



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

January 14, 2015

The Honorable Edward J. Kasemeyer
Chair, Senate Budget & Taxation Committee
3 W Miller Senate Bldg.
Annapolis MD 21401-1991

The Honorable Maggie McIntosh
Chair, House Appropriations Committee
121 House Office Bldg.
Annapolis MD 21401-1991

Dear Chairman Kasemeyer and Chairman McIntosh:

Section 7-236(b) of the State Finance and Procurement Article requires the Department of Budget and Management to submit an annual report that states the total number of additional staff positions for which the Board of Public Works has given approval since the last regular session. The Board of Public Works has approved a total of 53.1 positions. Information on types of positions, salary and reasons for approval is attached.

If you have any questions about the attached report, please do not hesitate to contact me or your staff may contact K. Vanessa Plante-McDonald at 410-260-7659.

Sincerely,



T. Eloise Foster
Secretary

Enclosure

Cc: K. Vanessa Plante-McDonald

MSAR 673

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

October 15, 2014

To: Steve Vasbinder, DBM-OPSB
Transaction Compliance Unit, DBM-OPSB

From: K. Vanessa Plante-McDonald *K.V.P.M.*

Subject: Authorization for Additional Allocated Positions

Please find attached 45 new positions approved by the Board of Public Works. The PIN numbers span 089423 through 089467. &

The Board has also approved the increase of PIN 089104 from 60 to 80%

The effective date for these PINs is October 15, 2014.

All of these positions are within the rule of 100.

Please call me at 410-260-7659 with any questions.

cc: Patrick Frank, DLS
Paula Webber, DBM

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907
Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay
<http://www.dbm.maryland.gov>

Supplement B
Department Of Budget And Management
ACTION AGENDA
October 15, 2014

GENERAL MISCELLANEOUS

ITEM: 9-GM **Agency Contact:** Carnitra White
401-767-7550
Carnitra.White@maryland.gov

DEPARTMENT/PROGRAMS: Department of Human Resources (DHR)

FUND SOURCE: 75% Federal; 25% General

APPROP. CODES: 33.07.02

AMOUNT: N/A

DESCRIPTION: Request to add 45 full-time equivalent positions, pursuant to 7-236, State Finance and Procurement Article, and Section 31 of House Bill 100 (Budget Bill for 2014). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional State funded positions during Fiscal Year 2015.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Wages</u>
43	Family Investment Specialist II	11/09	\$1,167,467
<u>2</u>	Human Service Specialist V	16/09	<u>\$ 75,507</u>
Total 45			\$1,241,974

REQUESTING AGENCY REMARKS: The Department of Human Resources (DHR) is requesting 45 positions to perform additional work associated with the implementation of the new Health Benefit Exchange System (HBX). DHR experienced a 30% increase in caseload during the first open enrollment period of health care reform. These 45 positions will help manage this workload and the anticipated workload increase associated with the second open enrollment period.

In addition to the role that DHR played during last year's open enrollment, the Department will be required to assist in the processing of more than 100,000 applications for qualified health plans (QHP). Due to the transition to the new system, DHR will be required to utilize three separate computer systems to process benefits. All new 45 PINs will be placed in existing supervisory units.

Supplement B
Department Of Budget And Management
ACTION AGENDA
October 15, 2014

ITEM: 9-GM (Cont.)

Family Investment Specialist (FIS) II - The 43 FIS II positions will be assigned to the local departments of social services that have the space, equipment and capability to hire and get staff on board immediately. The responsibilities of these positions will be to perform required tasks in the HBX, as well as the new health care document repository (FileNet). The HBX is a statewide, task-oriented system that does not restrict users to any specific geographic areas; therefore, these staff will process applications from all over the state. Specifically, the FIS IIs will validate information reported on HBX and paper applications, resolve missing information on applications, and provide overall support to the application verification process. This will include assisting with the 100,000+ QHP applications to be received beginning in November 2014; the data entry of more than one million existing CARES applications into the HBX beginning in 2015; and, trouble-shooting HBX applications for customers who come to the local departments for help.

Human Service Specialist V - These two positions will be located at DHR and will assign tasks to the 43 FIS IIs, and monitor the HBX work of 47 local social service departments. Special attention will be paid to ensuring that the HBX assignments are distributed equitably among the offices, and completed on an accurate and timely basis. The positions will also review information that has eligibility impact on other benefit programs (i.e. Food Supplement Program and the cash assistance programs) to make sure it has been handled appropriately.

