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TO: Roxanne Woeste, Legislative Council

FROM: Don Wolf, ND Judicial Branch *DW*

SUBJECT: Guardianship Services

Attached are three versions outlining cost estimates for the Judicial Branch to provide oversight of guardianship services.

- **Version A** is the cost estimate for the Judicial Branch to contract with a public or private entity (based on the estimated daily rate to contract for guardian services per the *Study of Guardianship Services for Vulnerable Adults in North Dakota*) to provide public guardianship services to **305 wards**. (The estimated population with an unmet need of guardianship services per the study. This assumes the Department of Human Services Developmental Disabilities will continue to provide guardianship services at the same level they are currently providing.) In addition, the Judicial Branch would provide guardian training; ensure program compliance with laws and regulations, including conducting random in-home visits and investigations, if necessary; collect program data; and monitor the use of state funding for the guardianship program. The total 2013-15 biennium cost estimate for this model is **\$4,577,549**.
- **Version B** provides identical services as Version A, but would contract with an entity to provide public guardianship services to **751 wards**. (The estimated total population with a met and unmet need of guardianship services per the study.) The total 2013-15 biennium cost estimate for this model is **\$8,254,851**.
- **Version C** is based on the assumption that the actual cost for the guardians would be funded under a county model rather than through the Judicial Branch. However, the Judicial Branch would provide training and program monitoring and evaluation as outlined in Version A. Under this model the 2013-15 biennium cost estimate is **\$2,163,322**. The estimated cost for the Judicial Branch to provide only guardian training is **\$14,550**.

JUDICIAL BRANCH GUARDIANSHIP SERVICES PROJECT COST ESTIMATE 2013-15 BIENNIUM

Based on 305 Wards

	FTEs	FY 2014	FY 2015	Total	Notes	Annual Salary	Annual Fringe	Annual Total
<u>Salaries and wages</u>								
Public Guardian Administrator	1	108,226	108,226	216,453	Salary grade 19	82,068	26,158	\$108,226
Guardian monitoring officer	4	340,299	340,299	680,598	Salary grade 14	62,598	22,477	\$85,075
Accountant Analyst I	5	448,632	448,632	897,265	Salary grade 15	66,510	23,216	\$89,726
Total salaries and wages	10	\$897,158	\$897,158	\$1,794,316				
<u>Operating costs</u>					<u>Notes</u>			
Travel:								
Public Guardian Administrator		3,000	3,000	6,000	Out-of state \$1,500 (1 per biennium); In-state (5 trips/ year)			
Guardian monitoring officers		19,944	19,944	39,888	In-state (50% of wards visited per year)			
Special investigations		1,350	1,350	2,700	3 investigations per year			
Training - presenters travel		5,000	2,500	7,500	2 training sessions first year, 1 session second year			
IT software/supplies		5,000	5,000	10,000	\$500 per year/employee software licenses			
Professional supplies		1,000	1,000	2,000	Reference materials			
Miscellaneous supplies		6,000	2,000	8,000	Includes 10 chairs @ \$600			
Office supplies		5,000	3,000	8,000	Miscellaneous office supplies			
Postage		3,600	3,600	7,200	Miscellaneous postage (\$300/month)			
Printing		3,600	3,600	7,200	Annual report/miscellaneous printing (\$300/month)			
IT equipment		18,300	0	18,300	10 computers @ \$1,680; printer @\$1,500			
Office equipment/furniture		45,000	0	45,000	10 workstations @4,500			
Insurance:								
Bonding		0	0	0				
Risk management/WSI		700	700	1,400	\$70 per employee			
Meeting room rent		700	350	1,050	Training costs			
IT data processing		6,360	6,360	12,720	\$53 per month/employee technology fee			
IT communications		4,200	4,200	8,400	\$35 per month/employee for phone service			
IT contractual services		2,000	2,000	4,000	\$200 per year/employee hardware maint contracts			
Professional development:								
Training - presenters honorarium		4,000	2,000	6,000	2 training sessions first year, 1 session second year			
Cont. ed PG Administrator		700	700	1,400	Out-of state \$1,000; in-state \$400			
Cont. ed guardian monitoring officer		800	800	1,600	1 in-state training session per year/officer			
Guardian licenses		5,400	5,400	10,800	30 licenses @ \$180/year National Guardianship Assn.			
Operating fees and services:								
Daily contract rate*		1,216,782	1,251,293	2,468,075	\$10.93 for 2013-14; \$11.24 for 2014-15 (305 wards)			
Professional fees and services								
Study of Guardianship services		53,000	53,000	106,000	Initial study report - based on mediation study cost			
Total operating costs		\$1,411,436	\$1,371,797	\$2,783,233				
Total Guardianship services		\$2,308,594	\$2,268,955	\$4,577,549				

