February 7, 2011

Acting Commissioner Wendy Adler Robinson

Minnesota Department of Human Rights

190 East Fifth Street, Suite 700

St. Paul, MN 55101

Dear Acting Commissioner Robinson:

As the new Chair of the House Public Safety and Crime Prevention Policy and Finance Committee, I look forward to working with you and your agency during the upcoming months of the legislative session. I appreciate the work that you and your staff have already done in providing agency overviews for the Committee. These have been especially helpful to the Public Safety Committee, where eight of our 17 members are freshmen legislators.

The Minnesota Legislature is in the process of adopting a biennial budget for all agencies and state and federal government funded programs across state government.

To facilitate the review of all budget requests made to the House Public Safety and Crime Prevention Policy and Finance Committee, we are requesting the following information to help us accomplish this task. Although this request for information is made under Chapter 13, the Minnesota Data Practices Act, please note that this request is also submitted in preparation of legislative decisions that will be made regarding your agency’s budget. Providing the Committee with the information will be important in determining your agency’s budget and the biennial budget that will be adopted by the Minnesota House of Representatives.

The committee members and staff will have access to the Governor’s biennial budget recommendations once they are released on February 15, 2011, and we recognize that some of your agency staff has been providing the Governor’s staff with information for their budget.

In addition to these recommendations, the Committee is requesting the following information:

1. The Committee would like a detailed explanation of all statutory and open appropriations which should include the legal citation, the amount of funds and the purpose of the funds. See below for the detailed information the Committee is requesting prior to your presentation of the Governor’s budget.

**General Fund Accounts**

* + Break down by each program or activity of the agency by:
		- cost codes
			* Overall allocation by division or section
			* Add FTE count per cost code
		- object codes
			* Salaries and Benefits
			* Equipment
			* Out-of-State Travel
			* In-State Travel
			* Communications
			* Overtime
			* Any other breakdown available

**Special Revenue Funds or Fee-Dedicated Accounts**

* + List of all Special Revenue Funds or Fee-Dedicated Accounts
	+ Break down by each division or section of the agency by:
		- cost codes
			* Overall allocation by division or section
			* Add FTE count per cost code
		- object codes
			* Salaries and Benefits
			* Equipment
			* Out-of-State Travel
			* In-State Travel
			* Communications
			* Overtime
			* Any other breakdown available

 **Federal Fund Accounts**

* + List of all federal funds by program area
	+ Break down by each division or section of the agency by:
		- cost codes
			* Overall allocation by division or section
			* Add FTE count per cost code
		- object codes
			* Salaries and Benefits
			* Equipment
			* Out-of-State Travel
			* In-State Travel
			* Communications
			* Overtime
			* Any other breakdown available

**Indirect Cost Fund or IDC**

* + Copy of Agency’s Approved IDC Plan (approved by appropriate federal agency)
	+ IDC Rate Information for past 10 years
	+ Break down by each agency division or section by:
		- cost codes
			* Overall allocation by division or section
			* Add FTE count per cost code
		- object codes
			* Salaries and Benefits
			* Equipment
			* Out-of-State Travel
			* In-State Travel
			* Communications
			* Overtime
			* Any other breakdown available

**Charge-backs Imposed by Other State Agencies**

* 1. Identify the state agency or agencies
		1. Current rate or charge back
		2. Amount charged each fiscal year from FY 2001-11
		3. Service delivered to state agency
		4. Identify the fund (general, special revenue or federal) used to pay the rate or charge back imposed by state agency

**Charge-backs Imposed by the Office of the Attorney General**

* Current rate or charge back
* Amount charged each fiscal year from FY 2001-11
* Service delivered to state agency
* Identify the fund (general, special revenue or federal) used to pay the rate or charge back imposed by state agency
1. The Committee requests information on any carry forward funds, the legal citations, purpose, expenditures and the total funds to carry forward.
2. The Committee requests information about FTE information along with agency structure and organization. Please provide the following information:
* An organization chart that is detailed and divides the agency out by “sections” or “divisions” led by a director or manager
* Agency goals and mission statement, if not included in the Governor’s budget
* List of all hires made from December 1, 2010-present, includes the name, salary and classification of each individual hired by the agency
* List of pending position requests or pending offers to individuals
* Detail budget and FTE counts by fund over the past 10 years
* Number of FTEs and level of each the following classes of employees by fund:
	+ 1. Deputy Commissioner(s)
		2. Assistant Commissioner(s)
		3. Directors or Managers (Managerial Plan)
		4. Assistant Directors or Managers (Managerial Plan)
		5. Supervisors (MMA)
		6. Professional Staff (MAPE)
		7. Clerical Staff (AFSCME)
		8. Unclassified or temporary positions
1. Please indicate if the agency is engaged or planning any rulemaking activities.
2. Please indicate any future federal funding the agency is planning to apply for and any competitive grant opportunities (public or private).
3. The amount of funding available by this Committee is limited and denial of some aspects of a given budget request is inevitable. Please describe how your agency would address a base budget reduction of 10%, 15% and 20% respectively. You are expected to examine your proposals, as well as your existing operations, areas where reduction in expenditures can be made and the amount of those reductions. This should be outlined in writing, with sufficient explanation as to how these reductions will be accomplished.
4. Please detail any internal financial transfers that took place during the current biennium.
5. Please detail the agency’s use of state-owned vehicles and provide the Committee with a description of how the vehicles are utilized by the agency and the assignment of vehicles, if any are utilized by the agency. In addition, please submit five-year information including the number of vehicles utilized by each department or section of the agency and the assignment of vehicles to employees.
6. Please detail any pending lawsuits against the agency or any lawsuits initiated by the agency. Provide a description of the lawsuit, a list of the parties of each lawsuit, the Court jurisdiction, any timelines, and the estimated cost each lawsuit.
7. All documents and proposals considered by the agency as part of the biennial budget process will become public on February 15, 2011 or as soon as Governor Dayton releases his biennial budget to the Minnesota Legislature. Please preserve all documents used to prepare the budget and provide the documents to the Committee once the Governor’s budget is released.

Providing this information to the Committee will be vital to the process, as well as provide you with an adequate opportunity to address your budget request. If some of this information is provided in the Governor’s budget, cite where – specifically – it is. We anticipate that the Public Safety Committee will begin holding budget hearings very shortly after the release of the Governor’s budget. **Please submit your materials to the staff listed below no later than three business days prior to the committee hearing.**

Thank you for your assistance. If you have any questions, please do not hesitate to contact me via telephone at 651-296-4240, or via e-mail at rep.tony.cornish@house.mn.

Sincerely,

Representative Tony Cornish

Chair, House Public Safety and Crime Prevention Policy and Finance Committee

C: Senator Warren Limmer, Chair, Senate Judiciary and Public Safety Committee

 Rep. Mary Liz Holberg, Chair, House Ways & Means Committee

 Harry Kennedy, Committee Administrator, Ways & Means Committee

 John Hultquist, Committee Administrator

 Gary Karger, Fiscal Analyst