

QD.00
Patuxent Institution
Department of Public Safety and Correctional Services

Operating Budget Data

(\$ in Thousands)

	FY 00	FY 01	FY 02		% Change
	<u>Actual</u>	<u>Working</u>	<u>Allowance</u>	<u>Change</u>	<u>Prior Year</u>
General Fund	\$28,712	\$30,740	\$32,599	\$1,859	6.0%
Special Fund	596	680	596	(84)	(12.4%)
Federal Fund	<u>8</u>	<u>5</u>	<u>0</u>	<u>(5)</u>	<u>(100.0%)</u>
Total Funds	\$29,316	\$31,426	\$33,195	\$1,769	5.6%

- \$820,975 increase over the fiscal 2001 working appropriation in general funds for 30 new Correctional Officer I positions.
- \$1,010,573 enhancement over the fiscal 2001 working appropriation in general funds due to normal growth in personnel and operating expenses.
- \$62,176 decrease from the fiscal 2001 working appropriation in various object classes based on prior expenditure history so as to prevent reversion of funds at the end of the fiscal year.
- The special fund decrease in the fiscal 2002 allowance is due to an anticipated decline in inmate welfare funds due to the lower-than-budgeted average daily population of 747 instead of 950.
- The federal fund decrease from the fiscal 2001 working appropriation is due to the expiration of several federal grants. The Department of Public Safety and Correctional Services (DPSCS) does not include the amount of grants applied for when submitting the department budget since the awards are not guaranteed. DPSCS does include grant funds if an existing project is continuing over several years.

Note: Numbers may not sum to total due to rounding.

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Personnel Data

	<u>FY 00</u> <u>Actual</u>	<u>FY 01</u> <u>Working</u>	<u>FY 02</u> <u>Allowance</u>	<u>Change</u>
Regular Positions	492.70	490.70	520.70	30.00
Contractual FTEs	<u>2.01</u>	<u>4.32</u>	<u>4.32</u>	<u>0.00</u>
Total Personnel	494.71	495.02	525.02	30.00

Vacancy Data: Regular

Budgeted Turnover: FY 02	23.95	4.60%
Positions Vacant as of 12/31/00	23.20	4.73%

- The 30 regular positions in the Governor's fiscal 2002 allowance are for Correctional Officer I's. The additional staff was requested by Patuxent Institution to rectify deficiencies revealed by a staffing analysis. The prior plan did not take into account the amount of inmate movement within a mental health treatment facility, as opposed to a correctional institution.

Analysis in Brief

Recommended Actions

	<u>Funds</u>
1. Reduce variable inmate operating expenses based on historical average daily population.	\$ 500,000
Total Reductions	\$ 500,000

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Operating Budget Analysis

Program Description

The Patuxent Institution is a maximum security institution for male and female inmates. The institution houses the Patuxent Program, Youthful Offender Program, Division of Correction (DOC) Mental Health Unit, overflow of DOC inmates, and Regimented Offender Treatment Center (ROTC). The institution also administers a halfway house and a community supervision clinic in Baltimore City that support the Patuxent Program.

The Patuxent Program attempts to remediate up to 350 offenders who are classified as eligible for the program. The program is open to all offenders who have three years or more remaining on their sentence, have an intellectual impairment or emotional unbalance, and meet the eligibility criteria established by the Secretary. The Patuxent Youth Program provides similar services for youthful offenders sentenced to the program. To limit incarceration costs, the department houses mentally unstable inmates from DOC institutions in the Patuxent Institution Mental Health Unit. ROTC provides offenders paroled from DOC into the Correctional Options Program (COP) with 30 to 60 days of inpatient substance abuse treatment. Patuxent is the only Maryland State correctional facility that has its own conditional release authority, the Institutional Board of Review (IBOR) that hears parole cases for offenders in the Patuxent Program. The Parole Commission does not have jurisdiction over these offenders. Through the institution's conditional release program, the IBOR may grant, deny, or revoke status to offenders in these treatment programs; may find offenders ineligible for a treatment program; and can recommend that the sentencing court release an offender from the remainder of a sentence.

Governor's Proposed Budget

Exhibit 1 shows that the fiscal 2002 allowance is \$33.2 million, or nearly \$1.8 million greater than the fiscal 2001 working appropriation. General funds in the allowance increase by \$1,859,003. Increases in personnel expenses include the addition of 30 new Correctional Officer I's, the general salary increase, health insurance, and other benefit adjustments. These increases are off-set by two factors: (1) the reduction in the retirement contribution due to a rate change; and (2) a reduction in overtime based on the addition of 30 new positions and a recalculation of overtime usage.

