

Pardon and Parole Board (306)

Lead Administrator: DeLynn Fudge

FY'18 Projected Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
Administration	\$ 2,182,281.00					\$ 2,182,281.00
Total	\$ 2,182,281.00	\$0	\$0	\$0	\$0	\$ 2,182,281.00

*Source of "Other" and % of "Other" total for each.

FY'17 Carryover and Refund by Funding Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
FY'17 Carryover	\$ 450,064.00					\$ 450,064.00
FY'17 GR Refund**						-

*Source of "Other" and % of "Other" total for each.

**Indicate how the FY'17 General Revenue refund was budgeted

What Changes did the Agency Make between FY'17 and FY'18?
<p>1.) Are there any services no longer provided because of budget cuts? No</p> <p>2.) What services are provided at a higher cost to the user? Not Applicable</p> <p>3.) What services are still provided but with a slower response rate? If additional cuts are received in FY18, the PPB will prioritize staff activities which focus on the parole docket and delay staff work activities related to the application of pardons and commutations. Currently, the processing of pardon and commutation applications is delayed anywhere from 1-3 months. Normally, a completed commutation application is on a docket within a month; however, due to budget cuts in personnel, this has increased to two months. Additional cuts to the budget will result in delays in staff work activities for pardon applications.</p> <p>4.) Did the agency provide any pay raises that were not legislatively/statutorily required? No</p>

FY'19 Requested Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Other	Total	% Change
Administration	\$ 2,294,013.00				\$ 2,294,013.00	5.12%
Total	\$ 2,294,013.00	\$0	\$0	\$0	\$ 2,294,013.00	5.12%

*Source of "Other" and % of "Other" total for each.

FY'19 Top Five Appropriation Funding Requests	
	\$ Amount
Request 1: Increase in Personnel and Benefits in the amount of \$111,732 to stabilize funding for two (2) field staff positions which have been eliminated due to budget cuts. Currently, the PPB has 14 investigators to cover parole investigations in 42 DOC minimum, medium, maximum DOC and private facilities, as well as transitional living, halfway houses, and GPS centers. By ensuring these positions are not eliminated, the PPB will not have to delay critical staff work activities due to not enough staff. These work activities include the processing of pardons and paroles.	\$ 111,732.00
Request 3: Description	
Request 4: Description	
Request 5: Description	
Total Increase above FY-18 Request	\$ 111,732.00

How would the agency handle a 2% appropriation reduction in FY'19?

While it is recognized that no state agency can go unscathed in the fiscal difficulties facing the state, continued budget reductions are impacting the ability of the PPB to provide services. Personnel and benefits comprise 88% of the PPB's budget. Since 2016, we have sustained a reduction of four (4) positions within the agency. These cuts may seem minimal in comparison to many large agencies, it should be noted that the PPB is one of the few state agencies that saves the state funds through their work in the release of incarcerated persons. The PPB has sustained previous cuts by increasing efficiencies in order to maintain services. Because we are primarily an administrative agency which requires meeting an abnormally large number of deadlines and a high degree of detailed paperwork, if there were an additional 2% reduction to the budget, we would be forced to cut an additional field position.

However, with the cuts in FY18, a delay of staff work activities is occurring. The use of a questionnaire in lieu of a personal interview in advance of parole hearings is more common practice. This is occurring because there is not enough staff to travel to facilities across the state and still meet report deadlines. The PPB has 14 investigators to cover 42 DOC and private minimum, medium, maximum facilities, as well as transitional living, halfway houses, and GPS centers. The use of questionnaires impacts the quality and depth of the information provided to the Board. If additional cuts occur in the future, the agency would have great difficulty meeting other critical work functions. For example, there would be a delay in the processing of pardon and commutation applications by as much as one to six months. When a completed pardon application is submitted, the normal process for a pardon takes approximately six months to a year to complete. With any additional staff cuts, completion may be as much as 18 months to finalize. Completed commutations were being docketed within one month of receipt. However, beginning in calendar year 2018, the timeline has increased to two months. With any additional or future cuts to the budget, the delay in a commutation process could be up to three to six months.

How would the agency handle a 4% appropriation reduction in FY'19?

While it is recognized that no state agency can go unscathed in the fiscal difficulties facing the state, continued budget reductions are impacting the ability of the PPB to provide services. Personnel and benefits comprise 88% of the PPB's budget. Since 2016, we have sustained a reduction of four (4) positions within the agency. These cuts may seem minimal in comparison to many large agencies, it should be noted that the PPB is one of the few state agencies that saves the state funds through their work in the release of incarcerated persons. The PPB has sustained previous cuts by increasing efficiencies in order to maintain services. Because we are primarily an administrative agency which requires meeting an abnormally large number of deadlines and a high degree of detailed paperwork, if there were an additional 4% reduction to the budget, we would be forced to cut two (2) additional field positions.

However, with the cuts in FY18, a delay of staff work activities is occurring. The use of a questionnaire in lieu of a personal interview in advance of parole hearings is more common practice. This is occurring because there is not enough staff to travel to facilities across the state and still meet report deadlines. The PPB has 14 investigators to cover 42 DOC and private minimum, medium, maximum facilities, as well as transitional living, halfway houses, and GPS centers. The use of questionnaires impacts the quality and depth of the information provided to the Board. If additional cuts occur in the future, the agency would have great difficulty meeting other critical work functions. For example, there would be a delay in the processing of pardon and commutation applications by as much as one to six months. When a completed pardon application is submitted, the normal process for a pardon takes approximately six months to a year to complete. With any additional staff cuts, completion may be as much as 18 months to finalize. Completed commutations were being docketed within one month of receipt. However, beginning in calendar year 2018, the timeline has increased to two months. With any additional or future cuts to the budget, the delay in a commutation process could be up to three to six months.

