

DOCR – DIVISION OF ADULT SERVICES
2023-25 BUDGET DETAIL

Reporting Level: 510-90-00-00-00	
Program: WOMEN SERVICES	

EXPLANATION OF PROGRAM COSTS

The Women Services program accounts for the costs related to contract housing at DWCRC and the security, food services, administrative services, and work programs at the HRCC Women's Facility located in Mandan, ND.

BUDGET BY TRADITIONAL LINE ITEM

<u>Description</u>	<u>2021-23 Leg. Base Level</u>	<u>2023-25 Exec Rec</u>	<u>Percent of Total</u>	<u>Change from 21-23</u>
Salary and Benefits	4,394,853	4,953,885	24%	559,032
Operating	12,423,259	16,004,766	76%	3,581,507
Grants	-	-	0%	-
Total	16,818,112	20,958,651	100%	4,140,539
<u>Funds</u>				
General	16,818,112	20,958,651	100%	4,140,539
Other	-	-	0%	-
Total	16,818,112	20,958,651	100%	4,140,539
FTE	24.50	26.50	-	2.00

MATERIAL EXPENDITURES

Salary and Benefits – \$4,953,885 – 24% of budget

- Warden – 1.0 FTE
- Deputy Warden – 1.0 FTE
- Women's Services Manager – 1.0 FTE
- Case Manager – 2.0 FTE
- Administrative Assistant – 1.0 FTE
- Food Services – 2.0 FTE
- Security Officers – 2.0 FTE Recreation Specialist 0.5 FTE
- Residential Treatment Agent (RTA) – 14.0 FTE

Other Operating Expenses – \$16,004,766 – 76% of total budget

Fees -Professional Services –

Contract fees for DWCR & SWMCC Female Treatment Beds \$15,478,084
(approximately 97% of operating budget)

Operating Fees and Services – Operating expenses for HRCC - food and clothing purchases; resident and employee meals, resident clothing paper products; linens; officer uniforms, resident wages; and other operating expenditures (approximately 3% of operating budget)

SIGNIFICANT CHANGES

Employee Compensation - \$559,032

Executive Recommendation for salary increases

**Decision Package - 2 RTA FTE's \$566,719

Operating Fees & Services – \$3,581,507

**Decision Package – Operating for 2 RTA FTE's - \$11,364

**Decision Package – DWCR Inflation - \$2,450,000

**Decision Package – SWMCC Treatment Beds Inflation - \$1,003,434

**Decision Package – Food Inflation - \$31,293

**Decision Package – Clothing/Linens Inflation - \$33,188

**Decision Package – Resident Payroll - \$4,936

2021-23 CARES expenses were \$302,346.08 in this department.

2021-23 ARPA expenses were \$237,360 in this department (Deferred Admissions)

