

State of West Virginia  
**Executive Budget**  
Fiscal Year 2007



Volume II  
Operating Detail

*Joe Manchin III*  
Governor





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January 11, 2006

To the Members of the 77th Legislature of the State of West Virginia:

In accordance with the Constitution of the State of West Virginia, presented herewith is the Budget Document for the fiscal year ending June 30, 2007. It details a complete plan for proposed expenditures and estimated revenue for the fiscal year. The document includes statements of the following:

- 1) Bonded Indebtedness of the State of West Virginia;
- 2) Cash and investment balances of all funds of the State of West Virginia;
- 3) Revenues for all funds of the State of West Virginia; and
- 4) Revenues, expenditures, and changes in fund balances for Fiscal Year 2007.

The budget presented is a balanced budget with a maximum spending level for the General Revenue Fund of \$3,630,315,938.

I look forward to working with the 77th Legislature of the State of West Virginia to meet the challenges and opportunities to move West Virginia forward in a rapidly changing international economy.

Sincerely,

Joe Manchin III  
Governor

Cover Photo Credit: West Virginia Division of Tourism

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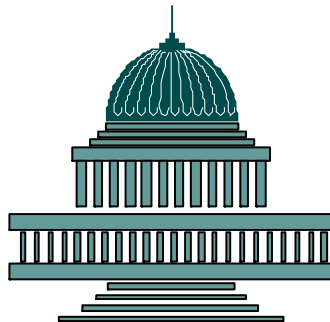
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**State of West Virginia**

For the Fiscal Year Beginning

**July 1, 2005**

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the State of West Virginia for its annual budget for the fiscal year beginning July 1, 2005.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



FY 2007 Executive Operating Detail

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# Reader's Guide to the Executive Budget

## Volume II Operating Detail

### **The Executive Budget**

The Governor is mandated by the West Virginia Constitution to submit a budget for the upcoming fiscal year to the Legislature and to the citizens of the state. The *Executive Budget* presents a complete plan of estimated revenues and proposed expenditures for the fiscal year, any recommendations the Governor may desire to make as to the important features of the budget, and any suggestions as to methods for reduction or increase of the State's revenues.

In essence, the budget document is the means by which the Governor presents a continuous and timely flow of accurate information relative to the financial condition of the State. In addition, the document features relevant information concerning the needs and operations of the various agencies and departments of the State through narrative and financial detail.

The budget is presented in three separate documents:

- **Volume I Budget Report** offers supplemental budgetary information such as the executive message, financial statements, budget planning, economic forecast, capital projects, and federal programs.
- **Volume II Operating Detail** contains financial statements and narrative and financial information on all the departments/bureaus/commissions, divisions, and programs of state government. It is described below in greater detail.
- The **Budget Bill** includes the language required to legally enact the budget or appropriations bill. Upon passage by the Legislature, the Budget Bill becomes the Budget Act and appropriates by spending unit the expenditures necessary for the economical and efficient discharge of the duties and responsibilities of the state and its agencies during the upcoming fiscal year.

### **Organization of the State Government**

The State government's organizational structure as set forth in the West Virginia Constitution consists of three main branches: executive, legislative, and judicial. The executive branch contains the following constitutional offices: Governor, Auditor, Treasurer, Agriculture, Attorney General, and Secretary of State. The legislative branch is made up of the Senate and the House of Delegates. The judicial branch consists of the Supreme Court of Appeals.

The West Virginia Code has further organized the executive branch of the state into nine departments (Administration, Commerce, Education, Education and the Arts, Environmental Protection, Health and Human Resources, Military Affairs and Public Safety, Revenue, and Transportation,) one bureaus (Senior Services), and Higher Education. Remaining units are organized into Miscellaneous Boards and Commissions. The miscellaneous boards and commissions delineated in this budget document are those with budgets appropriated by the Legislature.

A graphic depiction of the state's organizational structure is on page xvii.

### **Operating Detail**

The *Operating Detail* begins with the "Summary Financial Statements" which give a quick overview of available revenues, expenditures, bonded indebtedness, and fund balances.

