



Commission on Judicial Fitness and Disability

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WAYS & MEANS REFERENCE DOCUMENT SUMMARY PAGE

The Commission is including the following as reference documents to supplement the 2023-25 Budget Presentation.

Table of Contents

- | | |
|---|-------|
| 1. 2023-25 Budget Document | p. 2 |
| 2. 2023-25 Agency Reduction Options | p. 52 |
| 3. Summary of Proposed Information Technology Project | p. 53 |

As a small agency, the Commission does not have additional reporting to provide on issues such as program prioritization, supervisory span of control, or capital construction projects. The Commission has not been audited during this time-frame.

Commission on Judicial Fitness and Disability

**2023-25 Biennium
Agency Request Budget**



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Printed

Table of Contents

Certification	iii
Commission Organization.....	1
Legislative Action.....	3
Agency Summary.....	7
<i>Reduction Options</i>	9
<i>Essential Packages</i>	13
<i>Policy Option Package 100 – Executive Director Increase FTE</i>	16
<i>Policy Option Package 101 – Case Management System</i>	17
Special Reports	19
<i>Key Performance Measures</i>	19
<i>ORBITS and ORPICS Reports</i>	25

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Certification


I certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the accuracy of all numerical information has been verified.

Commission on Judicial Fitness & Disability

AGENCY NAME

PO Box 90398, Portland, OR 97290

AGENCY ADDRESS


karyn.goddard@jfd.org (Dec 1, 2022 19:20 PST)

SIGNATURE

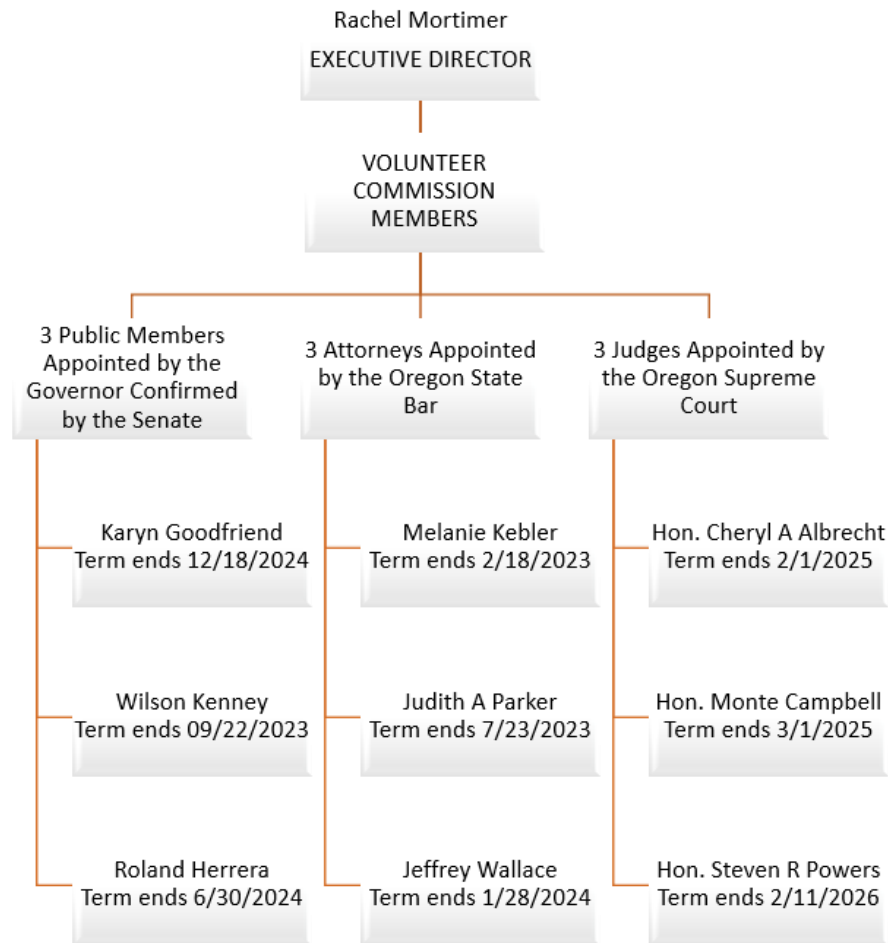
Commission Chairperson

TITLE

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ORGANIZATION

Commission Organization



ORGANIZATION

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LEGISLATIVE ACTION

Legislative Action

81st OREGON LEGISLATIVE ASSEMBLY--2021 Regular Session

Enrolled House Bill 5013

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of Oregon Department of Administrative Services)

CHAPTER

AN ACT

Relating to the financial administration of the Commission on Judicial Fitness and Disability; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. There are appropriated to the Commission on Judicial Fitness and Disability, for the biennium beginning July 1, 2021, out of the General Fund, the following amounts, for the following purposes:

- (1) Administration..... \$ 286,091
- (2) Extraordinary expenses \$ 20,073

SECTION 2. This 2021 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2021 Act takes effect July 1, 2021.

LEGISLATIVE ACTION

Legislatively Approved 2021 - 2023 Key Performance Measures

Published: 5/5/2021 3:02:41 PM

Agency: Judicial Fitness and Disability Commission

Mission Statement:

The mission of the Commission is to ensure the quality and effectiveness of the state judicial system

Legislatively Approved KPMs	Metrics	Agency Request	Last Reported Result	Target 2022	Target 2023
1. Percent of Commission recommendations forwarded to the Supreme Court that are upheld by the Supreme Court.		Approved	100%	100%	100%
2. Percent of judges prosecuted by the Commission who are not exonerated.		Approved	100%	100%	100%
3. Percent of stipulated agreements unchanged and approved by the Supreme Court.		Approved	100%	100%	100%
4. Percent of prosecutions completed within two years of first review through date of final Commission action before the Supreme Court.		Approved	100%	95%	95%
5. Percent of total best practices met by the Board.		Approved	100	100	100

LFO Recommendation:

The Legislative Fiscal Office recommends approval.

SubCommittee Action:

The General Government Subcommittee adopted the Legislative Fiscal Office recommendation.

LEGISLATIVE ACTION

HB 5202 – 2022 Legislative Session

SECTION 80. Notwithstanding any other provision of law, the General Fund appropriation made to the Commission on Judicial Fitness and Disability by section 1 (1), chapter 167, Oregon Laws 2021, for the biennium ending June 30, 2023, for administration, is increased by \$15,000.

(2) JUDICIAL BRANCH.

Agency/Program/Funds	2021 Oregon Laws Chapter/ Section	\$ Adjustment
Commission on Judicial Fitness and Disability: Administration		
General Fund	Ch. 167 1(1)	+12,001
Extraordinary expenses		
General Fund	Ch. 167 1(2)	+9,616

LEGISLATIVE ACTION

(6) JUDICIAL BRANCH.

Agency/Program/Funds	2021 Oregon Laws Chapter/ Section	\$ Adjustment
Commission on Judicial Fitness and Disability: Administration General Fund	Ch. 167 1(1)	+4,075

AGENCY SUMMARY

Agency Summary

The Commission on Judicial Fitness and Disability investigates and acts upon complaints of judicial misconduct and disability. The standards for finding judicial misconduct are contained in the Code of Judicial Conduct and Oregon Constitution, Article VII (amended), section 8.

The Commission has jurisdiction over the state's 179 circuit court judges, 20 appellate court judges, one tax court judge, approximately 100 *pro tem* judges, 50 Plan B/senior judges, 14 judicial referees, and 32 justices of the peace. The conduct of judicial candidates is also subject to the jurisdiction of the Commission. Municipal court judges, arbitrators, and administrative law judges are not under the Commission's jurisdiction.

The Commission relies on its volunteer members: three attorneys appointed by the Oregon State Bar, three judges appointed by the Oregon Supreme Court, and three public members appointed by the Governor and confirmed by the Senate. These volunteers, who reside in all parts of the state, meet six times per year to review new and pending complaints. The Commission's Executive Director is a 0.50 full-time equivalent employee.

The Commission has no control over the number of complaints made or the number of prosecutions initiated. If there is an apparent violation of the Code of Judicial Conduct, the Commission must prosecute. Prosecution costs are, thus, unpredictable and, if they arise, could cause the Commission to go over budget very quickly, absent an appropriate allocation of funds.

An example of this happened during the 2015-17 biennium. The Commission was involved in an extensive investigation and subsequent prosecution that caused a large increase in the Commission's expenditures that required budget action by the Legislature. In March 2018, the Oregon Supreme Court ordered a three-year suspension of the judge for numerous ethical violations in a case that began in August 2014. That case finally concluded in October 2018 (over a four-year process), when the United States Supreme Court denied the judge's Petition for a Writ of Certiorari. The Commission is fortunate to obtain high quality representation at the rate of \$100 per hour, which is substantially below the market rate of \$250 to \$300 per hour. Even at that rate, the Commission incurred attorney fees alone of over \$193,000 (impacting the Extraordinary Expenses Appropriation). The cost of transcripts, court reporters, hearing rooms, investigative services, and other litigation expenses also had to be paid.

The number of new complaints submitted to the Commission varies from year to year: 163 in 2012; 107 in 2013; 128 in 2014; 108 in 2015; 131 in 2016; 118 in 2017; 147 in 2018; 183 in 2019; 143 in 2020; 240 in 2021; and 224 as of December 2022. Dismissed complaints are reconsidered upon request. Each agenda also contains the pending matters which have been carried forward for further investigation and, at times, for the filing of a Formal Complaint. The Commission has experienced increase complaint filings, as well as an increase in the number of inquires that require responses to Oregonians on questions concerning the work of the Commission and what constitutes a complaint under Oregon law.

AGENCY SUMMARY

Upon request, the Commission mails complaint packets, which include valuable information about filing a complaint and about the extent of the Commission's authority, as well as a copy of the Code of Judicial Conduct. The number of packets mailed varies from year to year, and the Commission is making an effort to provide information electronically to those who have internet access. The complaint form is designed to assist in organizing and providing information helpful to the Commission in its evaluation of alleged ethical violations. The information and forms are also available on the Commission's website at <http://courts.oregon.gov/CJFD/Pages/index.aspx>. as is an electronic complaint form, which was added to the website in 2018. Letters and emails are also sent to initiated ethics complaints about judges.

During 2018, the Commission undertook the modification and revision of its Rules of Procedure. A subcommittee prepared an initial proposal, which was reviewed at a public stakeholders meeting in October 2018. A hearing for all interested public members was held in December 2018. The Rules of Procedure were finalized in 2019 and have guided Commission process since that time.

Mission Statement and Statutory Authority

The mission of the Commission is to ensure the quality and effectiveness of the state judicial system. Its statutory authority is ORS 1.410 to ORS 1.480.

Programs

The Commission has one statutory mandate and one program to meet it. The Commission investigates and prosecutes, when indicated, ethical complaints against state judges and justices of the peace. Its entire budget derives from the state's General Fund. The Commission operates with only one employee, its Executive Director, at an 0.50 full-time equivalent rate, and receives assistance *gratis* from the Oregon Judicial Department in handling budgeting, payroll, payment of approved expenses, and updating its website.

Environmental

Without the help of the Judicial Department in managing its financial needs, the Commission would require a larger budget. Also, as indicated, the Commission is aided by the willingness of attorneys who render quality legal services at a greatly reduced rate. An increasing amount of communication with and from the Commission is paper-free. Its website contains a direct method for filing a complaint and emailed complaints are submitted as well to its email address of judicial.fitness@oregon.gov.

AGENCY SUMMARY

Six-year Agency Plan: 2019-25

In 2018, the Commission accomplished implementation of electronic filing of complaints with a pdf format available on its website with considerable assistance from other state employees. A new long-range plan will be discussed.

Two-year Agency Plan: 2021-23

The Commission's short-range plan is to maintain its current level of effective customer services within its budget and continue to fulfill its statutory mandate of investigating and prosecuting judges.

Process Improvement Efforts

The Commission's process for its initial review of new complaints has evolved to include scrutiny of court records to understand the underlying legal matter and its history. That assists in placing a complainant's claims of unethical conduct by the judge in context during the Commission's assessment of the merits of the complaint. Valuable information can be gleaned at the outset, which enhances efficiency. The Commission also delegated authority to its Executive Director to secure hearing records before its initial review of complaints. That has likewise increased efficiency. Both strategies have proven effective in processing complaints more quickly and thoroughly at the outset.

Criteria for 2021-23 Budget Development

The criterion for budget development was to obtain adequate funding to maintain efficient and effective dissemination of information and resolution of complaints and prosecutions.

Reduction Options

Consistent with ORS 291.216, the Commission submits the following reduction options, based upon 90 percent of the Modified Current Service Levels, and the impacts.

AGENCY SUMMARY

ACTIVITY OR PROGRAM	DESCRIBE REDUCTION	AMOUNT AND FUND TYPE	RANK AND JUSTIFICATION
(WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN)	(DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2015-17)	(GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF)	(RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED)
1. Eliminate extraordinary fund.	If possible misconduct occurs, the Commission would not have funding to investigate or prosecute.	\$21,839 GF	1-Elimination of funding for investigations and prosecutions would have a negative effect on the Commission's fulfillment of its statutory mandate. Although the Commission may request additional funding from the Emergency Board if it is unable to pay for investigations or prosecutions, having no funds to even initiate either while seeking funds would delay the process, to the detriment of all involved.
2. Reduce Travel	Eliminate most travel, require conference calls for all meetings, eliminate reimbursement for local travel.	\$9,471 GF	The Commission has met mostly remotely since 2020, but still finds value in meeting in person. Holding at least one meeting in person per year is important to the functioning of this Commission in dealing with difficult and complex matters. Additionally, the Commission has historically asked staff to attend an annual meeting of judicial conduct professionals from around the country and would like to continue this work.

AGENCY SUMMARY

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Judicial Fitness and Disability, Comm on
2023-25 Biennium

Agency Number: 17500

Source	2019-21 Actuals	2021-23 Leg Adopted Budget	2021-23 Leg Approved Budget	2023-25 Agency Request Budget	2023-25 Governor's Budget	2023-25 Leg. Adopted Budget
No Records Available						
-						
-						

____ Agency Request
2023-25 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Detail of LF, OF, and FF Revenues - BPR012

AGENCY SUMMARY

Budget Summary

Current Service Level

The Current Service Level (CSL) budget for the Commission on Judicial Fitness totals \$313,096 General Fund. This reflects a \$17,403 decrease (-5.25 percent) over the 2021-23 Legislatively Adopted Budget.

Commission Recommended Budget

The Commission's agency recommended budget for the 2023-25 biennium totals \$423,620 which is a \$93,121 increase (28.17 percent) over the 2021-23 Legislatively Adopted Budget.

AGENCY SUMMARY

Essential Packages

Purpose

The essential packages present budget adjustments needed to bring the Legislatively Adopted Budget (LAB) to Current Service Level (CSL), the calculated cost of continuing legislatively approved programs into the 2023-25 biennium.

Staffing Impact

None.

Revenue Source

The essential packages decrease the General Fund appropriation by \$9,535

010 Non-PICS Personal Service Adjustments

Non-PICS Personal Services adjustments increases General Fund expenditures by \$20,562.

021 Phase-In

None.

022 Phase-Out Program and One-Time Costs

Phase-Outs decreased General Fund expenditures by \$9,616

031 Inflation and Price List Adjustments

The cost of goods and services increased General Fund totals by \$4,956. This reflects the standard inflation rate of 4.2 percent on goods and services and 8.8 percent on Professional Services. State Government Services Charges decreased by \$25,437. Most of this decrease is due to Risk Assessment fees from the Department of Administrative Services. For Risk purposes, the Commission is included with other State of

AGENCY SUMMARY

Oregon Boards and Commissions in the Licensing & General Government Risk Pool. Other participants in the pool over the past several biennium's have had significant lawsuits that have contributed to volatility in risk pool costs.

040 Mandated Caseload

None.

050 Fund Shifts

None.

