

March 6, 2019

Daniel P. Wolf  
Executive Secretary  
Minnesota Public Utilities Commission  
121 7th Place East, Suite 350  
St. Paul, MN 55101-2147

RE: TAM FY 2019 Budget and Surcharge Recommendations Amendment  
Docket No. P999/M-18-194

Dear Mr. Wolf:

Pursuant to Minnesota Statutes section 237.52, subdivision 2, the Minnesota Department of Commerce (Commerce) – Telecommunications Access Minnesota (TAM) program must submit an annual budget and surcharge recommendation to the Public Utilities Commission (PUC) for approval. The PUC reviews the recommendation for reasonableness, and may modify the budget to the extent it is determined unreasonable.

On March 19, 2018, Commerce submitted the line item budgets and surcharge recommendation for TAM funded programs. On May 31, 2018, the PUC approved TAM's FY 2019 Budget and Surcharge Recommendations, which included the line item budget for the Minnesota Department of Human Services (DHS) – Telephone Equipment Distribution Program (TED Program).

DHS has notified Commerce that they would like to amend the TED Program's FY 2019 budget. Amended line item justifications and an amended line item budget can be found in Attachment A. An organizational chart for the DHS – Deaf and Hard of Hearing Services Division (DHHS) is included in Attachment B.

### **Changes Proposed by DHS**

1. Total Compensation: In the past, the TED Program had included employee fringe benefit expense as a separate line item from employee salary line items. The TED Program has now determined that it would like to include fringe within each salary line item.
2. Division Director Line Item: DHS is requesting to increase the division director allocation from .15 FTE to .25 FTE.

3. Program Support Line Item: DHS is requesting to decrease the program support allocation from 1.5 FTE to .45 FTE.
4. Regional Managers Line Item: DHS is requesting to decrease the regional managers' allocation from 1 FTE to 0 FTE.
5. Management Analyst Line Item: DHS is requesting to add a .20 FTE allocation for a management analyst position.
6. Information and Referral Specialists Line Item: DHS is requesting to add two .34 FTE (.68 FTE total) allocations for information and referral specialists positions.
7. Communications Coordinator Line Item: DHS is requesting to add a .34 FTE allocation for a communications coordinator position.
8. Agency and Statewide Indirect Costs Line Item: Because the amount budgeted in this line item is tied to the overall program budget, the budgeted amount would need to be adjusted to correspond with any approved budget amendment.

## Analysis

Administrative costs for the TED Program exceed costs related to equipment distributed. The average administrative costs for this program over the past five years has been roughly 88 percent of the overall budget. Under the current TED Program budget, administrative costs are approximately \$1,329,400 (89.8 percent of the budget), and equipment and distribution related costs (shipping, demo unit sim cards, cleaning and testing equipment) are approximately \$150,400 (10.2 percent of the budget). The TED Program provides outreach, training, and other services with expenses not reflected in the equipment distributed costs, but their primary responsibility is to distribute telecommunications devices to persons who have communication disabilities.

The FY 2019 amended budget requests for the positions listed below are relatively small due to the positions being filled mid-way through the fiscal year. The impact in FY 2020 will be double, as shown in the chart below.

Line Item	Original 2019 Budgeted With Fringe	Amended FY 2019 Budget Request	FY 2020 Projected
Division Director (.15 FTE/.25 FTE)	\$ 18,476	\$ 24,635	\$ 31,717
Management Analyst (0 FTE/.20 FTE)	\$ -	\$ 9,355	\$ 18,840
Information & Referral Specialist (0 FTE/.68 FTE)	\$ -	\$ 20,196	\$ 41,310
Communications Coordinator (0 FTE/.34 FTE)	\$ -	\$ 11,934	\$ 24,327

Each of the specific changes are addressed below:

1. In the past, the TED Program included employee fringe benefit expense as a separate line item from employee salary line items. The TED Program would like to include fringe with the base salary in the salary line item. This change is simply an accounting shift and has no impact to the TED Program budget.

Commerce does not object to DHS' proposed amendment to this line item.

2. DHS is requesting to increase the TED Program's allocation for the DHHSD director from .15 FTE to .25 FTE, effective January 1, 2019. DHS stated that this increase is due to additional time now used to supervise the TED Program coordinator because the TED Program is making organizational changes.

