

Dakota Women's Correctional Rehab Center
2021 - 2023 Budget

3/22/2021

	(126 Beds) 2021 - 2023 Operating Budget	(96 Beds) 2021 - 2023 Operating Budget	Net Change
Operating Costs:			
Payroll	\$ 9,958,967.67	9,958,967.67	0.00
Administrative/Computer	267,929.98	238,629.98	(29,300.00)
PREA	1,500.00	1,500.00	0.00
Building/Facility Renovation	629,144.81	538,963.46	(90,181.35)
Inmate	206,000.00	190,000.00	(16,000.00)
Education/Vocation	103,350.81	88,353.38	(14,997.43)
Treatment	10,200.00	10,200.00	0.00
Case Management	2,800.00	2,800.00	0.00
Security	100,000.00	92,000.00	(8,000.00)
Vehicle	68,000.00	49,000.00	(19,000.00)
Food	566,500.00	403,500.00	(163,000.00)
Medical Fund	349,925.00	308,525.00	(41,400.00)
Industry	376,700.00	365,700.00	(11,000.00)
Total Operating Costs	12,641,018.27	12,248,139.49	(392,878.78)
Less:			
Industries Revenue	(600,000.00)	(600,000.00)	0.00
Other Revenue	(71,900.00)	(71,900.00)	0.00
DWCRC Appropriations Request	\$ 11,969,118.27	\$ 11,576,239.49	\$ (392,878.78)

Dakota Women's Correctional Rehab Center 2021-2023 Appropriation Request

Thank you for giving Dakota Women's Correctional Rehab Center the opportunity to present an appropriation request for consideration for the 2021-2023 biennium.

DWCRC's value statement states: *SWMCCC/DWCRC is committed to doing "what is right" and in the best interest of the people we serve.* Our focus has been and will continue to be the residents, male or female, entrusted to our facility if given the opportunity to move forward with a contract with ND Department of Corrections.

In light of anticipated changes, we were tasked with developing various budget scenarios that would allow DWCRC to continue to be an integral part of the North Dakota Department of Corrections' vision. Initially, we developed a budget that encompassed operating DWCRC at full capacity of 126 residents.

- **Administrative total = \$7,367,246:**
 - **Wages/Benefits = \$6,225,316** - We have budgeted for a total of 40.67 FTE's consisting of one and a half administrative positions, 36.5 security staff positions, two and a half food services positions and 0.17 for computer services.
 - **Administrative Operating Expenses = \$127,721** - General administrative expenses such as equipment and equipment maintenance contracts, supplies, liability insurance, telephone and teletype costs, financial audit fees, legal fees, employee drug testing, administrative staff travel and training.
 - **PREA = \$1,500** - DWCRC is required to be compliant with federal standards established within the Prison Rape Elimination Act (PREA). In order to ensure compliance, we must be audited every 3 years. Our next audit will be conducted in 2021.
 - **Security Operating Expenses = \$306,000** - In an effort to provide a safer environment for residents and staff, DWCRC is updating security cameras as the current cameras become outdated. We have set aside \$24,000 for this line item. Other costs are mattress replacements, supplies, equipment repairs and maintenance, security staff training and resident wages for facility jobs.
 - **Computer Services = \$140,209** - DWCRC contracts with Armor Interactive for computer tech services for a budgeted line item amount of \$40,000. We have 63 computers total in inventory, three of which are file network servers. Armor recommends a 4-year computer replacement schedule. Taking that into account, we have 10 computers to be replaced during the next biennium for an anticipated cost of \$12,000. In addition, we contract with Corson Computer Consulting to monitor and maintain our security camera system at a cost of \$9,600. Other costs are supplies, software and licensing, offsite backup storage and T-1 line.