060 Technical Adjustments

None

AGENCY SUMMARY

Commission Budget Summary – All Funds

	2019-21 Actual Expenditures	2021-23 Legislatively Approved Budget	2023-25 Current Service Level (CSL)	2023-25 Commission Request Budget
General Fund	268,383	330,499	313,096	423,620
General Fund Debt Svc	-	-	-	-
Other Funds Cap Construction	-	-	-	-
Other Funds Debt Svc Ltd	-	-	-	-
Other Funds Ltd	-	-	-	-
Other Funds Non-Ltd	-	-	-	-
Federal Funds Ltd	-	-	-	-
TOTAL – ALL FUNDS	268,383	330,499	313,096	423,620
Positions	1	1	1	1
FTE	0.50	0.50	0.50	0.75

AGENCY SUMMARY

Policy Option Package 100 – Executive Director Increase FTE

Purpose

This package is intended to help increase the FTE of the Executive Director position to more accurately reflect the workload on the position. Complaint numbers have steadily increased, aside from a dip in 2020 when court proceedings were significantly limited for much of the year. Additionally, at the direction of the Commission members, staff now provides a higher level but still very basic initial investigation of complaints, which allows the Commission to make more timely and informed decisions. For a smaller number of more complicated cases, managing the investigation takes significant time whether the work is being done by staff or by contracted investigators. The sole staff member of the Commission also fields contacts regarding concerns about other aspects of the judicial system or the Federal Courts and must refer these on as appropriate. Currently staff uses the allocated 20 hours per week to do the basic intake, complaint processing and investigation, information and referral, and basic administrative work. With additional time allocated, staff would be able to manage more complex investigations, work to implement a case management system, devote time to volunteer recruitment and training, and develop better tracking and reporting capabilities.

How Achieved

Would add 0.25 FTE to the position, allowing an additional 10 hours of work per week. This would more accurately reflect the amount of work involved in the position.

Staffing Impact

Increases the FTE for the Executive Director from 0.50 to 0.75 FTE

Revenue Source

\$ 90,524 – General Fund

AGENCY SUMMARY

Policy Option Package 101 – Case Management System

Purpose

The Commission on Judicial Fitness & Disability is one of the smallest state agencies, staffed at 0.5FTE, with nine remote volunteer Commissioners. The Commission receives complaints in writing via email, a form on the website, mail, and fax. M365 and Adobe are the only two software programs currently licensed to the Commission. All complaints are opened and tracked manually. There is no central database of complainants or judges. There is no system tracking case timelines or any other data involving the complaints received and investigated by the Commission, aside from an Excel worksheet maintained by staff. Every communication to complainants and to judges at each stage of an investigation is created manually by staff.

The Commission needs a system for matter management that is secure, stable and cost-effective. Specifically, the system should be able to securely store data in the cloud while allowing the Commission to maintain ownership of any information stored with this system. This is important to maintain compliance with record retention policies and in case the Commission needs to move to a different system in the future. The Commission does not have in-house information technology support and needs to have a system that is already proven and likely to be stable for some time to come. The solution should be right sized for the work of the Commission. Systems costs should reflect the relatively small amount of data and information generated and stored by the Commission. Ongoing licensing fees should be reasonable and stable.

This system needs to have case-flow management capabilities, so that each complaint can be tracked for timeliness. The system needs to have document storage and management, as well as a way to compile and share files for review by the Commission members. Additionally, Commission staff should be able to send communications to complainants and judges at different stages of the investigation process.

How Achieved

The Commission is reviewing possible solutions by consulting with state agencies and with judicial conduct commissions in other states. The Commission holds cost-effectiveness as a high value in this process and believes that, once implemented, such a system will allow staff and commissioners to use their time more effectively in service of their work.

Based on early feedback, the Commission believes that it can identify and implement a case management system with this requested funding amount. This amount would cover initial procurement, requirement building, project management, program configuration, additional staff time needed to implement the program, and professional support. The Commission is committed to identifying a solution that would have reasonable ongoing expenses, such as annual licensing and support fees.

AGENCY SUMMARY

Staffing Impact

None

Revenue Source

\$ 20,000 – General Fund

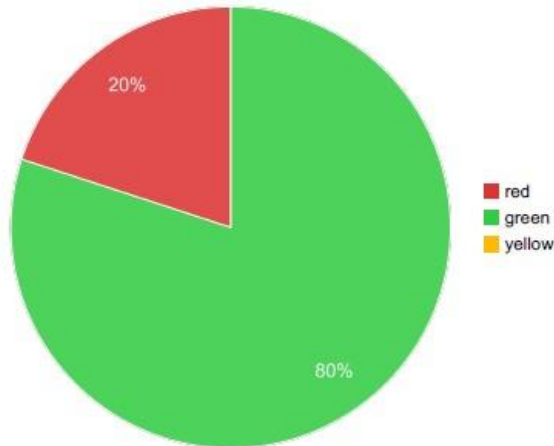
SPECIAL REPORTS

Special Reports

Key Performance Measures

KPM #	Approved Key Performance Measures (KPMs)
1	Percent of Commission recommendations forwarded to the Supreme Court that are upheld by the Supreme Court. -
2	Percent of judges prosecuted by the Commission who are not exonerated. -
3	Percent of stipulated agreements unchanged and approved by the Supreme Court. -
4	Percent of prosecutions completed within two years of first review through date of final Commission action before the Supreme Court. -
5	Percent of total best practices met by the Board. -

Proposal	Proposed Key Performance Measures (KPMs)
Delete	Percent of judges prosecuted by the Commission who are not exonerated. -
New	1. Percent of complaints upon which the Commission makes a decision within six months of when the complaint is received in the Commission office. - Measures the timely review of complaints. The target is set at 75% with the recognition that most complaints should be investigated and completed within this timeframe, but that some types of cases, including those resulting in complex investigations and prosecutions will take longer to resolve appropriately.

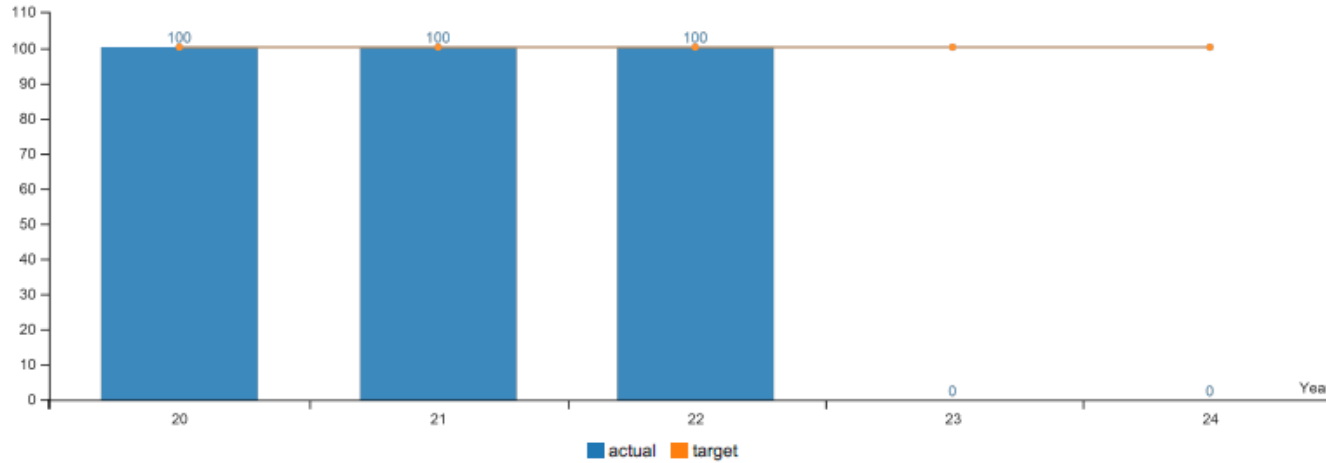


Performance Summary	Green	Yellow	Red
	= Target to -5%	= Target -5% to -15%	= Target > -15%
Summary Stats:	80%	0%	20%

SPECIAL REPORTS

KPM #1	Percent of Commission recommendations forwarded to the Supreme Court that are upheld by the Supreme Court. -
	Data Collection Period: Jan 01 - Jan 01

* Upward Trend = positive result



Report Year	2020	2021	2022	2023	2024
Percent of Commission recommendations to the Supreme Court upheld .					
Actual	100%	100%	100%		
Target	100%	100%	100%	100%	100%

How Are We Doing

No recommendations were sent to the Supreme Court during this time period.