Special funds decreased by \$84,427. This is primarily attributable to an anticipated decrease in inmate welfare funds based on actual expenditures. However, should additional funds become available, the agency will submit a budget amendment as necessary.

The federal fund decrease is due to the expiration of various federal grants. The Department of Public Safety and Correctional Services (DPSCS) does not include the amount of grants applied for when submitting the department budget since the awards are not guaranteed. DPSCS does include grant funds if an existing project is continuing over several years.

Exhibit 1

**Governor's Proposed Budget
Patuxent Institution
(\$ in Thousands)**

How Much It Grows:	General Fund	Special Fund	Federal Fund	Total
2001 Working Appropriation	\$30,740	\$680	\$5	\$31,426
2002 Governor's Allowance	32,599	596	0	33,195
Amount Change	\$1,859	(\$84)	(\$5)	\$1,769
Percent Change	6.0%	(12.4%)	(100.0%)	5.6%

Where It Goes:

Personnel Expenses

New positions	\$821
Fiscal 2002 general salary increase	392
Increments, fiscal 2001 increase phase-in and less overtime	(29)
Employee and retiree health insurance rate change	549
Retirement contribution rate change	(175)
Workers compensation premium assessment	66
Turnover adjustments	88
Other fringe benefit adjustments	120

Other Expenses

Contractual services, technical fees, and special fees	(45)
Supplies, materials, and equipment	(170)
Grants, subsidies, and contributions	(64)
Utilities, motor vehicles, communications, and fixed charges	216

Total **\$1,769**

Note: Numbers may not sum to total due to rounding.

Performance Analysis: Managing for Results

Selected indicators of Patuxent's performance are provided in **Exhibit 2**. For fiscal 2002, the institution revamped Managing for Results (MFR) documentation in accordance with legislative direction from the fiscal 2001 analysis so that the implementation of the plans and achievement of goals could be meaningfully assessed. The institution's mission is to provide effective treatment services to a specialized offender. However, the performance measures don't appear to assess how effective the treatment services actually are, and although the indicators listed above are important to the community at large, the indicators may not accurately depict how the institution is functioning. There are no measures regarding conditional release or revocations which may more clearly indicate if Patuxent Institution's treatment programs are adequate. Therefore, further refinement of goals and objectives may be necessary.

Exhibit 2

**Program Measurement Data
Patuxent Institution
Fiscal Years**

	<u>Actual 1998</u>	<u>Actual 1999</u>	<u>Est. 2000</u>	<u>Actual 2000</u>	<u>Est. 2001</u>	<u>Est. 2002</u>	<u>Ann. Chg. 98-00</u>	<u>Ann. Chg. 00-02</u>
Average daily population (ADP)	700	686	965	747	965	965	3.3%	13.7%
Annual cost per capita	\$37,721	\$41,053	\$31,230	\$39,245	\$32,565	\$34,399	2.0%	-6.4%
Annual escapes	n/a	n/a	n/a	0	0	0	n/a	0.0%
Inmate on staff assaults	n/a	n/a	n/a	10	0	0	n/a	-100.0%

Note: Two of the four measures are new for fiscal 2002; therefore, no historic data exists for those items.

Source: Department of Public Safety and Correctional Services

The institution should be prepared to discuss the alterations to MFR submission in terms of what changes were made, why the changes were made, and how the new indicators will provide better assessments. As noted in last year's analysis, the institution should develop at least one goal that will evaluate the effectiveness of treatment services provided and the impact that it is having on remediating offenders, both within the prison system and after release within the community. The inclusion of an impact goal with objectives and performance measures would lend evidence as to how the institution's work directly relates to the vision of providing both innovative and effective treatment.