DBM REMARKS: The Secretary of the Department of Budget and Management has certified that funds are available for the new positions for which approval is requested within the Rule of 100. If the Board approves this request, 47.1 positions will have been approved within the Rule of 100 for FY2015.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Item	Agency Institution	County	Vendor, Contractor, Grantee	Description
action:	Approved	discussion:	No	Doc. No.
17-GM	HMH	Baltimore City	N/A	General Miscellaneous - Maryland Community Health Resources Commission - Establish one position. Amount: \$60,767. (Rule of 100 - FY 2015)
action:	Approved	discussion:	No	Doc. No.
18-GM	ELECTLAW	Anne Arundel	N/A	General Miscellaneous - State Board of Elections - Increase one position by 0.2 employee status. Amount: \$6,470. (Rule of 100 - FY 2015)
action:	Approved	discussion:	No	Doc. No.
Agenda University System of Maryland				
1-C-MOD	UMS/UMBC	Baltimore	Plano-Coudon, LLC	Construction Contract Modification - West Hill Apartments Renovation - Award GMP #1. Term: 24 Months from construction NTP. Amount: \$8,757,069.
action:	Approved	discussion:	No	Doc. No.
2-C-MOD	UMS/TOW	Baltimore	Lewis Contractors	Construction Contract Modification - Berkshire Marriott Elevators - Eliminate modernization of existing elevators; extend term to install new elevators. Term: 18 weeks from pre-construction NTP; 53 weeks from construction NTP. Reduction Amount: \$587,000.

Supplement B
Department Of Budget and Management
ACTION AGENDA
September 3, 2014

ITEM: 14-GM (Cont.)

A full-time Assistant Attorney General is needed to review, revise, and promulgate the agency's regulations which encompass 9 subtitles in COMAR Title 30. Additionally, the Assistant Attorney General is the prosecuting attorney for all disciplinary matters involving licensed and certified EMS providers. There are approximately 30-40 contested cases each year. The Assistant Attorney General is responsible for each step of the process for each case, including peer review, settlement conference, presenting the case to the EMS Board, and if necessary, trying the case before the Office of Administrative Hearings. A full time position will allow MIEMSS to complete a number of major projects on schedule which will continue to make increasing demands on the Assistant Attorney General's time. These anticipated projects include a major revision of the EMS Education Program regulations, updating the perinatal referral center standard regulations, developing memorandums of understanding with out of state perinatal referral centers, working with a taskforce to develop and promulgate new pediatric transport regulations for the State Office of Commercial Ambulance Licensing & Regulation and developing and working with a task force to look at due process issues in the jurisdictional medical review process.

DBM REMARKS: The Secretary of the Department of Budget and Management and the Acting Executive Director of the Maryland Institute for Emergency Medical Services Systems have certified that funds are available for the new positions for which approval is requested within the Rule of 100. If the Board approves this request, 0.9 positions will have been approved within the Rule of 100 for FY2015.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

November 12, 2014

To: Steve Vasbinder, DBM-OPSB
Transaction Compliance Unit, DBM-OPSB

From: K. Vanessa Plante-McDonald *K.V.P.M.*

Subject: Authorization for Additional Allocated Positions

Please find attached six new positions approved by the Board of Public Works. The PIN numbers span 089469 through 089474.

The effective date for these PINs is November 12, 2014.

All of these positions are within the rule of 100.

Please call me at 410-260-7659 with any questions.

cc: Patrick Frank, DLS
Paula Webber, DBM

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907
Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay
<http://www.dbm.maryland.gov>

GENERAL MISCELLANEOUS

ITEM: 5-GM **Agency Contact:** Colette Colclough
410-581-4115
ccolclough@mpt.org

DEPARTMENT/PROGRAM: Maryland Public Television (MPT)

FUND SOURCE: 100% Special (Corporate Support)

APPROP. CODE: R15P0004

AMOUNT: N/A

DESCRIPTION: Request to establish four special funded positions, pursuant to 7-236, State Finance and Procurement Article, and Section 32 of Senate Bill 170 (Budget Bill for 2015). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional State funded positions during Fiscal Year 2015.

<u>Qty</u>	<u>Position Description</u>	<u>Classification</u>	<u>Salaries & Wages</u>
1	Videographer	9990	\$ 53,685
1	Producer	9990	\$ 63,938
1	Associate Producer	9990	\$ 53,685
<u>1</u>	Associate Producer	9990	<u>\$ 53,685</u>
4	Total		\$224,993

REQUESTING AGENCY REMARKS: These four PINs will replace the current temporary Public Broadcasting Talent (PBT) positions that support special-funded programming operations. Specifically, these positions support MPT's Maryland Farm and Harvest series. As PBTs, these employees receive all full-time employee benefits except for pension benefits. There will be no fiscal impact by creating these PINs. The four PBT PINs will be abolished once the incumbents leave MPT. All future PBTs will be hired as contractual employees.