The proposed change would result in an increase for salary and fringe for the *Division Director* line item from \$18,476 to \$24,635 (\$6,159) in FY 2019. If the allocation increase is approved, the estimated *Division Director* line item cost for FY 2020 will increase to \$31,717.

Commerce does not object to this proposed amendment. However, Commerce recommends that the allocation be re-evaluated in the future to ensure the distribution reflects current use of the director's time on TED Program matters.

3. DHS is requesting to decrease the *Program Support* allocation from 1.5 FTE to .45 FTE, effective January 1, 2019. This line item had included funding for 35 percent of four full-time clerical support staff salaries in four DHHSD regional offices. It also included funding for 10 percent of one full-time clerical support staff in the Metro office.

DHS stated that, as part of DHHSD's operational changes, the St. Cloud clerical support position will not be filled and has been vacant as of September 2018. The Duluth and Mankato clerical support positions will not be filled and have been vacant as of July 2018. DHS stated that the *Program Support* line item would now include funding for 35 percent of one full-time clerical support staff in Moorhead and 10 percent of one full-time clerical support staff in the Metro office.

The proposed change would result in a decrease for salary and fringe from \$82,075 to \$28,732 (-\$53,343) in FY 2019 for this line item.

Commerce does not object to this proposed amendment.

4. DHS is requesting to decrease the *Regional Managers* allocation from 1 FTE to 0 FTE, effective January 1, 2019. This line item had included funding for 20 percent of five full-time regional manager salaries in five DHHSD regional offices.

DHS stated that, as part of the division's operational changes, the regional managers will no longer supervise the TED Program specialist (they will be supervised by the TED Program coordinator). All of the regional manager positions will be phased out by January 1, 2019.

The proposed change would result in a decrease for salary and fringe for this line item from \$108,133 to \$27,649 (-\$80,484) in FY 2019, and will eliminate this line item in FY 2020.

Commerce does not object to this proposed amendment.

5. DHS is requesting to add a .20 FTE allocation for a *Management Analyst* position, effective January 1, 2019. DHS stated that this position would be responsible to perform fiscal analysis, assess program expenditures against projections, develop annual and quarterly program budget forecasts, and provide financial recommendations and support to the TED Program.

This would be a new expense for the TED Program and, as such, was not included in the original FY 2019 approved budget. The proposed FY 2019 budgeted amount for salary and fringe for this position is \$9,355. If the position allocation is approved, the estimated *Management Analyst* line item cost for FY 2020 is \$18,840.

Commerce assumes that DHS has conducted appropriate evaluations to ensure that current TED Program staff (and DHS finance staff covered by agency indirect cost allocation) cannot perform the duties of this new position, and that the allocation distribution is accurate. As such, Commerce does not object to this requested change. However, Commerce recommends that the allocation be reevaluated in the future to ensure the distribution reflects current use of the management analyst's time on TED Program matters.

6. DHS is requesting to add two .34 FTE (.68 FTE total) allocations for *Information and Referral (I&R) Specialists* positions. DHS stated that, as part of the division's operational changes, DHHSD intends to hire two full-time I&R specialists in January 2019.

DHS stated that the I&R specialists will provide information and referral services to individuals with inquires that are general and straightforward client requests (i.e. customers asking for resource suggestions), information on telephone equipment devices for people with hearing loss, and the like. I&R specialists will be the first staff members to review emails and take calls, and directly help customers to identify the resources they seek.

DHS also stated that the objective of the I&R specialist positions is to ensure consistency of responses and allow TED Program specialists to focus on more complex and longer-term work. I&R specialists will rely on the division's internal databases, including the TED Program's Agile Apps, which contain information about resources for clients around the state that will be developed with assistance from current TED Program staff. For more complex needs and for complicated inquiries pertaining to the TED Program, the I&R specialists will refer the consumer to the DHHSD or TED Program staff members most conveniently located near them, and most appropriate in the need.