Specifically, the "Summary Financial Statements" section provides information on estimated receipts and disbursements and fund balances for General Revenue, State Road, Lottery, and Excess Lottery; cash and



## *Reader's Guide to the Executive Budget/Volume II Operating Detail*

investment balances of all funds; a combined statement of revenues, expenditures, and changes in fund balances for appropriated General, Federal, Special, and State Road funds; recommended appropriations from the General, Federal, Special, and State Road funds, including any recommended supplemental or surplus appropriations, and the “Six Year Financial Plan.”

### **Narrative Information**

The major portion of the *Operating Detail* consists of narrative information about the departments, bureaus, commissions, divisions, and programs of state government. In order to easily and quickly locate the major departments, bureaus, and commissions, tabbed dividers are provided.

The activities and responsibilities of each section—department, bureau, commission, division, and program—are explained through narrative descriptions which give missions, operations, goals/objectives, and performance measures. In general, the divisions and programs are alphabetized, although they may be preceded by the administration/operations section.

At the beginning of the narrative section for each department, bureau, and commission is an organizational chart that graphically details how each is internally structured.

Department and bureau pie charts have been provided to show the “Total Available Funds” by source and the “Recommended Expenditures” by division or program. The sources of funds are General Revenue Funds, State Road Funds, Federal Funds, and Special Revenue Funds and include both estimated beginning balances and estimated revenues for fiscal year (FY) 2007. For a more detailed explanation of these fund (revenue) sources, see the information provided in the “Budget Planning” section of the Budget Report. Although recommended expenditures are generally provided at the division level, pie charts have been provided to furnish the reader more detailed information for certain major expenditure categories.

### **Financial Information**

Contained within each division narrative is a spreadsheet entitled “Expenditures” which details the Governor’s recommended spending plan for FY 2007. The information is divided into two sections: “Expenditure by Program” and “Expenditure by Fund.”

Both sections contain information for FY 2005 through FY 2007. “Actuals FY 2005” reflect expenditures that occurred in the preceding fiscal year (as reported by the state auditor).

“Budgeted FY 2006” shows planned expenditures for the current fiscal year as reflected on the agencies approved expenditure schedules. “Requested FY 2007” shows the agency’s requested expenditures for the next fiscal year at the current-level (does not include requested improvements). “Governor’s Recommendations” reflect the Governor’s proposed budget for FY 2007.

The first section, “Expenditure by Program,” details expenditures for each program that the division operates to fulfill its mission. The information also reflects total budgeted, full-time equivalent (FTE) positions as of November 30, 2005, for each program. Because the State of West Virginia does not appropriate spending authority at the program level, it should be noted that the “Governor’s Recommendation” is reflected as a division total for all programs.

The second section, “Expenditure by Fund,” outlines major items of expenditure by source of funding (General Fund, Federal Fund, Appropriated Special Revenue Fund [includes State Road Fund], and Nonappropriated Special Revenue Fund). Each funding source reflects expenditures for FY 2005 through FY 2007. For most



## *Reader's Guide to the Executive Budget/Volume II Operating Detail*

divisions, the items of expenditure are as follows: "Total Personal Services," "Employee Benefits," and "Other Expenses." If applicable, the information includes expenditures that are funded from reappropriated dollars or reimbursements from other divisions. This section also reflects FTE positions. Generally, the Governor's recommended FTE positions for FY 2007 are the number of budgeted FTE positions as of November 30, 2005, plus any recommended additional positions related to improvements.

### **Performance Measures**

State agencies are required to submit program-level performance measures as part of the appropriation request process. Performance measures are a tool used by all levels of management, as well as the public, to determine whether a program is accomplishing its mission efficiently and effectively. Although every effort is made to provide services at the lowest possible unit, it is most important to ensure the program provides a measurable benefit to the citizens it is designed to serve.

The focus for the FY 2007 performance measures is to show the trend of the program's performance for the three most current fiscal years (FY 2003 to FY 2005) and the performance-level goals the program is trying to achieve in FY 2006 and FY 2007 based on current level funding. For the most recently completed year, both projected and actual performance data is shown to provide information on the success of the agency in meeting their goals. The program data may be formatted in either the State fiscal year (July 1–June 30), calendar year (January 1–December 31), federal fiscal year (October 1–September 30), or federal program year, depending upon the established guidelines for the program. The measures should be in terms of the benefits or impacts a program has on its clients.