Videographer – The Videographer is responsible for capturing high-quality video and audio for use in creating programming. This position requires technical knowledge of broadcasting equipment.

Producer – The Producer is responsible for producing and delivering programming about agriculture in Maryland. This position is also in charge of managing the day-to-day operations of a series and staff.

Associate Producer – The Associate Producers assist with the production of programming, as well as researching, writing, and editing program elements. This position requires technical knowledge of broadcasting and editing equipment.

DBM REMARKS:

The Secretary of the Department of Budget and Management has certified that funds are available for the new positions for which approval is requested within the Rule of 100. If the Board approves this request, 51.1 positions will have been approved within the Rule of 100 for FY2015.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

WITHOUT DISCUSSION

Newly Approved Positions - PINS 089469 - 089474 (11.12.14 BPW)

	7	0	25	26	27	28	34	35	36	37	38	42	48	61	62	63	64
No.	PIN	RECORD ID	AUTHORIZED CODE	AUTHORIZED PCT	CLASS CLODE	CLASSIFICATION	PCT EMPLOYED	GRADE	STEP	SALARY	SALARY TYPE CODE	STEP 0	STEP 6	GF	SF	FF	RF
1	089469	36150004000089469	02	1.00	9652	MPT PUB BROADCASTING TALENT	1.00	9990	0	53685	s	53685	53685	0.00	1.00	0.00	0.00
2	089470	36150004000089470	02	1.00	9652	MPT PUB BROADCASTING TALENT	1.00	9990	0	63938	s	63938	63938	0.00	1.00	0.00	0.00
3	089471	36150004000089471	02	1.00	9652	MPT PUB BROADCASTING TALENT	1.00	9990	0	53685	s	53685	53685	0.00	1.00	0.00	0.00
4	089472	36150004000089472	02	1.00	9652	MPT PUB BROADCASTING TALENT	1.00	9990	0	53685	s	53685	53685	0.00	1.00	0.00	0.00
5	089473	36150004000089473	02	1.00	5482	PRGM MGR SENIOR I	1.00	23	15	63111	m	67606	108557	1.00	0.00	0.00	0.00
6	089474	36150004000089474	02	1.00	2747	TREASURY SPEC V	1.00	16	0	34392	m	43153	68887	1.00	0.00	0.00	0.00

GENERAL MISCELLANEOUS

ITEM: 7-GM **Agency Contact:** Bernadette Benik
410-260-7080
bbenik@treasurer.state.md.us

DEPARTMENT/PROGRAM: State Treasurer's Office (STO)
Treasury Management Division

FUND SOURCE: FY2015 Deficiency Request

APPROP. CODE: E20B0101

AMOUNT OF REQUEST: \$97,503

DESCRIPTION: Request to establish two general funded positions, pursuant to 7-236, State Finance and Procurement Article, and Section 32 of Senate Bill 170 (Budget Bill for 2015). This latter provision enables the Board of Public Works to authorize the creation of no more than 100 additional State funded positions during Fiscal Year 2015.

<u>Qty.</u>	<u>Position Description</u>	<u>Grade/Step</u>	<u>Salaries & Benefits</u>
1.0	Program Manager Senior I	23/15	\$63,111
1.0	Treasury Specialist V	16/Base	\$34,392

REQUESTING AGENCY REMARKS: The State Treasurer's Office on behalf of the Board of Public Works (BPW) will use these additional PINs to provide fiscal oversight, contract development and ongoing workers' compensation contract management for the State's contract with the Injured Workers' Insurance Fund.

- The Program Manager Senior I will develop a workers' compensation program and will be responsible for contract development and contract negotiation with the Third Party Administrator (TPA) on behalf of the BPW. This person must be an expert in workers' compensation coverage and will serve as the contract administrator tasked with developing a contract that will identify the actual services to be provided by the TPA, terms governing those services, and ensuring that the amounts charged for administrative fees, claims and claims-related charges are accurate and supported. In addition, this position will be responsible for establishing procedures to ensure that State agencies actually access and use this information to minimize workers' compensation loss experience.
- The Treasury Specialist V will be responsible for accounting and fiscal administration of the Injured Workers Insurance Fund.

ITEM: 7-GM (Cont.)

DBM REMARKS: The Secretary of Budget and Management has certified that DBM will submit a deficiency request to include these funds in the STO's FY2015 final appropriation and will include additional funding for FY2016 in the STO budget for these two positions. If the Board approves this request and the previous agenda item, 53.1 positions will have been approved within the Rule of 100 for FY2015.

Board of Public Works Action – This Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION