request

Program: Board of Executive Clemency

Fund: 2500-N IGA and ISA Fund

Non-Appropriated

6000	Personal Services	35.3	17.6	0.0	17.6
6100	Employee Related Expenses	12.2	7.0	0.0	7.0
6200	Professional and Outside Services	0.0	5.0	0.0	5.0
6500	Travel In-State	0.0	0.0	0.0	0.0
6600	Travel Out of State	0.0	0.0	0.0	0.0
6700	Food	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000	Other Operating Expenses	0.0	6.4	0.0	6.4
8000	Equipment	0.0	0.0	0.0	0.0
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	7.9	5.0	0.0	5.0

Non-Appropriated Total:

Fund Total:

Program Total For Selected Funds:

Program Expenditure Schedule

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

	FY 2017 Actual	FY 2018 Expd. Plan
FTE	14.0	14.0
Expenditure Category Total	14.0	14.0
Appropriated		
1000-A General Fund (Appropriated)	14.0	14.0
Fund Source Total	14.0	14.0
Personal Services	407.3	536.8
Boards and Commissions	33.1	0.0
Expenditure Category Total	440.4	536.8
Appropriated		
1000-A General Fund (Appropriated)	405.1	519.2
	405.1	519.2
Non-Appropriated		
2500-N IGA and ISA Fund (Non-Appropriated)	35.3	17.6
	35.3	17.6
Fund Source Total	440.4	536.8
Employee Related Expenses	152.9	195.3
Expenditure Category Total	152.9	195.3
Appropriated		
1000-A General Fund (Appropriated)	140.7	188.3
	140.7	188.3
Non-Appropriated		
2500-N IGA and ISA Fund (Non-Appropriated)	12.2	7.0
	12.2	7.0
Fund Source Total	152.9	195.3
Professional and Outside Services		37.4
External Prof/Outside Serv Budg And Appn	0.0	
External Investment Services	0.0	
Other External Financial Services	0.0	
Attorney General Legal Services	0.0	
External Legal Services	0.0	
External Engineer/Architect Cost - Exp	0.0	
External Engineer/Architect Cost- Cap	0.0	
Other Design	0.0	
Temporary Agency Services	1.1	
Hospital Services	0.0	
Other Medical Services	0.0	
Institutional Care	0.0	
Education And Training	0.0	
Vendor Travel	0.0	
Professional & Outside Services Excluded from Cost Alloca	0.0	
Vendor Travel - Non Reportable	0.0	
External Telecom Consulting Services	0.0	
Non - Confidential Specialist Fees	0.0	
Confidential Specialist Fees	0.0	
Outside Actuarial Costs	0.0	
Other Professional And Outside Services	31.3	

Program Expenditure Schedule

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

	FY 2017 Actual	FY 2018 Expd. Plan
Expenditure Category Total	32.4	37.4
Appropriated		
1000-A General Fund (Appropriated)	32.4	32.4
	32.4	32.4
Non-Appropriated		
2500-N IGA and ISA Fund (Non-Appropriated)	0.0	5.0
	0.0	5.0
Fund Source Total	32.4	37.4
<hr/>		
Travel In-State	1.1	13.6
Expenditure Category Total	1.1	13.6
Appropriated		
1000-A General Fund (Appropriated)	1.1	13.6
	1.1	13.6
Fund Source Total	1.1	13.6
<hr/>		
Travel Out of State	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Food	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Aid to Organizations and Individuals	0.0	0.0
Expenditure Category Total	0.0	0.0
<hr/>		
Other Operating Expenses		206.4
Other Operating Expenditures Budg Approp	0.0	
Other Operating Expenditures Excluded from Cost Allocati	0.0	
Risk Management Charges To State Agency	3.2	
Risk Management Deductible - Indemnity	0.0	
Risk Management Deductible - Legal	0.0	
Risk Management Deductible - Medical	0.0	
Risk Management Deductible - Other	0.0	
Gen Liab- Non Physical-Taxable- Self Ins	0.0	
Gross Proceeds Payments To Attorneys	0.0	
General Liability- Non-Taxable- Self Ins	0.0	
Medical Malpractice - Self-Insured	0.0	
Automobile Liability - Self Insured	0.0	
General Property Damage - Self- Insured	0.0	
Automobile Physical Damage-Self Insured	0.0	
Liability Insurance Premiums	0.0	
Property Insurance Premiums	0.0	
Workers Compensation Benefit Payments	0.0	
Self Insurance - Administrative Fees	0.0	
Self Insurance - Premiums	0.0	
Self Insurance - Claim Payments	0.0	
Self Insurance - Pharmacy Claims	0.0	
Premium Tax On Altcs	0.0	
Other Insurance-Related Charges	0.0	

Program Expenditure Schedule

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

	FY 2017 Actual	FY 2018 Expd. Plan
Internal Service Data Processing	8.3	
Internal Service Data Proc- Pc/Lan	9.7	
External Programming-Mainframe/Legacy	0.0	
External Programming- Pc/Lan/Serv/Web	0.0	
External Data Entry	0.0	
Othr External Data Proc-Mainframe/Legacy	0.0	
Othr External Data Proc-Pc/Lan/Serv/Web	0.0	
Internal Service Telecommunications	0.0	
External Telecom Long Distance-In-State	0.0	
External Telecom Long Distance-Out-State	0.0	
Other External Telecommunication Service	14.1	
Electricity	0.0	
Sanitation Waste Disposal	0.0	
Water	0.0	
Gas And Fuel Oil For Buildings	0.0	
Other Utilities	0.0	
Building Rent Charges To State Agencies	86.2	
Priv Lease To Own Bld Rent Chrgs To Agy	0.0	
Cert Of Part Bld Rent Chrgs To Agy	0.0	
Rental Of Land And Buildings	0.0	
Rental Of Computer Equipment	0.0	
Rental Of Other Machinery And Equipment	0.0	
Miscellaneous Rent	1.7	
Interest On Overdue Payments	0.0	
All Other Interest Payments	0.0	
Internal Acct/Budg/Financial Svcs	0.0	
Other Internal Services	0.0	
Repair And Maintenance - Buildings	0.0	
Repair And Maintenance - Vehicles	0.0	
Repair And Maint - Mainframe And Legacy	0.0	
Repair And Maint-Pc/Lan/Serv/Web	0.0	
Repair And Maintenance - Other Equipment	6.4	
Other Repair And Maintenance	1.1	
Software Support And Maintenance	0.0	
Uniforms	0.0	
Inmate Clothing	0.0	
Security Supplies	0.0	
Office Supplies	9.8	
Computer Supplies	0.0	
Housekeeping Supplies	0.0	
Bedding And Bath Supplies	0.0	
Drugs And Medicine Supplies	0.0	
Medical Supplies	0.0	
Dental Supplies	0.0	
Automotive And Transportation Fuels	0.0	
Automotive Lubricants And Supplies	0.0	
Rpr And Maint Supplies-Not Auto Or Build	0.0	
Repair And Maintenance Supplies-Building	0.0	
Other Operating Supplies	0.0	
Publications	0.0	
Aggregate Withheld Or Paid Commissions	0.0	

Program Expenditure Schedule

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

	FY 2017 Actual	FY 2018 Expd. Plan
Lottery Prizes	0.0	
Material for Further Processing	0.0	
Other Resale Supplies	0.0	
Loss On Sales Of Capital Assets	0.0	
Employee Tuition Reimbursement-Graduate	0.0	
Employee Tuition Reimb Under-Grad/Other	0.0	
Conference Registration-Attendance Fees	0.0	
Other Education And Training Costs	0.0	
Advertising	0.0	
Internal Printing	0.6	
External Printing	0.0	
Photography	0.0	
Postage And Delivery	3.6	
Distribution To State Universities	0.0	
Other Intrastate Distributions	0.0	
Awards	0.0	
Entertainment And Promotional Items	0.0	
Dues	0.0	
Books- Subscriptions And Publications	0.5	
Costs For Digital Image Or Microfilm	0.0	
Revolving Fund Advances	0.0	
Credit Card Fees Over Approved Limit	0.0	
Relief Bill Expenditures	0.0	
Surplus Property Distr To State Agencies	0.0	
Judgments - Damages	0.0	
ICA Payments to Claimants Confidential	0.0	
Jdgmnt-Confidential Restitution To Indiv	0.0	
Judgments - Non-Confidential Restitution	0.0	
Judgments - Punitive And Compensatory	0.0	
Pmts Made to Resolve/Disputes/Avoid Costs of Litigation	0.0	
Pmts For Contracted State Inmate Labor	0.0	
Payments To State Inmates	0.0	
Bad Debt Expense	0.0	
Interview Expense	0.0	
Employee Relocations-Nontaxable	0.0	
Employee Relocations-Taxable	0.0	
Non-Confidential Invest/Legal/Law Enf	0.0	
Conf/Sensitive Invest/Legal/Undercover	0.0	
Fingerprinting, Background Checks, Etc.	0.0	
Other Miscellaneous Operating	0.3	
Expenditure Category Total	145.5	206.4
Appropriated		
1000-A General Fund (Appropriated)	145.5	200.0
	145.5	200.0
Non-Appropriated		
2500-N IGA and ISA Fund (Non-Appropriated)	0.0	6.4
	0.0	6.4
Fund Source Total	145.5	206.4
Current Year Expenditures		10.0
Capital Equipment Budget And Approp	0.0	