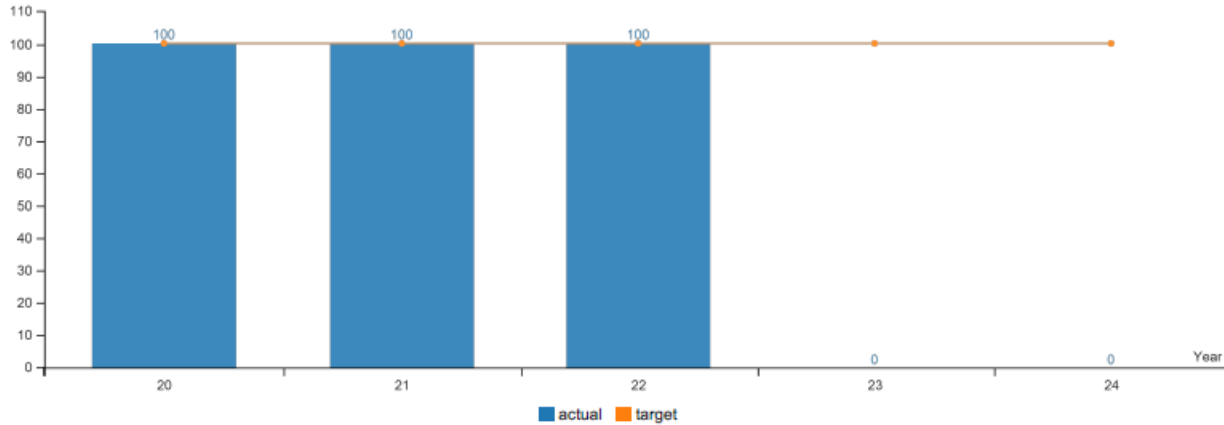
Factors Affecting Results

No recommendations were sent to the Supreme Court during this time period.

SPECIAL REPORTS

KPM #2	Percent of judges prosecuted by the Commission who are not exonerated. -
	Data Collection Period: Jan 01 - Jan 01

* Upward Trend = negative result



Report Year	2020	2021	2022	2023	2024
Percentage of Judges Exonerated Post Prosecution					
Actual	100%	100%	100%		
Target	100%	100%	100%	100%	100%

How Are We Doing

No prosecutions took place during this time period.

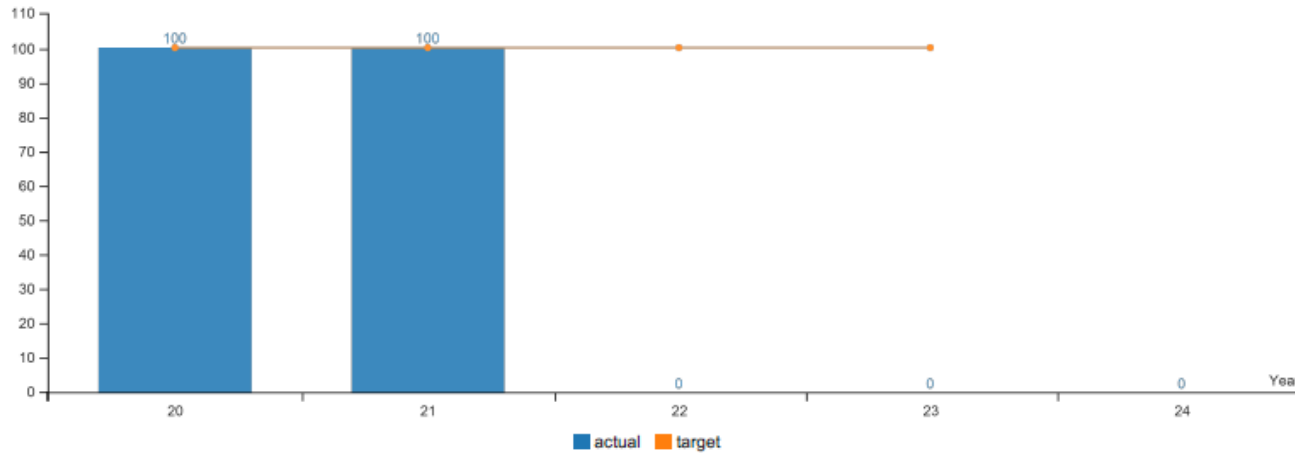
Factors Affecting Results

While the Commission undertook investigations, no prosecutions took place during this time period.

SPECIAL REPORTS

KPM #3	Percent of stipulated agreements unchanged and approved by the Supreme Court. -
	Data Collection Period: Jan 01 - Jan 01

* Upward Trend = positive result



Report Year	2020	2021	2022	2023	2024
Percent of stipulated agreements unchanged and approved by the Supreme Court.					
Actual	100%	100%			
Target	100%	100%	100%	100%	

How Are We Doing

There were no stipulated agreements during this time period.

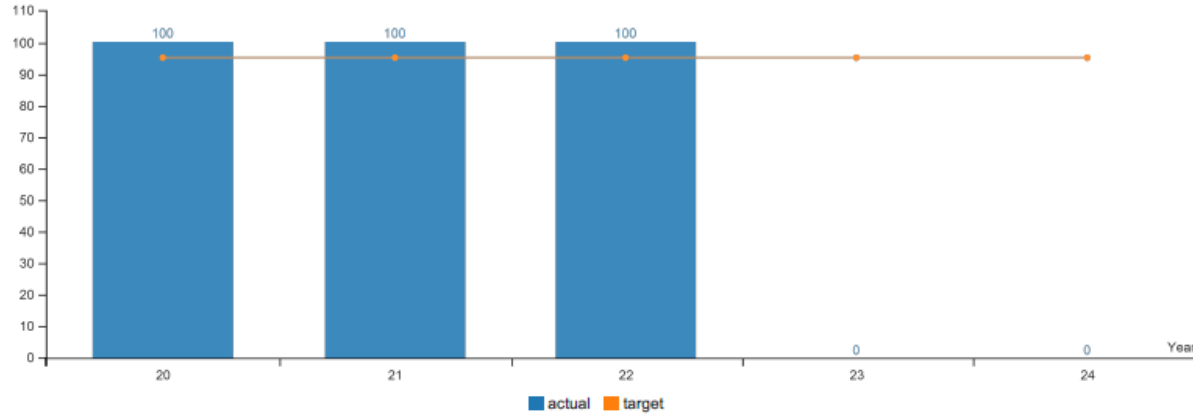
Factors Affecting Results

No investigations during this time period have required the creation of a stipulated agreement.

SPECIAL REPORTS

KPM #4	Percent of prosecutions completed within two years of first review through date of final Commission action before the Supreme Court. -
	Data Collection Period: Jan 01 - Jan 01

* Upward Trend = positive result



Report Year	2020	2021	2022	2023	2024
Percent of prosecutions completed within two years of first review.					
Actual	100%	100%	100%		
Target	95%	95%	95%	95%	95%

How Are We Doing

No prosecutions took place during this time period.

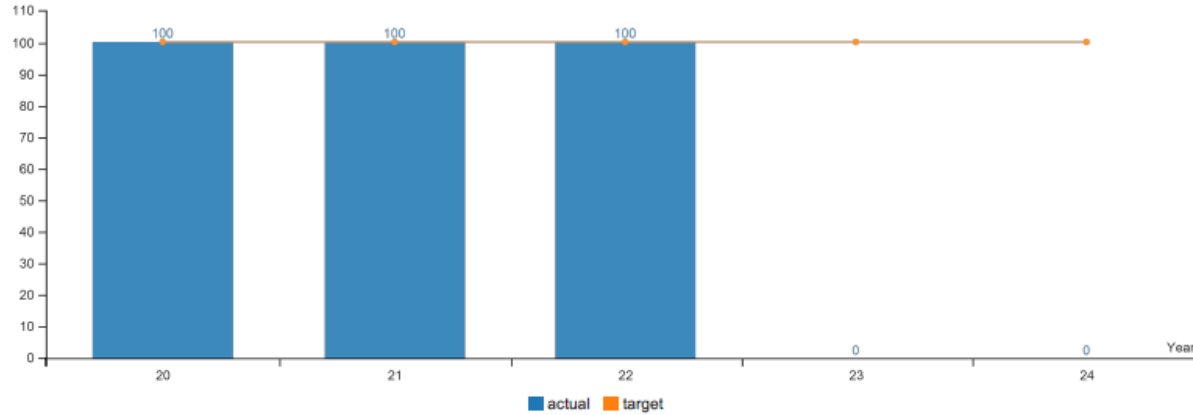
Factors Affecting Results

While the Commission undertook investigations, no prosecutions took place during this time period.