JUDICIAL BRANCH GUARDIANSHIP SERVICES PROJECT COST ESTIMATE 2013-15 BIENNIUM

Based on 751 Wards

	FTEs	FY 2014	FY 2015	Total	Notes	Annual Salary	Annual Fringe	Annual Total
<u>Salaries and wages</u>								
Public Guardian Administrator	1	108,226	108,226	216,453	Salary grade 19	82,068	26,158	\$108,226
Guardian monitoring officer	4	340,299	340,299	680,598	Salary grade 14	62,598	22,477	\$85,075
Accountant Analyst I	5	448,632	448,632	897,265	Salary grade 15	66,510	23,216	\$89,726
Total salaries and wages	10	\$897,158	\$897,158	\$1,794,316				
<u>Operating costs</u>					<u>Notes</u>			
Travel:								
Public Guardian Administrator		3,000	3,000	6,000	Out-of state \$1,500 (1 per biennium); In-state (5 trips/ year)			
Guardian monitoring officers		49,113	49,123	98,236	In-state (50% of wards visited per year)			
Special investigations		2,700	2,700	5,400	6 investigations per year			
Training - presenters travel		5,000	2,500	7,500	2 training sessions first year, 1 session second year			
IT software/supplies		5,000	5,000	10,000	\$500 per year/employee software licenses			
Professional supplies		1,000	1,000	2,000	Reference materials			
Miscellaneous supplies		6,000	2,000	8,000	Includes 10 chairs @ \$600			
Office supplies		5,000	3,000	8,000	Miscellaneous office supplies			
Postage		3,600	3,600	7,200	Miscellaneous postage (\$300/month)			
Printing		3,600	3,600	7,200	Annual report/miscellaneous printing (\$300/month)			
IT equipment		18,300	0	18,300	10 computers @ \$1,680; printer @\$1,500			
Office equipment/furniture		45,000	0	45,000	10 workstations @4,500			
Insurance:								
Bonding		0	0	0				
Risk management/WSI		700	700	1,400	\$70 per employee			
Meeting room rent		700	350	1,050	Training costs			
IT data processing		6,360	6,360	12,720	\$53 per month/employee technology fee			
IT communications		4,200	4,200	8,400	\$35 per month/employee for phone service			
IT contractual services		2,000	2,000	4,000	\$200 per year/employee hardware maint contracts			
Professional development:								
Training - presenters honorarium		4,000	2,000	6,000	2 training sessions first year, 1 session second year			
Cont. ed PG Administrator		700	700	1,400	Out-of state \$1,000; in-state \$400			
Cont. ed guardian monitoring officer		800	800	1,600	1 in-state training session per year/officer			
Guardian licenses		9,000	9,000	18,000	50 licenses @ \$180/year National Guardianship Assn.			
Operating fees and services:								
Daily contract rate*		2,996,077	3,081,053	6,077,130	\$10.93 for 2013-14; \$11.24 for 2014-15 (751 wards)			
Professional fees and services								
Study of Guardianship services		53,000	53,000	106,000	Initial study report - based on mediation study cost			
Total operating costs		\$3,224,850	\$3,235,686	\$6,460,536				
Total Guardianship services		\$4,122,008	\$4,132,843	\$8,254,851				

GUARDIANSHIP PROGRAM PROJECT COST ESTIMATE 2013-15 BIENNIUM

Judicial Branch Training, Monitoring, and Evaluation of Guardians

	FTEs	FY 2014	FY 2015	Total	Notes	Annual Salary	Annual Fringe	Annual Total
<u>Salaries and wages</u>								
Public Guardian Administrator	1	108,226	108,226	216,453	Salary grade 19	82,068	26,158	\$108,226
Guardian monitoring officer	4	340,299	340,299	680,598	Salary grade 14	62,598	22,477	\$85,075
Accountant Analyst I	5	448,632	448,632	897,265	Salary grade 15	66,510	23,216	\$89,726
Total salaries and wages	10	\$897,158	\$897,158	\$1,794,316				
<u>Operating costs</u>								
Travel:					Notes			
Public Guardian Administrator	3,000	3,000	6,000		Out-of state \$1,500 (1 per biennium); In-state (5 trips/ year)			
Guardian monitoring officers	49,113	49,123	98,236		In-state (50% of wards visited per year)			
Special investigations	2,700	2,700	5,400		6 investigations per year			
Training - presenters travel	5,000	2,500	7,500		2 training sessions first year, 1 session second year			
IT software/supplies	5,000	5,000	10,000		\$500 per year/employee software licenses			
Professional supplies	1,000	1,000	2,000		Reference materials			
Miscellaneous supplies	6,000	2,000	8,000		Includes 10 chairs @ \$600			
Office supplies	5,000	3,000	8,000		Miscellaneous office supplies			
Postage	3,600	3,600	7,200		Miscellaneous postage (\$300/month)			
Printing	3,600	3,600	7,200		Annual report/miscellaneous printing (\$300/month)			
IT equipment	18,300	0	18,300		10 computers @ \$1,680; printer @\$1,500			
Office equipment/furniture	45,000	0	45,000		10 workstations @4,500			
Insurance	700	700	1,400		\$70 per employee - WSI			
Meeting room rent	700	350	1,050		Training costs			
IT data processing	6,360	6,360	12,720		\$53 per month/employee technology fee			
IT communications	4,200	4,200	8,400		\$35 per month/employee for phone service			
IT contractual services	2,000	2,000	4,000		\$200 per year/employee hardware maint contracts			
Professional development:								
Training - presenters honorarium	4,000	2,000	6,000		2 training sessions first year, 1 session second year			
Cont. ed PG Administrator	700	700	1,400		Out-of state \$1,000; in-state \$400			
Cont. ed guardian monitoring officer	800	800	1,600		1 in-state training session per year/officer			
Guardian licenses	1,800	1,800	3,600		10 licenses @ \$180/year National Guardianship Assn.			
Professional fees and services								
Study of Guardianship services	53,000	53,000	106,000		Initial study report - based on mediation study cost			
Total operating costs		\$221,573	\$147,433	\$369,006				
Total Guardianship program		\$1,118,731	\$1,044,591	\$2,163,322				
<u>Guardian Training Program:</u>								
Training - presenters travel	5,000	2,500	7,500		2 training sessions first year, 1 session second year			
Meeting room cost	700	350	1,050		Training costs			
Training - presenters honorarium	4,000	2,000	6,000		2 training sessions first year, 1 session second year			
Total training costs		\$9,700	\$4,850	\$14,550				