DHS clarified that the duties to be performed by the I&R specialists were previously performed by the program support staff in the regional offices and the clerical support position in the Metro office. As stated above, all but one program support position has been eliminated and DHS stated that the TED Program's clerical support in the Metro office will now focus on providing clerical assistance to statewide TED Program staff and will handle Minnesota Relay outreach inquiries.

The allocation of the two new I&R specialists positions will be 66 percent to DHHSD and 34 percent to the TED Program. This will be a new expense for the TED Program and, as such, was not included in the original FY 2019 approved budget. The proposed FY 2019 budgeted amount for salary and fringe for these positions is \$20,196. If the position allocation is approved, the estimated *Information and Referral Specialists* line item cost for FY 2020 is \$41,310.

Based on the new DHHSD organizational chart (see Attachment B), it appears DHHSD will have 42 staff positions within the division. DHS is proposing to allocate .34 percent of the cost for each of the I&R specialists to the TED Program. However, the TED Program represents approximately one-fourth of the division's staff. DHS has not provided rational or documentation to support that the TED Program will receive a greater benefit from the I&R specialist positions than that of other programs within DHHSD.

Commerce does not object to this requested change. However, Commerce recommends that the duties of these new positions and the allocation be reevaluated in the future to ensure the distribution reflects current use of the I&R Specialists' time on TED Program matters.

7. DHS is requesting to add a .34 FTE allocation for a *Communications Coordinator* position. DHS states that, as part of the division's operational changes, DHHSD intends to hire a full-time communications coordinator in January 2019.

DHS stated that this will be a DHHSD dedicated position for internal and external communications, including management of the division's new website, social media, brochures and other documents, and promotion the division's services, including the TED Program. DHS

stated that the communications coordinator would help the division, including the TED Program, to expand its outreach services to make it easier for individuals to contact staff.

The position will be tasked to work closely with the TED Program's assistant coordinator in expanding advertising and marketing materials and resources for individuals with hearing loss statewide, providing TED Program updates through the website, and providing new brochures and any graphic-design related materials promoting the TED Program's services to individuals, organizations, and communities statewide. The communications coordinator will work with TED Program staff on internal communication-related materials for DHS' monthly Newswire and Assistant Commissioners' updates and reports.

The TED Program assistant coordinator (and DHS communications staff covered by agency indirect cost allocation) previously handled many of the communications coordinator's duties related to the TED Program. The assistant coordinator will now focus on project management by assisting the TED Program administrator in special projects and program development, and will serve as a liaison between the TED Program administrator and the statewide program specialists. The assistant coordinator will also serve as the TED Program expert regarding database issues and data analytics in identifying and assessing outreach initiatives and outcomes throughout Minnesota.

The communications coordinator position would be a new expense for the TED Program and, as such, was not included in the original FY 2019 approved budget. The proposed FY 2019 budgeted amount for salary and fringe is \$11,934. If the position allocation is approved, the estimated *Communications Coordinator* line item cost to the TED Program for FY 2020 is \$24,327.

Based on the new DHHSD organizational chart (see Attachment B), it appears DHHSD will have 42 staff positions within the division. DHS is proposing to allocate 34 percent of the cost for the communications coordinator to the TED Program. However, the TED Program represents approximately one-fourth of the division's staff. DHS has not provided rational or documentation to support that the TED Program will receive a greater benefit from the communications coordinator position than that of other programs within DHHSD.

Commerce does not object to this requested change. However, Commerce recommends that the duties of this new position and the allocation be reevaluated in the future to ensure the distribution reflects current use of the communications coordinator's time on TED Program matters.

8. The original FY 2019 approved budgeted amount for *Agency and Statewide Indirect Costs* was \$138,000. Because the amount budgeted in this line item is tied to the overall program budget, DHS is requesting that the budgeted amount be adjusted to correspond with any approved budget amendment. If the Commission approves budget amendment requests 1 through 7 above, DHS is requesting that this line item be decreased to \$125,558. Commerce does not object to this proposed amendment.

### **Department Recommendations**

Accept DHS' proposals on items 1 through 7, with the allocations on items 5, 6, and 7 being reevaluated with future budget proposals. On item 8, accept DHS' proposal to decrease the budgeted amount to correspond with the commission's determinations on items 1 through 7.

If any party has comments, they should be filed within 30 days of this recommendation.

I am available to respond to any questions the PUC may have on this matter.

Sincerely,



Rochelle Garrow  
TAM Program Administrator

Attachments

c: All parties of record

# Department of Human Services

## Telephone Equipment Distribution Program

### Amended FY 2019 Budget Line Item Justifications

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The TED Program is requesting changes to the approved FY 2019 salary and fringe benefit budgeted amounts. In the past, the TED Program separated employee fringe benefit expenses from the total employee salary line items. The TED Program would like to include fringe with the base salary in the salary line item. In addition, the TED Program is making some organizational changes and is requesting approval of modifications of some of the salary allocations, and approval of allocations for additional staff positions. For the proposed new positions and modified position allocations, an effective date of January 1, 2019, was used in order to calculate the proposed budgeted amounts.

The original FY 2019 approved budget for Total Compensation (salaries and fringe) was \$1,061,650. The proposed amended FY 2019 budget for Total Compensation is \$975,464. The proposed changes would result in an overall reduction of \$86,186 in Total Compensation for FY 2019.

The reduction of Total Compensation will result in a decrease of \$12,442 in the Indirect Cost line item.

#### Total Compensation (11.92 FTE)

Each line item below describes any changes to the position, rational for the change, and the proposed amended budget amount. Each salary line item will now include fringe benefits (previously, fringe was a separate line item).

#### *Division Director (.15 FTE July 1, 2018 – December 31, 2018 / .25 FTE January 1, 2019 – June 30, 2019)*

This line item is for a portion of the salary of the Deaf and Hard of Hearing Services Division (DHHS) director because this position supervises the TED Program coordinator. The original FY 2019 approved budgeted amount was \$15,500 (\$2,926 fringe) and was based on 15 percent of the director’s salary. Additional time is now being used to supervise the TED Program coordinator because the TED Program is making organizational changes. The TED Program is proposing a 10 percent allocation increase (from 15 to 25 percent) of the division director’s salary and fringe, effective January 1, 2019. The proposed FY 2019 amended budgeted amount now includes both salary and fringe, totaling \$24,635. [The FY 2020 estimated budget is \$31,717.]

The chart below summarizes the proposed FY 2019 amended budget.

DHHS Director	FY 2019 Original Budget			FY 2019 Proposed Amendment				Timeline	
	%	TED Base Salary	TED Fringes	Total TED Salary	%	TED Base Salary	TED Fringes		Total TED Salary
Increase from 15% to 25%	15	\$ 15,550	\$ 2,926	\$ 18,476	25	\$ 20,733	\$ 3,902	\$ 24,635	Pending 01/2019



### *Program Coordinator (1.0 FTE)*

The original FY 2019 approved budgeted amount was \$84,000 (\$30,330 fringe). The TED Program coordinator now supervises the seven statewide TED Program specialists. There is no change to the salary amount. The proposed FY 2019 amended budgeted amount now includes both salary and fringe, totaling \$114,330.

### *Assistant Coordinator (1.0 FTE)*

The original FY 2019 approved budgeted amount was \$64,500 (\$28,180 fringe). There is no change to the salary amount. The proposed FY 2019 amended budgeted amount now includes both salary and fringe, totaling \$93,680.

### *Program Specialists (7.0 FTE)*

The original FY 2019 approved budgeted amount was \$413,000 (\$165,897 fringe). There is no change to the salary amount. The proposed FY 2019 amended budgeted amount now includes both salary and fringe, totaling \$578,897.

### *Clerical Support - Central Office (1.0 FTE)*

The original FY 2019 approved budgeted amount was \$39,000 (\$25,056 fringe). There is no change to the salary amount. The proposed FY 2019 amended budgeted amount now includes both salary and fringe, totaling \$64,056.

### *Program Support (1.50 FTE July 1, 2018 – December 31, 2018 / .45 FTE January 1, 2019 – June 30, 2019)*

This line item had included funding for 35 percent of four full-time clerical support staff salaries in four DHHS regional offices. It also included funding for 10 percent of one full-time clerical support staff in the Metro office. The original FY 2019 approved budgeted amount was \$61,600 (\$20,475 fringe).