SPECIAL REPORTS

KPM #5	Percent of total best practices met by the Board. -
	Data Collection Period: Jan 01 - Jan 01

* Upward Trend = positive result



Report Year	2020	2021	2022	2023	2024
Metric Value					
Actual	100	100	100		
Target	100	100	100	100	100

How Are We Doing

The Commission met all eight best practices during this time period.

Factors Affecting Results

Best Practices:

1. Executive Director's performance expectations are current.
2. Executive Director receives annual performance feedback.
3. The agency's mission and high-level goals to maintain the integrity of the judiciary are current and applicable.
4. The Commission reviews the Annual Performance Progress Report.
5. The Commission is involved in review of agency's key communications.
6. The Commission reviews all proposed and current budgets.
7. The Commission is appropriately accounting for resources.

8. The Commission reviews its management practices to ensure best practices are utilized.

All these best practices were met during the last year

SPECIAL REPORTS

ORBITS and ORPICS Reports

Judicial Fitness and Disability, Comm on

Summary Cross Reference Listing and Packages
2023-25 Biennium

Agency Number: 17500

BAM Analyst: Gibson, Wendy

Budget Coordinator: Fagan, John - (503)986-5403

Cross Reference Number	Cross Reference Description	Package Number	Priority	Package Description	Package Group
100-00-00-00000	Administration	010	0	Vacancy Factor and Non-ORPICS Personal Services	Essential Packages
100-00-00-00000	Administration	021	0	Phase-in	Essential Packages
100-00-00-00000	Administration	022	0	Phase-out Pgm & One-time Costs	Essential Packages
100-00-00-00000	Administration	031	0	Standard Inflation	Essential Packages
100-00-00-00000	Administration	032	0	Above Standard Inflation	Essential Packages
100-00-00-00000	Administration	033	0	Exceptional Inflation	Essential Packages
100-00-00-00000	Administration	070	0	Revenue Shortfalls	Policy Packages
100-00-00-00000	Administration	081	0	June 2022 Emergency Board	Policy Packages
100-00-00-00000	Administration	100	0	Executive Director FTE Increase	Policy Packages
100-00-00-00000	Administration	101	0	Case Management System	Policy Packages
600-00-00-00000	Governor's Adjustment	010	0	Vacancy Factor and Non-ORPICS Personal Services	Essential Packages
600-00-00-00000	Governor's Adjustment	021	0	Phase-in	Essential Packages
600-00-00-00000	Governor's Adjustment	022	0	Phase-out Pgm & One-time Costs	Essential Packages
600-00-00-00000	Governor's Adjustment	031	0	Standard Inflation	Essential Packages
600-00-00-00000	Governor's Adjustment	032	0	Above Standard Inflation	Essential Packages
600-00-00-00000	Governor's Adjustment	033	0	Exceptional Inflation	Essential Packages
600-00-00-00000	Governor's Adjustment	070	0	Revenue Shortfalls	Policy Packages
600-00-00-00000	Governor's Adjustment	081	0	June 2022 Emergency Board	Policy Packages

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Page 1 of 1

Summary Cross Reference Listing and Packages
BSU-003A

SPECIAL REPORTS

Summary of 2023-25 Biennium Budget

**Judicial Fitness and Disability, Comm on
Judicial Fitness and Disability, Comm on
2023-25 Biennium**

**Agency Request Budget
Cross Reference Number: 17500-000-00-00-00000**

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
2021-23 Leg Adopted Budget	1	0.50	289,807	289,807	-	-	-	-	-
2021-23 Emergency Boards	-	-	40,692	40,692	-	-	-	-	-
2021-23 Leg Approved Budget	1	0.50	330,499	330,499	-	-	-	-	-
2023-25 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	(7,868)	(7,868)	-	-	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
Subtotal 2023-25 Base Budget	1	0.50	322,631	322,631	-	-	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	20,562	20,562	-	-	-	-	-
Subtotal	-	-	20,562	20,562	-	-	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(9,616)	(9,616)	-	-	-	-	-
Subtotal	-	-	(9,616)	(9,616)	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	4,956	4,956	-	-	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	(25,437)	(25,437)	-	-	-	-	-
Subtotal	-	-	(20,481)	(20,481)	-	-	-	-	-

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Page 1 of 6

BDV104 - Biennial Budget Summary
BDV104

SPECIAL REPORTS

Summary of 2023-25 Biennium Budget

Judicial Fitness and Disability, Comm on **Agency Request Budget**
Judicial Fitness and Disability, Comm on **Cross Reference Number: 17500-000-00-00-00000**
2023-25 Biennium

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2023-25 Current Service Level	1	0.50	313,096	313,096	-	-	-	-	-

SPECIAL REPORTS

Summary of 2023-25 Biennium Budget

Judicial Fitness and Disability, Comm on
 Judicial Fitness and Disability, Comm on
 2023-25 Biennium

Agency Request Budget
 Cross Reference Number: 17500-000-00-00000

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
Subtotal: 2023-25 Current Service Level	1	0.50	313,096	313,096	-	-	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2023-25 Current Service Level	1	0.50	313,096	313,096	-	-	-	-	-
080 - E-Boards									
081 - June 2022 Emergency Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
100 - Executive Director FTE Increase	-	0.25	90,524	90,524	-	-	-	-	-
101 - Case Management System	-	-	20,000	20,000	-	-	-	-	-
Subtotal Policy Packages	-	0.25	110,524	110,524	-	-	-	-	-
Total 2023-25 Agency Request Budget	1	0.75	423,620	423,620	-	-	-	-	-
Percentage Change From 2021-23 Leg Approved Budget	-	50.00%	28.18%	28.18%	-	-	-	-	-
Percentage Change From 2023-25 Current Service Level	-	50.00%	35.30%	35.30%	-	-	-	-	-

08/05/22
 11:35 AM

SPECIAL REPORTS

Summary of 2023-25 Biennium Budget

**Judicial Fitness and Disability, Comm on
Administration
2023-25 Biennium**

**Agency Request Budget
Cross Reference Number: 17500-100-00-00-00000**

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
2021-23 Leg Adopted Budget	1	0.50	289,807	289,807	-	-	-	-	-
2021-23 Emergency Boards	-	-	40,692	40,692	-	-	-	-	-
2021-23 Leg Approved Budget	1	0.50	330,499	330,499	-	-	-	-	-
2023-25 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	(7,868)	(7,868)	-	-	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
Subtotal 2023-25 Base Budget	1	0.50	322,631	322,631	-	-	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	20,562	20,562	-	-	-	-	-
Subtotal	-	-	20,562	20,562	-	-	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(9,616)	(9,616)	-	-	-	-	-
Subtotal	-	-	(9,616)	(9,616)	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	4,956	4,956	-	-	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	(25,437)	(25,437)	-	-	-	-	-
Subtotal	-	-	(20,481)	(20,481)	-	-	-	-	-

08/05/22
11:35 AM

Page 4 of 6

BDV104 - Biennial Budget Summary
BDV104

SPECIAL REPORTS

Summary of 2023-25 Biennium Budget

Judicial Fitness and Disability, Comm on
Administration
2023-25 Biennium

Agency Request Budget
Cross Reference Number: 17500-100-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2023-25 Current Service Level	1	0.50	313,096	313,096	-	-	-	-	-

SPECIAL REPORTS

Summary of 2023-25 Biennium Budget

Judicial Fitness and Disability, Comm on
Administration
2023-25 Biennium

Agency Request Budget
Cross Reference Number: 17500-100-00-00000

Description	Positions	Full-Time Equivalent (FTE)	ALL FUNDS	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds
Subtotal: 2023-25 Current Service Level	1	0.50	313,096	313,096	-	-	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2023-25 Current Service Level	1	0.50	313,096	313,096	-	-	-	-	-
080 - E-Boards									
081 - June 2022 Emergency Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
100 - Executive Director FTE Increase	-	0.25	90,524	90,524	-	-	-	-	-
101 - Case Management System	-	-	20,000	20,000	-	-	-	-	-
Subtotal Policy Packages	-	0.25	110,524	110,524	-	-	-	-	-
Total 2023-25 Agency Request Budget	1	0.75	423,620	423,620	-	-	-	-	-
Percentage Change From 2021-23 Leg Approved Budget	-	50.00%	28.18%	28.18%	-	-	-	-	-
Percentage Change From 2023-25 Current Service Level	-	50.00%	35.30%	35.30%	-	-	-	-	-

