Department of Administrative Services' Responses to
Rep. Nuccio Requests for Information for the Subcommittee Work Sessions
March 15, 2023

<u>**Headcount questions:**</u>

1. **What is the authorized headcount, the funded headcount, and the filled headcount for your area?**

	A	B	C	D	E	F
1						
2	**FUND (FUND NUMBER/NAME)**	**FY2023 AUTHORIZED HEADCOUNT**	**FUNDED HEADCOUNT**	**FILLED HEADCOUNT (as of 3/12/2023)**	**VACANT APPROVED FOR REFILL**	**VACANT (IN RECRUITMENT PROCESS)**
3	11000/General Fund	938	888	782	96	14
4	12001/Special Transportation Fund	31	31	31		
5	12003/Banking Fund	3	3			
6	12004/Insurance Fund	6	6	4	1	1
7	12006/Consumer Counsel and Public Utility Control Fund	1	1	1		
8	12007/Workers' Compensation Fund	6	6	5		
9	**TOTAL All Appropriated Funds**	**985**	**935**	**823**	**97**	**15**

2. **If there is change in headcount (either up or down) please provide an explanation of the change.**
   a. **If there is a positive change in headcount, please explain why these positions are needed.**

The Governor's recommended budget proposes an increase in position count in HR by two (2) positions and IT Optimization by 198 positions. The 2 HR positions are to assist with workforce reporting and developing technology tools to enable more self-service options for the workforce, allowing them to initiate HR requests electronically, which will streamline functions and enable agencies to focus more on their organization and staffing needs. The IT positions were the result of a neutral action within state government as there was a related decrease in line agency positions to offset the DAS increase. This change helps to increase the efficiency of state IT resources.

   b. **If these adds are legislatively driven, what piece of legislation is driving the increase?**

Not applicable

3. **Are there any vacant positions in your headcount?**
   a. **If yes, how are they budgeted into your plan? (as a full year FTE or partial? Are they fulltime or part time?)**

DAS has 239 FTE vacancies in CORE-CT as of March 12, 2023. Of this total:
- 97 are approved for refill;
- 15 are pending approval for refill;
- 50 are unfunded; and
- 77 DAS is not planning to refill. We are working on making these positions inactive in CORE-CT.

b. **What is the anticipated start date of your vacancies? Are they staggered throughout the year, or all anticipated to start on July 1?**

The start dates are staggered throughout the year.

4. **How many vacancies did you have at year end on 06/30?**
   a. **How many vacancies did you have throughout the year last fiscal year?**

At the end of FY2022 (June 30, 2022) DAS had 250 FTE vacancies across all appropriated funds in CORE-CT. The number of vacancies is a moving number from month to month, as a vacancy in July may be filled later in the fiscal year.

   b. **How many new hires did you have in the same time period?**

For the period of 7/1/2021 to 6/30/2022 DAS had 92 new hires.

5. **What is the average cost of an FTE for your area?**

The average cost of filled FTE is $94K per fiscal year.

6. **What is the average fringe cost of an FTE in the Comptroller's area?**

Fringe benefits costs are based on the retirement plan in which each employee is enrolled. Average rates, as a percentage of payroll, for FY 2023 are as follows:

	Retirement Plans				
	SERS Reg	SERS HD	ARP	Judges	TRS
SERS Regular	67.40%	n/a	n/a	n/a	n/a
SERS HD	n/a	91.49%	n/a	n/a	n/a
ARP	n/a	n/a	14.60%	n/a	n/a
Judges	n/a	n/a	n/a	111.34%	n/a
TRS	n/a	n/a	n/a	n/a	38.89%
Unemployment Comp	0.18%	0.18%	0.18%	0.18%	0.18%
Group Life	0.23%	0.23%	0.23%	0.23%	0.23%
Social Security FICA	6.20%	6.20%	6.20%	6.20%	6.20%
Social Security Medicare	1.45%	1.45%	1.45%	1.45%	1.45%
Active Health	22.00%	22.00%	22.00%	22.00%	22.00%
TOTAL FRINGE RATE	97.46%	121.55%	44.66%	141.40%	68.95%

Lapse Questions:

1. **Were there any lapsing accounts on 06/30?**
   a. **If yes, what were the accounts?**

Here is a link to the Comptroller's report: Budgetar 2022.pdf (ct.gov). Exhibit B-3 shows, in the right-hand column, FY 2022 appropriations that were continued to FY 2023 for the General Fund. Schedule C-5 shows the same information for the Special Transportation Fund and Schedule C-6 shows the information for the other budgeted funds.

Just to summarize what the report will show we had lapses in the following accounts; Personal Services, Other Expenses, Rents & Moving, IT Services, Fringe Benefits, State Insurance and Risk Management Operations, Loss Control Risk Management, WCC.

If yes, what was the lapse balance?