As part of the DHHS operational changes (redesign), the St. Cloud, Duluth, and Mankato positions are vacant and will not be filled. As such, this line item will now include funding for 35 percent of one full-time clerical support staff in Moorhead and 10 percent of one full-time clerical support staff in the Metro office. The proposed FY 2019 amended budgeted amount now includes both salary and fringe, totaling \$28,732. [The FY 2020 estimated budget is \$27,932.]

The chart below summarizes the proposed FY 2019 amended budget.

Program Support (Office & Administration Specialists Intermediate)		FY 2019 Original Budget			FY 2019 Proposed Amendment				Timeline	
		%	TED Base Salary	TED Fringes	Total TED Salary	%	TED Base Salary	TED Fringes		Total TED Salary
Mankato	Position Eliminated	35	\$ 13,892	\$ 4,427	\$ 18,319	0			\$ -	Effect 07/2018
Metro	10% Allocation	10	\$ 4,292	\$ 2,547	\$ 6,839	10	\$ 4,042	\$ 2,647	\$ 6,689	No Change
Moorhead	35% Allocation	35	\$ 15,632	\$ 4,647	\$ 20,279	35	\$ 15,399	\$ 4,865	\$ 20,264	No Change
Duluth	Position Eliminated	35	\$ 13,892	\$ 4,427	\$ 18,319	0			\$ -	Effective 7/2018
St. Cloud	Position Eliminated	35	\$ 13,892	\$ 4,427	\$ 18,319	0	\$ 1,293	\$ 486	\$ 1,779	Effective 09/2018
		1.5	\$ 61,600	\$ 20,475	\$ 82,075	0.45	\$ 20,734	\$ 7,998	\$ 28,732	

**Regional Managers (1 FTE July 1, 2018 – December 31, 2018 / 0 FTE January 1, 2019 – June 30, 2019)**

This line item had included funding for 20 percent of five full-time regional manager salaries in five DHHS regional offices. The original FY 2019 approved budgeted amount was \$78,000 (\$30,133 fringe).

As part of the division’s operational changes (division redesign), the regional managers will no longer supervise the TED Program specialists (they will be supervised by the TED Program coordinator). All of the regional manager positions will be phased out by January 1, 2019. The Metro regional manager has a new working title and is supervising the DHHS specialists as of September 14, 2018. The proposed FY 2019 amended budgeted amount now includes both salary and fringe, which total \$27,649.

The chart below summarizes the proposed FY 2019 amended budget.

Regional Managers		FY 2019 Original Budget			FY 2019 Proposed Amendment					
		%	TED Base Salary	TED Fringes	Total TED Salary	%	TED Base Salary	TED Fringes	Total TED Salary	Timeline
Metro	Allocation Eliminated	20	\$ 17,952	\$ 6,351	\$ 24,303	0	\$ 3,300	\$ 1,068	\$ 4,368	Effective 09/2018
Duluth	Allocation Eliminated	20	\$ 18,085	\$ 6,386	\$ 24,471	0	\$ 5,399	\$ 1,261	\$ 6,660	Effective 11/2018
Moorhead	Allocation Eliminated	20	\$ 13,926	\$ 5,752	\$ 19,678	0	\$ 7,005	\$ 3,009	\$ 10,014	Effective 01/2019
St. Cloud	Allocation Eliminated	20	\$ 9,952	\$ 5,258	\$ 15,210	0	\$ 2,142	\$ 883	\$ 3,025	Effective 09/2018
Mankato	Allocation Eliminated	20	\$ 18,085	\$ 6,386	\$ 24,471	0	\$ 2,755	\$ 827	\$ 3,582	Effective 08/2018
		1	\$ 78,000	\$ 30,133	\$ 108,133	0	\$ 20,601	\$ 7,048	\$ 27,649	

**Management Analyst – Central Office (0 FTE July 1, 2018 – December 31, 2018 / .20 FTE January 1, 2019 – June 30, 2019)**

This position is responsible for performing fiscal analysis as a central function for DHHS. Other responsibilities include assessing program expenditures against projections, developing annual and quarterly program budget forecasts, and providing financial recommendations and support to programs. As part of the DHHS redesign, 20 percent of this position will now be allocated to the TED Program. This would be a new expense for the TED Program and, as such, was not included in the original FY 2019 approved budget. The proposed FY 2019 amended budgeted amount for salary and fringe is \$9,355. [The FY 2020 estimated budget is \$18,840.]