08/05/22
11:35 AM

Page 6 of 6

BDV104 - Biennial Budget Summary
BDV104

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number: 17500

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

2023-25 Biennium

Cross Reference Number: 17500-000-00-00-00000

Judicial Fitness and Disability, Comm on

Description	2023-25 Base Budget	Essential Packages	2023-25 Current Service Level	Policy Packages	2023-25 Agency Request Budget
REVENUE CATEGORIES					
GENERAL FUND APPROPRIATION					
0050 General Fund Appropriation					
8000 General Fund	322,631	(9,535)	313,096	110,524	423,620
AVAILABLE REVENUES					
8000 General Fund	322,631	(9,535)	313,096	110,524	423,620
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
8000 General Fund	127,968	-	127,968	63,984	191,952
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
8000 General Fund	26	-	26	13	39
3220 Public Employees' Retire Cont					
8000 General Fund	22,932	-	22,932	11,466	34,398
3221 Pension Obligation Bond					
8000 General Fund	6,104	659	6,763	-	6,763
3230 Social Security Taxes					
8000 General Fund	9,790	-	9,790	4,894	14,684
3241 Paid Family Medical Leave Insurance					
8000 General Fund	512	-	512	256	768
3250 Worker's Comp. Assess. (WCD)					

08/05/22

Page 1 of 6

BDV002A - Detail Revenues & Expenditures - Requested Budget

11:36 AM

BDV002A

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number: 17500

**Detail Revenues & Expenditures - Requested Budget
2023-25 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 17500-000-00-00-00000**

Judicial Fitness and Disability, Comm on

Description	2023-25 Base Budget	Essential Packages	2023-25 Current Service Level	Policy Packages	2023-25 Agency Request Budget
8000 General Fund	23	-	23	11	34
3260 Mass Transit Tax					
8000 General Fund	665	103	768	-	768
3270 Flexible Benefits					
8000 General Fund	19,800	-	19,800	9,900	29,700
3280 Other OPE					
8000 General Fund	2,856	19,800	22,656	-	22,656
TOTAL OTHER PAYROLL EXPENSES					
8000 General Fund	62,708	20,562	83,270	26,540	109,810
TOTAL PERSONAL SERVICES					
8000 General Fund	190,676	20,562	211,238	90,524	301,762
SERVICES & SUPPLIES					
4100 Instate Travel					
8000 General Fund	9,821	412	10,233	-	10,233
4150 Employee Training					
8000 General Fund	4,458	187	4,645	-	4,645
4175 Office Expenses					
8000 General Fund	6,597	277	6,874	-	6,874
4200 Telecommunications					
8000 General Fund	4,828	203	5,031	-	5,031
4225 State Gov. Service Charges					
8000 General Fund	41,539	(25,437)	16,102	-	16,102
4275 Publicity and Publications					

08/05/22
11:36 AM

Page 2 of 6

BDV002A - Detail Revenues & Expenditures - Requested Budget
BDV002A

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number: 17500

**Detail Revenues & Expenditures - Requested Budget
2023-25 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 17500-000-00-00-00000**

Judicial Fitness and Disability, Comm on

Description	2023-25 Base Budget	Essential Packages	2023-25 Current Service Level	Policy Packages	2023-25 Agency Request Budget
8000 General Fund	1,537	65	1,602	-	1,602
4300 Professional Services					
8000 General Fund	43,582	(6,627)	36,955	-	36,955
4315 IT Professional Services					
8000 General Fund	-	-	-	20,000	20,000
4425 Facilities Rental and Taxes					
8000 General Fund	18,572	780	19,352	-	19,352
4650 Other Services and Supplies					
8000 General Fund	1,021	43	1,064	-	1,064
TOTAL SERVICES & SUPPLIES					
8000 General Fund	131,955	(30,097)	101,858	20,000	121,858
TOTAL EXPENDITURES					
8000 General Fund	322,631	(9,535)	313,096	110,524	423,620
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	1	-	1	-	1
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	0.50	-	0.50	0.25	0.75

08/05/22
11:36 AM

Page 3 of 6

BDV002A - Detail Revenues & Expenditures - Requested Budget
BDV002A

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number: 17500

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

2023-25 Biennium

Cross Reference Number: 17500-100-00-00-00000

Administration

Description	2023-25 Base Budget	Essential Packages	2023-25 Current Service Level	Policy Packages	2023-25 Agency Request Budget
REVENUE CATEGORIES					
GENERAL FUND APPROPRIATION					
0050 General Fund Appropriation					
8000 General Fund	322,631	(9,535)	313,096	110,524	423,620
AVAILABLE REVENUES					
8000 General Fund	322,631	(9,535)	313,096	110,524	423,620
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
8000 General Fund	127,968	-	127,968	63,984	191,952
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
8000 General Fund	26	-	26	13	39
3220 Public Employees' Retire Cont					
8000 General Fund	22,932	-	22,932	11,466	34,398
3221 Pension Obligation Bond					
8000 General Fund	6,104	659	6,763	-	6,763
3230 Social Security Taxes					
8000 General Fund	9,790	-	9,790	4,894	14,684
3241 Paid Family Medical Leave Insurance					
8000 General Fund	512	-	512	256	768
3250 Worker's Comp. Assess. (WCD)					

08/05/22
11:36 AM

Page 4 of 6

BDV002A - Detail Revenues & Expenditures - Requested Budget
BDV002A

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number: 17500

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

2023-25 Biennium

Cross Reference Number: 17500-100-00-00-00000

Administration

Description	2023-25 Base Budget	Essential Packages	2023-25 Current Service Level	Policy Packages	2023-25 Agency Request Budget
8000 General Fund	23	-	23	11	34
3260 Mass Transit Tax					
8000 General Fund	665	103	768	-	768
3270 Flexible Benefits					
8000 General Fund	19,800	-	19,800	9,900	29,700
3280 Other OPE					
8000 General Fund	2,856	19,800	22,656	-	22,656
TOTAL OTHER PAYROLL EXPENSES					
8000 General Fund	62,708	20,562	83,270	26,540	109,810
TOTAL PERSONAL SERVICES					
8000 General Fund	190,676	20,562	211,238	90,524	301,762
SERVICES & SUPPLIES					
4100 Instate Travel					
8000 General Fund	9,821	412	10,233	-	10,233
4150 Employee Training					
8000 General Fund	4,458	187	4,645	-	4,645
4175 Office Expenses					
8000 General Fund	6,597	277	6,874	-	6,874
4200 Telecommunications					
8000 General Fund	4,828	203	5,031	-	5,031
4225 State Gov. Service Charges					
8000 General Fund	41,539	(25,437)	16,102	-	16,102
4275 Publicity and Publications					

08/05/22
11:36 AM

Page 5 of 6

BDV002A - Detail Revenues & Expenditures - Requested Budget
BDV002A

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number: 17500

Detail Revenues & Expenditures - Requested Budget

Version: V - 01 - Agency Request Budget

2023-25 Biennium

Cross Reference Number: 17500-100-00-00-00000

Administration

Description	2023-25 Base Budget	Essential Packages	2023-25 Current Service Level	Policy Packages	2023-25 Agency Request Budget
8000 General Fund	1,537	65	1,602	-	1,602
4300 Professional Services					
8000 General Fund	43,582	(6,627)	36,955	-	36,955
4315 IT Professional Services					
8000 General Fund	-	-	-	20,000	20,000
4425 Facilities Rental and Taxes					
8000 General Fund	18,572	780	19,352	-	19,352
4650 Other Services and Supplies					
8000 General Fund	1,021	43	1,064	-	1,064
TOTAL SERVICES & SUPPLIES					
8000 General Fund	131,955	(30,097)	101,858	20,000	121,858
TOTAL EXPENDITURES					
8000 General Fund	322,631	(9,535)	313,096	110,524	423,620
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	1	-	1	-	1
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	0.50	-	0.50	0.25	0.75