	SID	SID (Special Identification Title)	FY2022 TOTAL LAPSES	FY2023 CARRY FORWARD
1		**DAS Appropriated Funds (DAS23000)**		
2				
3	10010	Personal Services	3,946,942	-
4	10020	Other Expenses	15,384,993	15,025,100
5	12115	Loss Control Risk Management	14,884	
6	12141	Surety Bonds for State Officials and Employees	16,469	
7	12176	Refunds Of Collections	8,259	
8	12179	Rents and Moving	1,562,216	
9	12218	W. C. Administrator	140,000	
10	12244	Fringe Benefit	204,454	-
11	12507	State Insurance and Risk Mgmt Operations	1,642,187	1,475,000
12	12511	IT Services	1,011,469	-
13	**Grand Total**		**23,931,873**	**16,500,100**
14		**DAS WCC Appropriated Funds (DAS23100)**		
15	SID	SID Title	FY2022 TOTAL LAPSES	FY2023 CARRY FORWARD
16	12235	Workers' Compensation Claims	3,491,767	-
17	12621	Workers Comp Claims UConn	2,280	2,280
18	12622	Workers Comp Claims UCHC	39,428	39,428
19	12623	Workers Comp Claims CSCU	43,639	43,639
20	12624	Workers Comp Claims DCF	57,682	57,681
21	12625	Workers Comp Claims DMHAS	318,148	106,048
22	12626	Workers Comp Claims DESPP	508,492	169,497
23	12627	Workers Comp Claims DDS	214,643	71,548
24	12628	Workers Comp Claims DOC	675,756	225,252
25	**Grand Total**		**5,351,833**	**715,373**

b. **If yes, what drove the lapse?**

The lapses were due to (1) the timing of when the actual expenses occurred during the fiscal year, and (2) OPM holdbacks in FY2022 of $2M in the Personal Services account, $1M in the IT Services, and $300K in the Rents and Moving account.

What spending didn't occur that was planned to occur?

In some instances, for example, the State Insurance and Risk Management Operations budget expenses included some claims to pay in FY2022, however the claim(s) did not close before 6/30/2022.

2. **If there is a lapsing balance, do you anticipate it carrying forward?**
   a. **If yes, how do you propose to use that lapse?**

While it is inevitable that there will be some slippage in completing certain activities that will result in a need to carry-forward certain funds to complete projects begun in the current fiscal year, the Governor's proposed FY 2024-2025 budget does not rely on any carryforwards of FY 2023 appropriations to fund ongoing operations, with the exception of OPM's Reserve for Salary Adjustment account.

b. **Will it be for one-time expenses?**
      i. **If so, what are those one-time expenses?**

N/A

   c. **If ongoing expense is that expense built into this budget in FY 25?**

No.

APRA

   a. **Did you receive any ARPA funding in your department?**

Yes. Below please find a summary of the ARPA funds that DAS received in the 2022 Midterm Budget Adjustment:

Source	Title	Amount	Purpose	Status
CCPF	Connecticut Education Network Wi-Fi connectivity and broadband for public spaces	$10,719,936	Expand WiFi and broadband for public spaces.	Program plans have been submitted to US Treasury and are pending their review and approval.
CCPF	Expand CEN Broadband to Remaining Municipalities and Libraries	$21,225,474	Expand CEN network to remaining Libraries and Municipalities.	Program plans have been submitted to US Treasury and are pending their review and approval.
CCPF	Upgrade the Connecticut Education Network (CEN)	$41,109,884	Infrastructure upgrades for increased capacity, capability, and reliability of the network.	Program plans have been submitted to US Treasury and are pending their review and approval.
CCPF	CEN Charter School Fiber Internet Connectivity Program	$911,195	Expand CEN network to charters schools.	Program plans have been submitted to US Treasury and are pending their review and approval.
CCPF	Multi-purpose community facility projects	$25,000,000	Multi-purpose community facility projects purpose: $20 million is for the New Haven Adult Education Facility and $5 million is for library construction in Manchester	Program plans have been submitted to US Treasury and are pending their review and approval.
CSFRF	Support School Air Quality	$75,000,000	To support a grants program to provide funding for projects involving the installation, replacement or upgrading of heating, ventilation and air conditioning systems or other improvements to indoor air quality in school buildings.	Award notices expected to be sent to recipients in March 2023.
CSFRF	Valley Regional High School Tennis Courts	$300,000	Funding to support improvements to high school tennis courts.	Grant letter sent with procedures with the intent that district will pursue contracting. Grant monies will be distributed as soon as we have invoicing and supporting documentation from the district.
	TOTAL FY2023 ARPA	**174,266,489**		

      i. **If yes, have you assumed the programs/staffing established with the ARPA funding is now in your General Fund budget as an ongoing expense?**

Yes, staff funded from our General Fund budget are managing the ARPA projects.

The first 5 projects on this list have no ongoing operational costs. Ongoing operational costs for CEN are paid for by the members of the network and are not appropriated funds.   There is no expectation that staffing for these efforts will extend beyond the life of the grants.

      ii. **If not all, how much?**

N/A

      b. Are there still ARPA funds included in this budget?

Yes. The ARPA funds will continue until the ARPA federal grant period ends or until the projects are completed, whichever comes first. In addition, the FY2024 Governor's recommended budget proposes includes:

1. $2M for Fund Capital Area System Modernization and Upgrade Study; and
2. $1M for the Healthcare Workforce Recruitment Campaign.

      ii. If yes, how much of this budget is continuation of ARPA funding?

All listed in the above (a) 7 projects plus 2 proposed in FY2024 Governor's Budget.

      iii. How much ARPA do you still have in the budget that may need to be picked up as ongoing expenses in out years?

The ARPA projects are unique, one-time projects. We do not anticipate having to pick up ARPA expenses for the existing projects as future year expenses in the General Fund. Any ongoing expenses related to ARPA projects would be a policy decision to be addressed by the Governor and Legislature as part of a future budget.

General Questions:

1. **Is there anything you would change about this budget?**

   No, we support the Governor's budget.

2. **Is there anything you would add to this budget?**

   No, we support the Governor's budget.

3. **Is there anything you would remove from this budget?**

   No, we support the Governor's budget.

4. **Is there any legislation that was passed you feel you are not adequately prepared to enforce?**
   a. **If so, what would we need to change to make it administer-able?**

   No.