- **Food Services = \$566,500** – In August, 2019 DWCRC once again developed a Food Services Department in order to maintain more controlled costs while enhancing the quality of food provided to residents. In addition to food purchases, items included in food services are equipment purchases, cleaning supplies and paying resident labor for those females who assist with kitchen detail.
- **Treatment/Case Management Expenses = \$1,079,018:**
 - **Wages/Benefits = \$1,066,018** - We have budgeted for 6.25 FTE's consisting of three Licensed Addiction Counselors, a Unit Manager, a part-time PRN Psychologist and two Human Relations Counselors.
 - **Operating Expenses = \$13,000** - Our population is trending towards residents with increased addiction and mental health issues. In order to meet the demands of assessing and treating these females, we have hired professional staff with a higher degree of education and professional licensures in order to properly provide the necessary treatment. Along with that comes an increased cost to maintain professional licenses and CEUs. Other costs include supplies, equipment and elective programs such as scrapbooking, lectures, and other elective programs to provide therapeutic activities for the residents.
- **Education Expenses = \$417,158:**
 - **Wages/Benefits = \$313,807** - We have budgeted for 2.25 FTE's consisting of a Read Right Instructor, a GED Instructor and part-time Vocational Instructor. DWCRC's Vocational Instructor provides hands-on carpentry training. Using these skills, DWCRC residents built a greenhouse to start and grow plants that are then used in an onsite garden, which provides fresh produce used by our Food Services department.
 - **Operating Expenses = \$103,351** – DWCRC continues to maintain a contract with New England Public School to provide welding classes for its residents. The contract amount is based on a percentage of the school's actual costs for wages and benefits as well as supplies. Other education expenses include providing a law library for resident access, GED testing, Parenting classes, Career Readiness Program, TABE and general supplies and equipment. Recent additions of photography and art classes have provided therapeutic services to residents while teaching specialized skills to be used in their communities upon release. Also included in education expenses are payments to residents for participating in GED classes.
- **Medical Expenses = \$1,747,828:**
 - **Wages/Benefits = \$1,397,903** - We have budgeted for 7.50 FTE's including a Physician Assistant, one RN and six LPNs (five full-time and two part-time).

- **Operating Expenses = \$349,925** - Contracts are in place with a dentist, a physician for oversight of the department and medical records, Sanford Clinic for OB/GYN consults, optometrists, locum tenens and delivery fees for medications. In addition to ambulance and lab fees, other medical costs include prescriptions, supplies, equipment purchases as well as repairs and maintenance, license renewals and resident wages.
- **Plant Services = \$1,106,317:**
 - **Wages/Benefits = \$409,172** - We have budgeted for three FTE's.
 - **Operating Expenses = \$697,145** - We maintain a \$30,000/year line item for facility renovations in the event the need arises. In addition to building repairs and maintenance, other expenses include utilities, supplies, insurance, real estate taxes and resident wages. Vehicle supplies, repairs and maintenance and insurance are also included as well.
- **Business Office = \$173,275:**
 - **Wages/Benefits = \$173,275** - We have budgeted for 1.50 FTE's. Three staff are shared with Dickinson Adult Detention Center.
- **Prairie Industries = \$750,176:**
 - **Wages/Benefits = \$373,476** - We have budgeted for 2.50 FTE's to include a Vocational/Workforce Director, one Industries Specialist and one part-time supervisors.
 - **Operating Expenses = \$376,700** – DWCRC has suspended offsite services provided through the industries program. To compensate that revenue, an in-house commissary was developed which expanded to providing weekly commissary services to Dickinson Adult Detention Center. An in-house coffee shop, Busy Bean Coffee Shop, teaches retail and service skills. Additional sewing projects such as face masks and shower curtains designed to meet PREA standards provide teach more advanced sewing skills.
 - Cost of sales, which includes material purchases and resident labor, makes up 80% of operating expenses. Other costs include new sewing machines for the sewing program as well as supplies, equipment repairs and maintenance, and storage rental for materials. In addition, 10% of commissary sales are deposited into the Inmate Betterment Fund.
- **Total DWCRC Budget = \$12,641,018** - The actual operating budget approved by the SWMCCC Board of Directors for the 2021 – 2023 biennium is \$12,641,018. That amount is then reduced by revenue generated by the Prairie Industries program (estimated to be \$600,000) and other revenue sources such as gym rental, work release income, GED

testing reimbursements, retirement plan forfeitures, interest income, rebates, and other miscellaneous revenues (estimated at \$71,900).

- **Appropriations Request = \$11,969,118** – the net result of the total expenditures of \$12,641,018 less \$671,900.

Following are potential budget reductions in the event DWCRRC provides 96 beds for female residents.

- **Administrative = \$216,300**
 - Administrative Operating Expenses = \$7,200
 - Security Operating Expenses = \$8,000
 - Inmate Expenses - \$16,000
 - Computer Services = \$22,100
 - Food Services = \$163,000
- **Education Expenses - \$14,998**
- **Medical Expenses – \$41,400**
- **Plant Services - \$109,181**
- **Prairie Industries - \$11,000**
 - **Total reduction of \$392,879**
 - **Amended Appropriations Request = \$11,576,239**