DOCR - WOMENS SERVICES		2021-23 LEG	11/30/2022	REMAINING	2023-25	2023-25
Description	Acct Code	BASE BUDGET	BTD EXPEND	BALANCE	DECISION PKG	EXEC RECOMMEND
511000 - Salaries - Permanent	511000	\$ 2,753,367	\$ 1,631,735	\$ 1,121,632	\$ 376,050	\$ 3,070,195
511900 - Salaries - Adjustment	511900	\$ -	\$ -	\$ -	\$ -	\$ -
599110 - Salaries - Increase	599110	\$ -	\$ -	\$ -	\$ -	\$ -
512000 - Salaries - Other	512000	\$ -	\$ -	\$ -	\$ -	\$ -
513000 - Temporary Salaries	513000	\$ -	\$ 15,242	\$ (15,242)	\$ -	\$ -
514000 - Overtime	514000	\$ 6,000	\$ 82,949	\$ (76,949)	\$ -	\$ 171,223
516000 - Fringe Benefits	516000	\$ 1,635,486	\$ 859,483	\$ 776,003	\$ 190,669	\$ 1,712,467
599160 - Fringe Benefits Increase	599160	\$ -	\$ -	\$ -	\$ -	\$ -
521000 - Travel	521000	\$ 5,000	\$ 5,548	\$ (548)	\$ -	\$ 20,500
531000 - Supplies - IT Software	531000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -
532000 - Supply/Material - Professional	532000	\$ 4,000	\$ 8,141	\$ (4,141)	\$ -	\$ 12,000
533000 - Food and Clothing	533000	\$ 185,658	\$ 102,113	\$ 83,545	\$ 64,481	\$ 263,792
534000 - Bldg, Grounds, Vehicle Supply	534000	\$ 19,060	\$ 26,178	\$ (7,118)	\$ -	\$ 29,060
535000 - Miscellaneous Supplies	535000	\$ 42,953	\$ 39,536	\$ 3,417	\$ 1,500	\$ 71,000
536000 - Office Supplies	536000	\$ 2,800	\$ 6,103	\$ (3,303)	\$ 600	\$ 7,900
541000 - Postage	541000	\$ -	\$ 272	\$ (272)	\$ -	\$ -
542000 - Printing	542000	\$ -	\$ 13	\$ (13)	\$ -	\$ -
551000 - IT Equipment under \$5,000	551000	\$ -	\$ -	\$ -	\$ 2,400	\$ 2,400
552000 - Other Equipment under \$5,000	552000	\$ 4,000	\$ 1,419	\$ 2,581	\$ -	\$ 4,000
553000 - Office Equip & Furniture-Under	553000	\$ 10,000	\$ 5,221	\$ 4,779	\$ 2,400	\$ 7,400
561000 - Utilities	561000	\$ -	\$ -	\$ -	\$ -	\$ -
571000 - Insurance	571000	\$ -	\$ -	\$ -	\$ -	\$ -
581000 - Rentals/Leases-Equipment&Other	581000	\$ 340	\$ 319	\$ 21	\$ -	\$ 340
582000 - Rentals/Leases - Bldg/Land	582000	\$ -	\$ -	\$ -	\$ -	\$ -
591000 - Repairs	591000	\$ 8,100	\$ 4,678	\$ 3,422	\$ -	\$ 8,100
601000 - IT - Data Processing	601000	\$ -	\$ -	\$ -	\$ 3,024	\$ 3,024
602000 - IT - Communications	602000	\$ 1,232	\$ 1,315	\$ (83)	\$ 1,440	\$ 2,672
603000 - IT Contractual Services and Re	603000	\$ -	\$ -	\$ -	\$ -	\$ -
611000 - Professional Development	611000	\$ 200	\$ 1,170	\$ (970)	\$ -	\$ 3,700
621000 - Operating Fees and Services	621000	\$ 12,073,916	\$ 8,591,579	\$ 3,482,337	\$ 3,458,370	\$ 15,538,878
623000 - Professional Fees and Services	623000	\$ 64,000	\$ 2,810	\$ 61,190	\$ -	\$ 29,000
625000 - Medical, Dental and Optical	625000	\$ -	\$ 459	\$ (459)	\$ -	\$ 1,000
682000 - Land & Buildings	682000	\$ -	\$ -	\$ -	\$ -	\$ -
683000 - Other Capital Payments	683000	\$ -	\$ -	\$ -	\$ -	\$ -
684000 - Extra Repairs/Deferred Main	684000	\$ -	\$ -	\$ -	\$ -	\$ -
691000 - Equipment Over \$5000	691000	\$ -	\$ -	\$ -	\$ -	\$ -
692000 - Motor Vehicles	692000	\$ -	\$ -	\$ -	\$ -	\$ -
693000 - IT Equip / Software Over \$5000	693000	\$ -	\$ -	\$ -	\$ -	\$ -
712000 - Grants, Benefits & Claims	712000	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 16,818,112	\$ 11,386,282	\$ 5,431,830	\$ 4,100,934	\$ 20,958,651
General Funds		\$ 16,818,112	\$ 10,572,375	\$ 6,245,737	\$ 4,100,934	\$ 20,958,651
Federal Funds		\$ -	\$ 807,423	\$ (807,423)	\$ -	\$ -
Special Funds		\$ -	\$ 6,485	\$ (6,485)	\$ -	\$ -
Total		\$ 16,818,112	\$ 11,386,282	\$ 5,431,830	\$ 4,100,934	\$ 20,958,651
FTE		24.50	0.00	0.00	2.00	26.50