The chart below summarizes the proposed FY 2019 amended budget.

Management Analyst - Central Office		FY 2019 Original Budget			FY 2019 Proposed Amendment					
		%	TED Base Salary	TED Fringes	Total TED Salary	%	TED Base Salary	TED Fringes	Total TED Salary	Timeline
Increase from 0% to 20%						20	\$ 6,392	\$ 2,963	\$ 9,355	Pending 1/2019

*Information and Referral Specialists (0 FTE July 1, 2018 – December 31, 2018 / .68 FTE January 1, 2019 – June 30, 2019)*

As a result of DHHS's organizational redesign, the division intends to hire two full-time information and referral (I&R) specialist in January 2019.

The I&R specialists will provide information and referral services to individuals with inquires that are general and straightforward client requests (i.e. customers asking for resource suggestions), information on telephone equipment devices for people with hearing loss, and the like. I&R specialists will be the first staff members to review emails and take calls, and directly help customers to identify the resources they seek. The objective of these positions is to ensure consistency of responses and allow TED Program specialists to focus on more complex and longer-term work. I&R specialists will rely on the division's internal databases, including the TED Program's Agile Apps, which contain information about resources for clients around the state that will be developed with assistance from current TED Program staff. For more complex needs and for complicated inquires pertaining to the TED Program, the I&R specialists will refer the consumer to the DHHS or TED Program staff members most conveniently located to them, and most appropriate in the need.

The duties that will now be performed by the I&R specialists were previously performed by the program support staff in the regional offices and the clerical support position in the Metro office. The TED Program's clerical support in the Metro office will now focus on providing statewide clerical assistance to the TED Program staff and handling Minnesota Relay outreach inquiries. This position provides entry-level data into TED Program's Agile Apps, monitors and records all budget orders, produces reports, answers the Minnesota Relay outreach telephone line, and provides backup clerical support for the Metro DHHS office. The TED Program clerical support and I&R specialists will work closely in coordinating program correspondence, referrals, and submitting TED Program applications and information brochures. The TED Program clerical support position will continue to be 100% tailored to TED Program objectives and operations.

The allocation of the new I&R positions will be 66 percent DHHS and 34 percent TED Program. This would be a new expense for the TED Program and, as such, was not included in the original FY 2019 approved budget. The proposed FY 2019 amended budgeted amount for salary and fringe is \$20,196. [The FY 2020 estimated budget is \$41,310.]

The chart below summarizes the proposed FY 2019 amended budget.

Information and Referral Specialists	FY 2019 Original Budget			FY 2019 Proposed Amendment					
	%	TED Base Salary	TED Fringes	Total TED Salary	%	TED Base Salary	TED Fringes	Total TED Salary	Timeline
New Position					34	\$ 7,573	\$ 2,525	\$ 10,098	Pending 1/2019
New Position					34	\$ 7,573	\$ 2,525	\$ 10,098	Pending 1/2019
					0.68			\$ 20,196	

*Communications Coordinator (0 FTE July 1, 2018 – December 31, 2018 / .34 FTE January 1, 2019 – June 30, 2019)*

The communications coordinator is one of DHHS’ new positions as a result of the division’s organizational redesign. This will be a dedicated position for internal and external communications, including management of the division’s new website, social media, brochures and other documents, and will promote the division’s services, including the TED Program. The communications coordinator will help the division, including the TED Program, to expand its outreach services to make it easier for individuals to contact staff. The position will be tasked to work closely with the TED Program’s assistant coordinator in expanding advertising and marketing materials and resources for individuals with hearing loss statewide, providing TED Program updates through the website, and providing new brochures and any graphic-design related materials promoting the TED Program’s services to individuals, organizations, and communities statewide. As for internal communications, the communications coordinator will work with TED Program staff on communication-related materials for DHS’ monthly Newswire and Assistant Commissioners’ updates and reports.