08/05/22
11:36 AM

Page 6 of 6

BDV002A - Detail Revenues & Expenditures - Requested Budget
BDV002A

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number 17500

BDV004B

Version: V - 01 - Agency Request Budget

2023-25 Biennium

Cross Reference Number: 17500-000-00-00-00000

Judicial Fitness and Disability, Comm on

Description	Total Policy Packages	Pkg: 100 Executive Director FTE Increase Priority: 00	Pkg: 101 Case Management System Priority: 00			
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	110,524	90,524	20,000			
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AVAILABLE REVENUES

8000 General Fund	110,524	90,524	20,000			
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TOTAL AVAILABLE REVENUES	\$110,524	\$90,524	\$20,000			
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	63,984	63,984	-			
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

8000 General Fund	13	13	-			
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3220 Public Employees Retire Cont

8000 General Fund	11,466	11,466	-			
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3230 Social Security Taxes

8000 General Fund	4,894	4,894	-			
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3241 Paid Family Medical Leave Insurance

8000 General Fund	256	256	-			
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3250 Workers Comp. Assess. (WCD)

8000 General Fund	11	11	-			
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08/05/22
11:37 AM

Page 1 of 4

Detail Revenues & Expenditures - Policy Packages
BDV004B

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number 17500

BDV004B

Version: V - 01 - Agency Request Budget

2023-25 Biennium

Cross Reference Number: 17500-000-00-00-00000

Judicial Fitness and Disability, Comm on

Description	Total Policy Packages	Pkg: 100 Executive Director FTE Increase Priority: 00	Pkg: 101 Case Management System Priority: 00			
3270 Flexible Benefits						
8000 General Fund	9,900	9,900	-			
OTHER PAYROLL EXPENSES						
8000 General Fund	26,540	26,540	-			
TOTAL OTHER PAYROLL EXPENSES	\$26,540	\$26,540	-			
PERSONAL SERVICES						
8000 General Fund	90,524	90,524	-			
TOTAL PERSONAL SERVICES	\$90,524	\$90,524	-			
SERVICES & SUPPLIES						
4315 IT Professional Services						
8000 General Fund	20,000	-	20,000			
EXPENDITURES						
8000 General Fund	110,524	90,524	20,000			
TOTAL EXPENDITURES	\$110,524	\$90,524	\$20,000			
ENDING BALANCE						
8000 General Fund	-	-	-			
TOTAL ENDING BALANCE	-	-	-			
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	0.25	0.25	-			

08/05/22
11:37 AM

Page 2 of 4

Detail Revenues & Expenditures - Policy Packages
BDV004B

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number 17500

BDV004B

Version: V - 01 - Agency Request Budget

2023-25 Biennium

Cross Reference Number: 17500-100-00-00-00000

Administration

Description	Total Policy Packages	Pkg: 100 Executive Director FTE Increase Priority: 00	Pkg: 101 Case Management System Priority: 00			
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	110,524	90,524	20,000			
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AVAILABLE REVENUES

8000 General Fund	110,524	90,524	20,000			
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TOTAL AVAILABLE REVENUES	\$110,524	\$90,524	\$20,000			
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	63,984	63,984	-			
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

8000 General Fund	13	13	-			
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3220 Public Employees Retire Cont

8000 General Fund	11,466	11,466	-			
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3230 Social Security Taxes

8000 General Fund	4,894	4,894	-			
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3241 Paid Family Medical Leave Insurance

8000 General Fund	256	256	-			
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3250 Workers Comp. Assess. (WCD)

8000 General Fund	11	11	-			
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08/05/22
11:37 AM

Page 3 of 4

Detail Revenues & Expenditures - Policy Packages
BDV004B

SPECIAL REPORTS

Judicial Fitness and Disability, Comm on

Agency Number 17500

BDV004B

Version: V - 01 - Agency Request Budget

2023-25 Biennium

Cross Reference Number: 17500-100-00-00-00000

Administration

Description	Total Policy Packages	Pkg: 100 Executive Director FTE Increase Priority: 00	Pkg: 101 Case Management System Priority: 00			
3270 Flexible Benefits						
8000 General Fund	9,900	9,900	-			
OTHER PAYROLL EXPENSES						
8000 General Fund	26,540	26,540	-			
TOTAL OTHER PAYROLL EXPENSES	\$26,540	\$26,540	-			
PERSONAL SERVICES						
8000 General Fund	90,524	90,524	-			
TOTAL PERSONAL SERVICES	\$90,524	\$90,524	-			
SERVICES & SUPPLIES						
4315 IT Professional Services						
8000 General Fund	20,000	-	20,000			
EXPENDITURES						
8000 General Fund	110,524	90,524	20,000			
TOTAL EXPENDITURES	\$110,524	\$90,524	\$20,000			
ENDING BALANCE						
8000 General Fund	-	-	-			
TOTAL ENDING BALANCE	-	-	-			
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	0.25	0.25	-			

08/05/22
11:37 AM

Page 4 of 4

Detail Revenues & Expenditures - Policy Packages
BDV004B

SPECIAL REPORTS

PIC100 - Position Budget Report

Judicial Fitness and Disability, Comm on

**2023-25 Biennium
Budget Preparation**

**Cross Reference Number: 17500-000-00-00-00000
Agency Request Budget**

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE					
											GF	LF	OF	FF	AF	
Total Salary											191,952	-	-	-	-	191,952
Total OPE											79,623	-	-	-	-	79,623
Total Personal Services											271,575	-	-	-	-	271,575

SPECIAL REPORTS

PIC100 - Position Budget Report

Operations

**2023-25 Biennium
Budget Preparation**

**Cross Reference Number: 17500-100-01-00-00000
Agency Request Budget**

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE				
											GF	LF	OF	FF	AF
1750001	MESN Z7524 AE	EXECUTIVE DIRECTOR	26S	PP	1	0.75	18	5	10664	SAL	191,952	-	-	-	191,952
										OPE	79,623	-	-	-	79,623
Total Salary											191,952	-	-	-	191,952
Total OPE											79,623	-	-	-	79,623
Total Personal Services											271,575	-	-	-	271,575

SPECIAL REPORTS

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Agency Name: Commission on Judicial Fitness and Disability															
2023 - 2025 Biennium															
Detail of Reductions to 2023-25 Current Service Level Budget															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Priority (ranked most to least preferred)	Agency	SCR or Activity Initials	Program Unit/Activity Description	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	Used in Gov. Budget Yes / No	Impact of Reduction on Services and Outcomes	
Dept	Prgm/ Div														
		100	Extraordinary Expenses	(15,655)						\$ (15,655)					Extraordinary Expenses are utilized by the Commission when a complaint requires investigation or prosecution. This level of reduction would eliminate 72% of the Commissions budget in this area. Could delay the ability to move complaints forward for the 2023-25 biennium.
										\$ -					
										\$ -					
										\$ -					
				(15,655)						\$ (15,655)	0	0.00			

Target \$ (15,655)
Difference \$ -

Agency Name: Commission on Judicial Fitness and Disability															
2023 - 2025 Biennium															
Detail of Reductions to 2023-25 Current Service Level Budget															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Priority (ranked most to least preferred)	Agency	SCR or Activity Initials	Program Unit/Activity Description	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	Used in Gov. Budget Yes / No	Impact of Reduction on Services and Outcomes	
Dept	Prgm/ Div														
		100	Extraordinary Expenses	(6,184)						\$ (6,184)					Extraordinary Expenses are utilized by the Commission when a complaint requires investigation or prosecution. This level of reduction would eliminate 100% of the Commissions budget in this area. Would delay the ability to move complaints having merit forward for the 2023-25 biennium.
		100	Travel	(9,471)						\$ (9,471)					This would eliminate 93% of the Commission's travel budget requiring all meetings to be remote for all participants. Would eliminate staff participation in specialized training which is only offered in person and requires travel.
										\$ -					
										\$ -					
				(15,655)						\$ (15,655)	0	0.00			