Program Expenditure Schedule

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

	FY 2017 Actual	FY 2018 Expd. Plan
Vehicles Capital Purchase	0.0	
Vehicles Capital Leases	0.0	
Furniture Capital Purchase	0.0	
Depreciable Works Of Art & Hist Treas/Coll Capital Purcha	0.0	
Non Depr Works Of Art & Hist Treas/Coll Cap Purchase	0.0	
Furniture Capital Leases	0.0	
Computer Equipment Capital Purchase	0.0	
Computer Equipment Capital Lease	0.0	
Telecommunication Equip-Capital Purchase	0.0	
Telecommunication Equip-Capital Lease	0.0	
Other Equipment Capital Purchase	0.0	
Other Equipment Capital Leases	0.0	
Purchased Or Licensed Software-Website	0.0	
Internally Generated Software-Website	0.0	
Development in Progress	0.0	
Right-Of-Way/Easement/Extraction Rights	0.0	
Oth Int Assets purchased, licensed or internally generate	0.0	
Other intangible assets acquired by capital lease	0.0	
Other Capital Asset Purchases	0.0	
Leasehold Improvement-Capital Purchase	0.0	
Other Capital Asset Leases	0.0	
Non-Capital Equip Budget And Approp	0.0	
Vehicles Non-Capital Purchase	0.0	
Vehicles Non-Capital Leases	0.0	
Furniture Non-Capital Purchase	8.2	
Works Of Art And Hist Treas-Non Capital	0.0	
Furniture Non-Capital Leases	0.0	
Computer Equipment Non-Capital Purchase	0.6	
Computer Equipment Non-Capital Lease	0.0	
Telecomm Equip Non-Capital Purchase	0.0	
Telecomm Equip Non-Capital Leases	0.0	
Other Equipment Non-Capital Purchase	1.3	
Weapons Non-Capital Purchase	0.0	
Other Equipment Non-Capital Lease	0.0	
Purchased Or Licensed Software/Website	0.2	
Internally Generated Software/Website	0.0	
LICENSES AND PERMITS	0.0	
Right-Of-Way/Easement/Extraction Exp	0.0	
Noncapital Software/Web By Capital Lease	0.0	
Other Intangible Assets Acquired by Capital Lease	0.0	
Other Long Lived Tangible Assets to be Expenses	0.0	
Non-Capital Equipment Excluded from Cost Allocation	0.0	
Expenditure Category Total	10.3	10.0
Appropriated		
1000-A General Fund (Appropriated)	10.3	10.0
	10.3	10.0
Fund Source Total	10.3	10.0
Capital Outlay	0.0	0.0

Program Expenditure Schedule

Agency: Board of Executive Clemency

Program: Board of Executive Clemency

		FY 2017 Actual	FY 2018 Expd. Plan
	Expenditure Category Total	0.0	0.0
Debt Service		0.0	0.0
	Expenditure Category Total	0.0	0.0
Cost Allocation		0.0	0.0
	Expenditure Category Total	0.0	0.0
Transfers		7.9	5.0
	Expenditure Category Total	7.9	5.0
Non-Appropriated			
2500-N IGA and ISA Fund (Non-Appropriated)		7.9	5.0
		7.9	5.0
	Fund Source Total	7.9	5.0

Employee Retirement Coverage

Retirement System	FTE	Personal Services	Fund#
State Retirement System	13.0	519.2	1000-A
State Retirement System	1.0	17.6	2500-N

Combined Regular & Elected Positions At/Above FICA Maximum of \$127,200

Total FTE	Personal Services	FTE's not eligible for Health, Dental & Life
0.0	0.0	0.0

Administrative Costs

Agency: Board of Executive Clemency

Administrative Costs Summary

Common Administrative Area	FY 2019
Personal Services	50.0
ERE	20.0
All Other	5.0
Administrative Costs Total:	75.0

Administrative Cost / Total Expenditure Ratio

	Request	Admin %
FY 2019	1,253.3	6.0%