Many of the communications coordinator’s duties in relation to the TED Program were previously handled by the TED Program assistant coordinator. The TED Program assistant coordinator will now focus on project management by assisting the TED Program coordinator in special projects and program development, and will serve as a liaison between the TED Program coordinator and the statewide program specialists. The assistant coordinator will also serve as the TED Program expert regarding database issues and data analytics in identifying and assessing outreach initiatives and outcomes throughout Minnesota.

DHHS intends to fill the communications coordinator position in January 2019. This would be a new expense for the TED Program and, as such, was not included in the original FY 2019 approved budget. The proposed FY 2019 amended budgeted amount for salary and fringe is \$11,934. [The FY 2020 estimated budget is \$24,327.]

The chart below summarizes the proposed FY 2019 amended budget.

Communications Coordinator	FY 2019 Original Budget			FY 2019 Proposed Amendment					
	%	TED Base Salary	TED Fringes	Total TED Salary	%	TED Base Salary	TED Fringes	Total TED Salary	Timeline
New Position					0.34	\$ 8,950	\$2,984	\$ 11,934	Pending 1/2019

*Achievement Awards*

The original FY 2019 approved budgeted amount was \$2,000. This will remain the same.

*Fringe*

The original FY 2019 approved budgeted amount was \$303,000. The proposed FY 2019 amendment removes this line item, as fringe is now included in each salary line item.

## State Operations

### *Agency and Statewide Indirect Costs*

The original FY 2019 approved budgeted amount was \$138,000. Due to the proposed amended salary amounts, indirect costs will decrease by \$12,442. The proposed FY 2019 amended budgeted amount is \$125,558.

## Proposed FY 2019 Amended Budget

	Original FY 2019 Budgeted	FY 2019 Budgeted With Fringe	Amended FY 2019 Budget Request	Change to Original Budget	FY 2020 Estimated Cost for Changed Positions
<b>TOTAL COMPENSATION</b>					
Division Director (.15 FTE/.25 FTE)	\$ 15,550	\$ 18,476	\$ 24,635	\$ 9,085	\$ 31,717
Program Coordinator (1.0 FTE)	\$ 84,000	\$ 114,330	\$ 114,330	\$ 30,330	
Assistant Coordinator (1.0 FTE)	\$ 65,500	\$ 93,680	\$ 93,680	\$ 28,180	
Program Specialists (7.0 FTE)	\$ 413,000	\$ 578,897	\$ 578,897	\$ 165,897	
Clerical Support Central Office (1.0 FTE)	\$ 39,000	\$ 64,056	\$ 64,056	\$ 25,056	
Program Support (1.5 FTE/.45 FTE)	\$ 61,600	\$ 82,075	\$ 28,732	\$ (32,868)	\$ 27,932
Regional Managers (1.0 FTE/0 FTE)	\$ 78,000	\$ 108,133	\$ 27,649	\$ (50,351)	\$ -
Management Analyst (0 FTE / .20 FTE)	\$ -	\$ -	\$ 9,355	\$ 9,355	\$ 18,840
Information & Referral Specialists (0 FTE/.68 FTE)	\$ -	\$ -	\$ 20,196	\$ 20,196	\$ 41,310
Communications Coordinator (0 FTE/.34 FTE)	\$ -	\$ -	\$ 11,934	\$ 11,934	\$ 24,327
Achievement Awards	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
Fringe	\$ 303,000	\$ -	\$ -	\$ (303,000)	
<b>Total Salaries and Fringe</b>	<b>\$ 1,061,650</b>	<b>\$ 1,061,647</b>	<b>\$ 975,464</b>	<b>\$ (86,186)</b>	
<b>STATE OPERATIONS</b>					
Space Rental and Utilities	\$ 25,500		\$ 25,500	\$ -	
Outreach Booths	\$ 3,000		\$ 3,000	\$ -	
Printing & Advertising	\$ 30,000		\$ 30,000	\$ -	
Outside Vendor	\$ 5,000		\$ 5,000	\$ -	
Postal Mailing-Shipping Service	\$ 14,500		\$ 14,500	\$ -	
Wireless Communications	\$ 12,500		\$ 12,500	\$ -	
Travel: In State	\$ 32,315		\$ 32,315	\$ -	
Employee Development	\$ 7,050		\$ 7,050	\$ -	
Supplies for Staff	\$ 4,500		\$ 4,500	\$ -	
Supplies - Equipment Distributed	\$ 127,000		\$ 127,000	\$ -	
Equipment Rental	\$ 4,600		\$ 4,600	\$ -	
Repair to Equipment & Furniture	\$ 8,500		\$ 8,500	\$ -	
Agency & Statewide Indirect Costs	\$ 138,000		\$ 125,558	\$ (12,442)	
Other Operating Costs	\$ 5,650		\$ 5,650	\$ -	
<b>Total State Operations</b>	<b>\$ 418,115</b>		<b>\$ 405,673</b>	<b>\$ (12,442)</b>	
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 1,479,765</b>		<b>\$ 1,381,137</b>	<b>\$ (98,628)</b>	