Target \$ (15,655)
Difference \$ -

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2023 - 2025 Biennium															
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Dept	Prgm/ Div														
		100	Travel	(762)						\$ (762)					This would eliminate 100% of the Commission's travel budget, requiring all meetings to be remote for all participants. Would eliminate staff participation in specialized training which is only offered in person and requires travel.
		100	Training	(4,645)						\$ (4,645)					
		100	Professional Services	(10,248)						\$ (10,248)					This would eliminate 67% of the remaining professional services budget limiting the ability to contract any outside services.
										\$ -					
				(15,655)						\$ (15,655)	0	0.00			

Target \$ (15,655)
Difference \$ -



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Summary of Proposed Information Technology Project – Implementation of a Case Management System

Date: December 2022
Version:1
Authors: CJFD

Table of Contents

Table of Contents	2
Executive Summary	3
Purpose and Background	4
Case Proposal.....	4
Current State.....	4
Purpose of the Proposed IT Investment	5
Background.....	5
Problem or Opportunity Definition	5
Assumptions and Methods	6
Alternatives	6
Cost and Benefit Analysis	6
Non Financial Business Results	7
Risk and Mitigations	7
Business/Organizational Risks.....	7
Technical Risks	7
Conclusions and Recommendations	7
Conclusions	7
Recommendations.....	8

Executive Summary

The Commission on Judicial Fitness & Disability is seeking implementation of a case management system. The Commission opens more than 200 complaints per year, which are reviewed at bi-monthly meetings by the Commission members. The Commission would like to move to a system of having matters securely stored in the cloud, with tracking, communication and reporting capabilities. The Commission currently does not have a data or case management system and requires staff to track complaints and other information manually. As the Commission is staffed at .5FTE and does not have in-house IT support, the Commission would like to move forward with a system that is secure, stable and low-maintenance. The Commission has reviewed the systems used by judicial conduct commissions in other states and consulted with the Oregon Judicial Department. The Commission recommends moving forward with implementation of an off the shelf system that requires very little customization, has a reasonable annual license fee, and provides the identified needs of the Commission to securely store and track complaints and contacts. This will streamline the work of staff, allow for better implementation of internal controls, allow for tracking and reporting, and provide uniform and timely communication to those involved in Commission cases.

Purpose and Background

Case Proposal

The Commission is proposing implementation of a system for case management that is secure, stable and cost-effective. The Commission does not have in-house IT and needs to have a system that is already proven and likely to be stable for some time to come. The solution should be right-sized for the work of the Commission. Systems costs should reflect the relatively small amount of data and information generated and stored by the Commission. Ongoing licensing fees should be reasonable and stable.

This system needs to have case-flow management capabilities, so that each complaint can be tracked for timeliness. The system needs to have document storage and management, as well as a way to compile and share files for review by the Commission members. Reporting capabilities should allow the Commission to review historical information related to cases, judges and other contacts in the system. Additionally, Commission staff should be able to send communications to complainants and judges at different stages of the investigation process.

Current State

The Commission on Judicial Fitness & Disability is one of the smallest state agencies, staffed at .5 FTE, with 9 remote volunteer Commissioners. The Commission receives complaints in writing via email, an online fillable form, mail, and fax. M365 and Adobe are the only two software programs currently licensed to the Commission. Currently, all complaints are opened and tracked manually. There is no central database of complainants or judges. There is no system tracking case timelines or any other data involving the complaints received and investigated by the Commission, aside from an excel worksheet maintained by staff with very basic historical case information.

Commissioners meet 6 times per year and receive complaint information, including supporting evidence, to review prior to each meeting. As complaint numbers have increased, so has the volume of material for review. Staff compiles the case information for between 40-60 cases for each meeting, with between 1000-2500 pages of review material. Currently, staff updates the agenda for each meeting, then opens each case file and pulls the relevant documents into a report for the Commissioners. Every communication to complainants and to judges at each stage of an investigation is created manually by staff.

Purpose of the Proposed IT Investment

Objectives and Problems

- A new case management system would improve internal controls, which are currently completely manual.
- This system would improve efficiency and productivity by streamlining staff tasks and communications with the public and the judiciary, as well as reporting to Commissioners.
- This new system would allow the Commission to report accurately and effectively on the work of the agency. The Commission would like to update KPMs to report on the timeliness of complaint resolution and investigations, and this software would give the Commission the capacity to track that information.

Use of the Business Case

- This Business Case will be used by the Commission members in making a decision regarding moving forward with a new case management system and also by those approving the funding request for this project.

Background

The Commission was created by statute in 1967 and has historically been staffed part time, with all cases being reviewed by appointed volunteer Commissioners who meet 6 times per year. The Commission has never had software beyond word processing and Excel to store or track information.

Problem or Opportunity Definition

- The Commission currently cannot track complaints against individual judges or from repeat complainants, except to search individual complaint files and manually compile a list.
- The Commission cannot track timeliness of complaint resolution, except by opening each individual file or reviewing bi-monthly meeting agendas and minutes.
- The Commission cannot currently report on trends in complaints, such as case law type, geographical, or type of judge, as these are not being tracked and information is not stored centrally.
- Commission staff spends valuable time doing repetitive administrative tasks such as individually addressing each form letter updating community members about their complaints following a meeting.
- A case management system would open opportunities for the Commission to
 - o implement more internal controls;
 - o allow staff to work more efficiently;
 - o track and provide timeliness information;
 - o track and provide valuable information to provide more understanding of the Commission's work while also maintaining the confidentiality of individual cases.

Assumptions and Methods

Alternatives

The alternatives reviewed by the Commission include doing nothing or building a system. The Commission has also consulted with the Oregon Judicial Department regarding the use of systems that agency uses. The Commission consulted with the National Center for State Courts Center for Judicial Ethics who provided information on the systems used by other similar agencies in other states. The alternatives to implementing a case management system include doing nothing. In deciding which system to implement, the alternatives include off-the-shelf case management systems, building an entirely new system, or creating a system within a larger program such as Odyssey.

Cost and Benefit Analysis

The Commission has learned that most judicial conduct agencies nationally use Time Matters, a law office case management system. A contractor that has worked with several of those agencies estimates that an initial installation, configuration, and training would cost approximately \$9000 based on the size of the Commission. Annual licensing is currently \$1068 per user. The Commission would require one license.

The Commission has consulted with the Oregon Judicial Department. They provided two possible solutions. First, they considered a configuration and installation of the Odyssey program. The initial configuration would be over \$100,000 with estimated annual fees of over \$40,000. Second, OJD also uses LawVu for their in-house matter management. This program already has a state price agreement and could likely be configured for Commission use and maintained long-term. This program has an annual licensing fee for various modules and on-call consultants available at an hourly rate. Annual licensing would start around \$7000, increasing as features are added.

The Commission is not considering any systems that would require additional staffing or extensive IT support after implementation.

Non Financial Business Results

Most of the benefits of a new case management system are non-financial benefits. These include staff utilization, improved internal controls, streamlined processes, reduced processing time, and more timely information. With limited staffing, this system, once implemented, will allow staff to spend less time on administrative tasks and more on the core work of the Commission. Additionally, the Commission will have tools to track its work and report on issues such as timeliness.

Risk and Mitigations

Business/Organizational Risks

For any implementation of a new system, the Commission is considering the following risks:

- Interruption of services during implementation
 - Training time for staff to learn a new system and adapt current processes to system
 - Limited staff time spent on project management
- The team associated with the TimeMatters system can implement and train in a period that can be scheduled to take less than a week of time. This would be a minimal disruption and allow the Commission to provide ongoing service during this time. Other programs considered would take significantly more staff time, as they would need more customization and guidance on implementation.

Technical Risks

Technical risks considered by the Commission include:

- Software becoming obsolete or ending support
- Ongoing maintenance and support

With no IT staff, and only part-time office staff, it is very important that the system be shelf-stable and require very little additional support.

Conclusions and Recommendations

Conclusions

The Commission is reviewing options ranging from doing nothing to implementing a large data management system. The Commission is focused on implementing a system that would create a more efficient workflow for staff and allow for internal controls. The Commission is committed to this system being a right-sized solution that will be cost-effective and time-effective.

Recommendations

The Commission recommends the purchase of an off-the-shelf case management system, which has been successfully customized for other judicial ethics agencies doing similar work. This solution not only costs far less than any other option reviewed, aside from doing nothing, but also provides the system that most closely matches the needs of the Commission without needing extensive customization.