How would the agency handle a 6% appropriation reduction in FY'19?

A 6% cut to the agencies budget would be devastating. Personnel and benefits comprise 88% of the PPB's budget. Since 2016, we have sustained a reduction of four (4) positions within the agency. These cuts may seem minimal in comparison to many large agencies, it should be noted that the PPB is one of the few state agencies that saves the state funds through their work in the release of incarcerated persons. The PPB has sustained previous cuts by increasing efficiencies in order to maintain services. Because we are primarily an administrative agency which requires meeting an abnormally large number of deadlines and a high degree of detailed paperwork, if there were an additional 6% reduction to the budget, we would be forced to cut three (3) additional field positions.

However, with the cuts in FY18, a delay of staff work activities is occurring. The use of a questionnaire in lieu of a personal interview in advance of parole hearings is more common practice. This is occurring because there is not enough staff to travel to facilities across the state and still meet report deadlines. The PPB has 14 investigators to cover 42 DOC and private minimum, medium, maximum facilities, as well as transitional living, halfway houses, and GPS centers. The use of questionnaires impacts the quality and depth of the information provided to the Board. If additional cuts occur in the future, the agency would have great difficulty meeting other critical work functions. For example, there would be a delay in the processing of pardon and commutation applications by as much as one to six months. When a completed pardon application is submitted, the normal process for a pardon takes approximately six months to a year to complete. With any additional staff cuts, completion may be as much as 18 months to finalize. Completed commutations were being docketed within one month of receipt. However, beginning in calendar year 2018, the timeline has increased to two months. With any additional or future cuts to the budget, the delay in a commutation process could be up to three to six months.

Is the agency seeking any fee increases for FY'19?

		\$ Amount
Increase 1	Yes, the PPB is requesting the budget amount funded in FY2017 in order to maintain needed staffing levels in the field in order to continue providing the services.	\$112,732
Increase 2	N/A	\$0
Increase 3	N/A	\$0

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?

Federal Government Impact

1.) How much federal money received by the agency is tied to a mandate by the Federal Government?

Our agency receives no federal funding.

2.) Are any of those funds inadequate to pay for the federal mandate?

Not applicable

3.) What would the consequences be of ending all of the federal funded programs for your agency?

Not applicable

4.) How will your agency be affected by federal budget cuts in the coming fiscal year?

Not applicable

5.) Has the agency requested any additional federal earmarks or increases?

Not applicable

Division and Program Descriptions

Administrative Services

As per statute, the Pardon and Parole Board is authorized to employ professional investigators, clerical, and administrative personnel as required to carry out the duties and responsibilities. The Pardon and Parole Board is comprised of the Executive Director, the Deputy Director, and the Staff Attorney who are responsible for managing the day to day operations of the agency, allocating resources to achieve mandated and strategic objectives of agency and ensuring long term sustainability and effectiveness of the agency, ensuring activities and operations are performed in compliance with local, state, and federal laws and administrative rule, working collaboratively with the Board of Directors to ensure the overall agency goals and objectives are met or exceeded. The administrative staff assist in the processing of the pardon and commutation applications, parole and clemency dockets, compiling the information for the board, preparing the dockets, coordinating with victims and/or victim representatives and delegates for the offenders, coordinating with the District Attorneys and other state agencies, reporting the board results, and sending the recommendations to the Governor. Parole investigator field staff are generally embedded within correctional facilities throughout the state. Parole Investigators provide the investigations and reports which are used by the Board and the Governor in making their decisions on pardons, paroles, and commutations. These reports include a summary of the crime, history of previous convictions, a drug and alcohol use history, and programs taken while incarcerated to improve their knowledge and behaviors a history of any misconducts while incarcerated, a narrative from the District Attorneys regarding the crime, among other information.

FY'18 Budgeted FTE

	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
Administration	5	20	3	4	16	3
Division Name	Executive Director					
Division Name	Deputy Director					
Division Name	Staff Attorney					
Division Name	Eastern District Supv					
Division Name	Western District Supv					
Total	5	20	3	4	16	3

FTE History

	2018 Actual	2017	2014	2011	2007
Administration	23	25	31	36	38
Total	23	25	31	36	38

Performance Measure Review

	FY'17	FY'16	FY'15	FY'14	FY'13
Measure I					
Develop Administrative Rules for the agency.	25%	0%	0%	0%	0
Develop administrative Rules related to commutations, pardons, clemencies, parole, and revocations.					
Measure II					
Improve Field Training and Reports	75%	25%	0%	0%	
The board and administrative staff have been working with the field staff to enhance the reports and information which is provided to the board. Training has been provided on mental health information. Reports now contain this information as well as information regarding the Level of Service Inventory (LSI-R) and ASUS data risk assessment data.					

Measure III				
Develop an Investigators Handbook for Parole Investigators and Supervisors	100%	50%	0%	0%

Develop a step-by-step handbook for the review and completion of a parole investigator's parole report for the Board.

Revolving Funds (200 Series Funds)			
Revolving Fund I	FY'15-17 Avg. Revenues	FY'15-17 Avg. Expenditures	June '17 Balance
Brief Description	Not Applicable	Not Applicable	Not Applicable
Revolving Fund II			
Brief Description	Not Applicable	Not Applicable	Not Applicable