**Director**  
Dan Millikin (MGR)

**MH Supervisor**  
John Gourmaris

**Regional Services Supervisor**  
Marie Koehler

**Operations Director**  
Amy McQuaid-Swanson

**TED Supervisor**  
Sarah Maheswaran

Kristina Anderson  
OASI

VACANT  
DHHS LEAD Specialist

VACANT  
DHHS LEAD Specialist

Tami Ness  
DHHS Liaison-Budget

Nikki Peterson  
OASI

Ashlee Schmidt  
MH Specialist 1

PG Greene-Kelly  
MH Specialist 2

Liz Brown  
DHHS Specialist 1

Cheryl Blue  
DHHS Specialist 2

Dawn Morton  
OASI

Vacant  
OASI

Sharie Hawkins  
Asst Coordinator

Joan Treichel  
Repair Specialist

Vacant  
MH Specialist 3

Tobias Wilde  
MH Specialist 5

Mary Bauer  
DHHS Specialist 3

Diane Leonard  
DHHS Specialist 4

Jan Radatz  
Strategic Planning Spec

Vacant  
Communications Coordinator

Dennis Hagen  
Ted Specialist

Beth Brostrom  
Ted Specialist 1

Amy Hayes  
MH Specialist 4

Vacant  
DHHS Specialist 5

Jeanne Kolo-Johnson  
DHHS Specialist 6

Sharisse Leier  
Planner 2

Teika Pakalns  
Planner 1

Karen Salzl  
Ted Specialist 3

Nancy Karkoska  
Ted Specialist 2

Vacant  
I & R Specialist 1

Vacant  
I & R Specialist 2

Sara Krelling  
DHHS Specialist 7

Jerry Geist  
DHHS Specialist 8

Lisa Shepherd  
Interpreter 1

Michelle Remer  
Interpreter 3

Ellen Archambeau  
Ted Specialist 4

Lori Peters  
Ted Specialist 5

Anne Janckila  
DHHS Specialist 9

~~Janice Peterson~~  
DHHS Specialist 10

Paula McDonald  
Interpreter 2  
50% CSA 50% DHHS

**CERTIFICATE OF SERVICE**

I, Linda Chavez, hereby certify that I have this day served copies of the following document on the attached list of persons by electronic filing, e-mail, or by depositing a true and correct copy thereof properly enveloped with postage paid in the United States Mail at St. Paul, Minnesota.

**MINNESOTA DEPARTMENT OF COMMERCE – TAM FY 2019 Budget and Surcharge  
Recommendations Amendment**

Docket Nos. **P999/M-18-194**

Dated this **6th** day of **March, 2019**.

/s/Linda Chavez

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First Name	Last Name	Email	Company Name	Address	Delivery Method	View Trade Secret	Service List Name
Linda	Chavez	linda.chavez@state.mn.us	Department of Commerce	85 7th Place E Ste 280  Saint Paul, MN 55101-2198	Electronic Service	No	OFF_SL_18-194_M-18-194
Generic Notice	Commerce Attorneys	commerce.attorneys@ag.state.mn.us	Office of the Attorney General-DOC	445 Minnesota Street Suite 1800  St. Paul, MN 55101	Electronic Service	Yes	OFF_SL_18-194_M-18-194
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