July 1, 2021 through June 30, 2022

Acct Codes	NDSP	MRCC	JRCC	HRCC	Total
533020 Dry Goods	11,283.31	381.57	858.61	-	12,523.49
533025 Food Supplies	1,393,925.20	317,108.57	1,630,614.86	43,991.20	3,385,639.83
533030 Groceries	-	-	143.16	24.47	167.63
533050 Meat	84,460.68	-	-	-	84,460.68
	<u>1,489,669.19</u>	<u>317,490.14</u>	<u>1,631,616.63</u>	<u>44,015.67</u>	<u>3,482,791.63</u>
Less NDSH Billed	-	-	(468,203.86)	-	(468,203.86)
Total	1,489,669.19	317,490.14	1,163,412.77	44,015.67	3,014,587.77
Warehouse	(11,150.81)	(2,376.55)	(8,708.64)	(329.48)	(22,565.48)
Inventory - FY22 Closing Package	133,778.23	28,511.88	104,479.10	3,952.78	270,722.00
Inventory - FY21 Closing Package	84,904.47	18,095.52	66,309.32	2,508.70	171,818.00
Total	1,429,644.62	304,697.23	1,116,534.34	42,242.11	2,893,118.29

7/1/21-6/30/22 Resident Count ADP	728	178	456	21	1,383
7/1/21-6/30/22 Temp / Hosp	7	-	5	-	12
	<u>735</u>	<u>178</u>	<u>461</u>	<u>21</u>	<u>1,395</u>
Total # of Resident Meals Per Day (3)	2,205	534	1,383	63	4,185
Total # of Staff Meals Per Day (1)	125	55	132	10	322
Total # of Meals Per Day	<u>2,330</u>	<u>589</u>	<u>1,515</u>	<u>73</u>	<u>4,507</u>
7/1/21-6/30/22 # of Days	365	365	365	365	365
7/1/21-6/30/22 Gross # of Meals	850,450	214,985	552,975	26,645	1,645,055
Prep / Waste Adjustment	1%	1%	1%	1%	1%
7/1/21-6/30/22 # of Meals	858,955	217,135	558,505	26,911	1,661,506
21-23 BTD Computed Food Cost Per Meal	\$ 1.66	\$ 1.40	\$ 2.00	\$ 1.57	\$ 1.74
7/1/23-6/30/25 Est Resident Population	646	187	491	46	1,370
7/1/23-6/30/25 Est Temp / Hosp	7	-	6	-	13
	<u>653</u>	<u>187</u>	<u>497</u>	<u>46</u>	<u>1,383</u>
Total Estimated Resident Meals Per Day	1,959	561	1,491	138	4,149
Total Estimated Staff Meals Per Day	125	55	132	10	322
Total Estimated Meals Per Day	<u>2,084</u>	<u>616</u>	<u>1,623</u>	<u>148</u>	<u>4,471</u>
7/1/23-6/30/25 Days	731	731	731	731	731
Total Est Gross # Meals	1,523,404	450,296	1,186,413	108,188	3,268,301
Prep / Waste Adjustment	1%	1%	1%	1%	1%
Total Est 23-25 Meals	1,538,638	454,799	1,198,277	109,270	3,300,984