Recommended Actions

	<u>Amount Reduction</u>	
1. Reduce variable inmate operating expenses based on historical average daily population. This reduction is based on the average daily population being lower than projected. In the last three fiscal years, an over-estimate of the population created a surplus which allowed the agency to transfer funds to other Department of Public Safety and Correctional Services agencies.	\$ 500,000	GF
Total General Fund Reductions	\$ 500,000	

Current and Prior Year Budgets

**Current and Prior Year Budgets
Patuxent Institution
(\$ in Thousands)**

	<u>General Fund</u>	<u>Special Fund</u>	<u>Federal Fund</u>	<u>Reimb. Fund</u>	<u>Total</u>
Fiscal 2000					
Legislative Appropriation	\$29,197	\$656	\$8	\$0	\$29,861
Deficiency Appropriation	0	0	0	0	0
Budget Amendments	(485)	88	3	0	(394)
Reversions and Cancellations	0	(148)	(3)	0	(151)
Actual Expenditures	\$28,712	\$596	\$8	\$0	\$29,316
Fiscal 2001					
Legislative Appropriation	\$30,596	\$680	\$5	\$0	\$31,281
Budget Amendments	144	0	0	0	144
Working Appropriation	\$30,740	\$680	\$5	\$0	\$31,425

Note: Numbers may not sum to total due to rounding.

Fiscal 2000 expenditures at Patuxent totaled \$29.3 million, which is approximately \$545,000 less than the legislative appropriation.

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The amended, reverted, and canceled funds are due to the following:

- There was an amendment for \$275,383 in general funds to fund the implementation of the annual salary review for fiscal and clerical employees, an additional six weeks cost-of-living adjustment, and implementation of the deferred compensation match program statewide.
- A second general fund budget amendment for \$760,000 was to transfer surplus funds at year-end from Patuxent to cover deficits in other agencies within the department. Surplus funds were available due to lower-than-anticipated costs for inmate food and inmate medical care, in part, because the actual ADP in fiscal 2000 was lower than budgeted (747 actual compared to 950 budgeted ADP). In addition, inmate medical care expenditures were lower than anticipated throughout the department due to the settlement of certain vendor claims.
- A special fund amendment from the catastrophic event fund covered overtime costs during the snow emergency in January 2000. The cancellation of \$148,048 in the special fund appropriation was due to the reduced level of inmate welfare fund expenditures associated with the lower-than-budgeted ADP.

In fiscal 2001, an additional \$143,761 in general funds was provided to fund the implementation of the annual salary review for fiscal and clerical employees and an additional six weeks cost-of-living adjustment.

Object/Fund Difference Report
DPSCS - Patuxent Institution

Positions	Object/Fund	FY01		FY02 Allowance	FY01 - FY02 Amount Change	Percent Change
		FY00 Actual	Working Appropriation			
01 Regular		492.70	490.70	520.70	30.00	6.1%
02 Contractual		2.01	4.32	4.32	0	0%
Total Positions		494.71	495.02	525.02	30.00	6.1%
Objects						
01 Salaries and Wages		\$ 24,152,085	\$ 25,177,005	\$ 27,008,553	\$ 1,831,548	7.3%
02 Technical & Spec Fees		70,657	115,048	114,469	(579)	(0.5%)
03 Communication		78,443	110,984	94,084	(16,900)	(15.2%)
04 Travel		8,295	2,200	2,200	0	0%
06 Fuel & Utilities		1,206,127	1,085,744	1,339,949	254,205	23.4%
07 Motor Vehicles		64,564	35,637	42,809	7,172	20.1%
08 Contractual Services		1,972,716	2,650,855	2,606,709	(44,146)	(1.7%)
09 Supplies & Materials		1,125,438	1,480,215	1,333,367	(146,848)	(9.9%)
10 Equip - Replacement		54,679	48,977	35,769	(13,208)	(27.0%)
11 Equip - Additional		5,937	10,000	0	(10,000)	(100.0%)
12 Grants,Subsidies,Contr		509,362	634,232	570,621	(63,611)	(10.0%)
13 Fixed Charges		67,993	74,696	46,435	(28,261)	(37.8%)
Total Objects		\$ 29,316,296	\$ 31,425,593	\$ 33,194,965	\$ 1,769,372	5.6%
Funds						
01 General Fund		\$ 28,712,133	\$ 30,740,101	\$ 32,599,104	\$ 1,859,003	6.0%
03 Special Fund		596,332	680,288	595,861	(84,427)	(12.4%)
05 Federal Fund		7,831	5,204	0	(5,204)	(100.0%)
Total Funds		\$ 29,316,296	\$ 31,425,593	\$ 33,194,965	\$ 1,769,372	5.6%

Note: Full-time and contractual positions and salaries are reflected for operating budget programs only.