FY22 Food Cost Per Meal	\$ 1.66	\$ 1.40	\$ 2.00	\$ 1.57	\$ 1.74
Est Inflation FY23	8.8%	8.8%	8.8%	8.8%	8.8%
Est FY23 Food Cost Per Meal	\$ 1.81	\$ 1.53	\$ 2.18	\$ 1.71	\$ 1.89
Est Inflation FY24	8.8%	8.8%	8.8%	8.8%	8.8%
Est FY24 Food Cost Per Meal	\$ 1.97	\$ 1.66	\$ 2.37	\$ 1.86	\$ 2.06
Est Inflation FY25	8.8%	8.8%	8.8%	8.8%	8.8%
Est FY25 Food Cost Per Meal	\$ 2.14	\$ 1.81	\$ 2.57	\$ 2.02	\$ 2.24

2023-25 Est Ave Food Cost Per Meal	\$ 2.06	\$ 1.73	\$ 2.47	\$ 1.94	\$ 2.15
2023-25 Est Food Cost	\$ 3,164,846.78	\$ 788,708.86	\$ 2,960,470.74	\$ 211,966.50	\$ 7,103,397.28
			\$ 1,075,426.10	NDSH Food estimates	
			\$ 4,035,896.84		

DOCR Resident Clothing and Linens

	6/30/2022
	Biennium to Date
Level: 510-40-00-00-00 AS - NDSP (Max Security)	Actuals
533010 - Clothing	215,439.09
533040 - Linens	<u>32,778.75</u>
FY22 BTD Expend	248,217.84

	6/30/2022
	Biennium to Date
Level: 510-50-00-00-00 AS - JRCC (Med Security)	Actuals
533010 - Clothing	65,528.53
533040 - Linens	<u>24,217.27</u>
FY22 BTD Expend	89,745.80

	6/30/2022
	Biennium to Date
Level: 510-60-10-00-00 AS - MRCC (Med Security)	Actuals
533010 - Clothing	11,749.69
533040 - Linens	<u>2,974.83</u>
FY22 BTD Expend	14,724.52

	6/30/2022
	Biennium to Date
Level: 510-90-20-00-00 AS - HRCC Operations	Actuals
533010 - Clothing	24,583.66
533040 - Linens	<u>-</u>
FY22 BTD Expend	24,583.66

Total	377,271.82
FY22 ADP	1,397
Cost Per ADP \$	270.06
Est FY24 ADP	1,424
Cost Per ADP \$	270.06
FY24 Estimated Costs \$	384,563.40
Est FY25 ADP	1,447
Cost Per ADP \$	270.06
FY25 Estimated Costs \$	<u>390,774.75</u>
\$	<u>775,338.15</u>

		Resident					
23-25 Estimated Cost by Facility		Clothing/Linens	Staff Uniforms	Total		Increase in 23-25	
7410-533000	NDSP	\$ 510,116.98	173,597.91	\$ 683,714.89	\$	154,399.89	
7510-533000	JRCC	\$ 184,438.22	121,933.32	\$ 306,371.54	\$	7,288.54	
7610-533000	MRCC	\$ 30,260.63	63,781.82	\$ 94,042.45	\$	52,643.45	
7810-533000	HRCC	\$ 50,522.32	1,303.00	\$ 51,825.33	\$	33,188.33	
Total Estimated 23-25 Costs		\$ 775,338.15	360,616.06	\$ 1,135,954.21	\$	247,520.21	

		Resident			
21-23 Budget by Facility		Clothing/Linens	Staff Uniforms	Total	
7410-533000	NDSP	\$ 366,447.00	162,868.00	\$ 529,315.00	
7510-533000	JRCC	\$ 163,460.00	135,623.00	\$ 299,083.00	
7610-533000	MRCC	\$ 28,314.00	13,085.00	\$ 41,399.00	
7810-533000	HRCC	\$ 18,637.00	-	\$ 18,637.00	
Total Estimated 23-25 Costs		\$ 576,858.00	311,576.00	\$ 888,434.00	

DECISION PACKAGES 2023-2025

WOMENS SERVICES - HEART RIVER CORRECTIONAL CTR

DOCR Resident Wages 23-25 Estimated

	FY22 Wage/ADP	FY 23-25 Est ADP	Estimated Amt	10% increase in resident wages due to inflation	FY 23-25 Est ADP	New Estimated Amt
NDSP	36.75	646	\$ 569,730	40.42	646	\$ 626,703
JRCC	51.24	497	\$ 611,210	56.37	497	\$ 672,355
MRCC	44.58	187	\$ 200,104	49.04	187	\$ 220,103
HRCC	45.94	46	\$ 50,858	50.54	46	\$ 55,794
			Estimated Inmate Wages \$ 1,431,901			\$ 1,574,955

Increase from 21-23 \$ (863)
 Decision Pkg increase \$ 143,053
 \$ 142,190

DECISION PACKAGES 2023-2025

WOMENS SERVICES - HEART RIVER CORRECTIONAL CTR

1)

RESIDENTIAL TREATMENT AGENTS (2) FTE REQUEST - \$578,083

Salary & Benefits - \$566,719

Operating - \$11,364

HRCC needs 21 residential treatment agent positions. We are currently budgeted for 19 supervision & security positions. Having a 21 person staff rotation allows for flexibility in scheduling where and when the need exists and not having to jeopardize programming when a staff member is absent for training, vacation, or sick leave. The staff are responsible in ensuring physical, emotional, and psychological safety of all residents. The staff facilitate groups that are necessary for the women to complete as part of their treatment programming. The front-line staff (RTA's) are the most essential part to ensuring that we provide a gender responsive, trauma informed center for women to begin their healing and journey towards a healthier version of themselves. They provide active supervision; meaning they interact with women, engage them, and serve as role models. Staff utilize the Mandt system which is built on a philosophy of building healthy relationships between residents and staff members.

2)

INFLATIONARY COSTS - \$31,293 FOOD COSTS

Inflation rate – 8.8%

2023-25 Est Avg food cost per meal - \$1.94

FY22 Actual cost per meal – \$1.57

When the 21-23 budget was prepared, we estimated \$1.66 average cost per meal. As of 6/30/2022, our average cost per meal is \$1.57. This was calculated during the time when prices were just beginning to rise. We anticipate an average cost of \$1.94/meal during the 23-25 biennium.

3)

INFLATIONARY COSTS - \$33,188 CLOTHING / LINENS

2023-25 Est clothing/linen cost per ADP \$270.06

FY21 actual clothing/linen cost per ADP \$188.79

The DOCR is experiencing increased costs for resident clothing and other linens due to current inflation. DOCR estimated \$189 per resident when preparing the 2021-2023 biennial budget. As of June 30, 2022, it is costing \$270 per resident with current prices. The clothing/linen price per resident for 2023-25 was calculated using the June 30, 2022, cost.

4)

INFLATIONARY COSTS - \$4,936 RESIDENT PAYROLL

10% Increase

2023-25 Est Avg Monthly Wage/Resident \$50.54

FY22 Monthly Wage/Resident \$45.94

Rough Rider Industries is experiencing increased costs to purchase commissary items. Residents will absorb some of these costs. DOCR requests to increase resident wages by 10%. This allows residents to meet their financial obligations and rising commissary costs.

5)

INFLATIONARY COSTS - \$2,450,000 DWCRS CONTRACT

Current Contract for 2021-23 biennium - \$11,300,000

Proposed Contract for 2023-25 biennium - \$13,750,000

6)

INFLATIONARY COSTS - \$1,003,434 SWMCC CONTRACT - TREATMENT BEDS

Current budget for 2021-23 – 12 beds x \$79.57 x 731 = \$724,650

Current contract daily rate is \$115

Proposed budget for 2023-25 biennium – 16 beds x \$147.75 x 731 = \$1,728,084