Although appropriations are not currently based on the performance measures reported by the programs, this process encourages managers to learn and become more accustomed to measuring their programs and, also, helps them to make more informed decisions on where to allocate funds to best serve their clients.

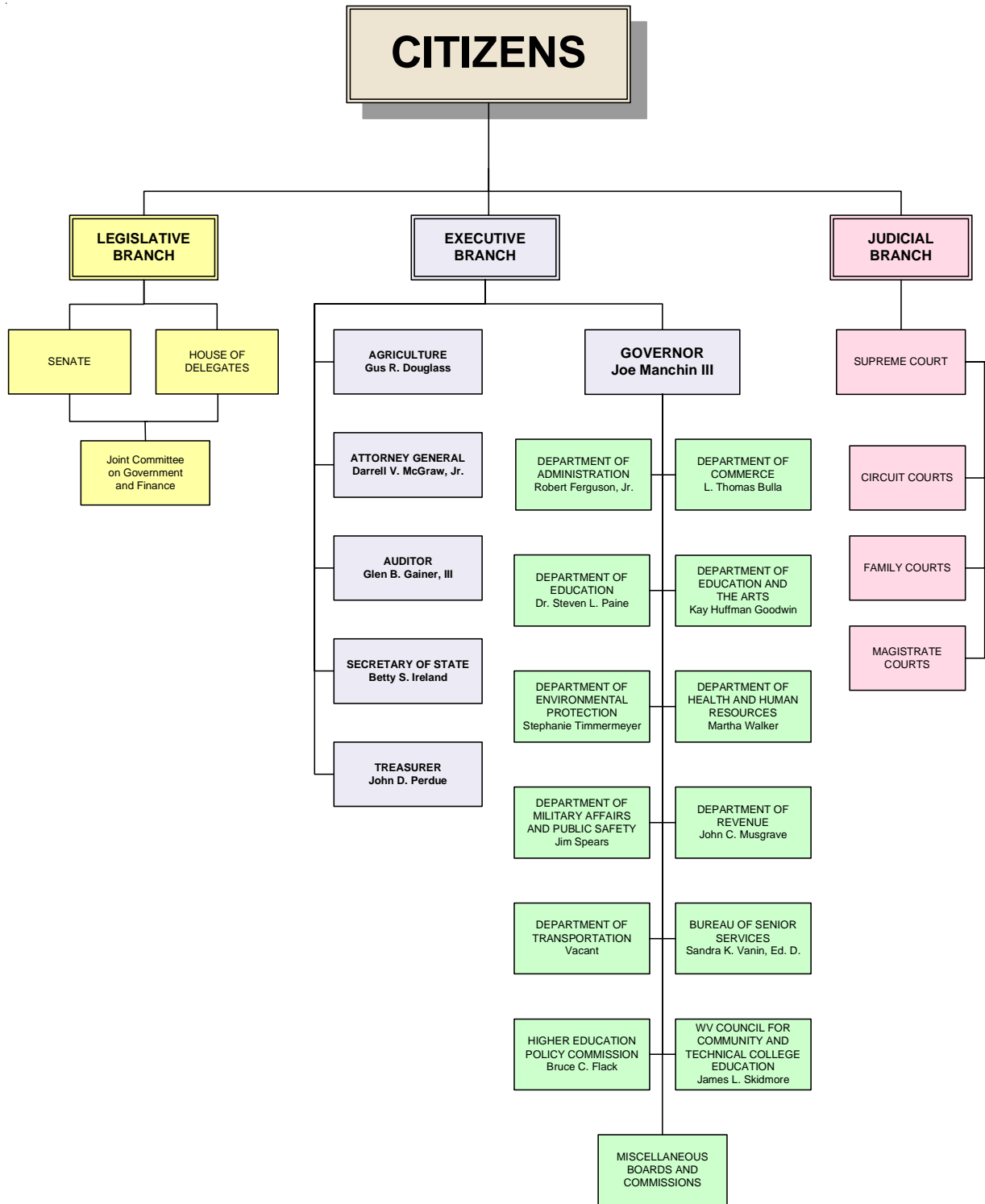
### **Appendices**

The Appendices contain a glossary of commonly used budgetary terms, a glossary of acronyms, and an index that enables readers to quickly locate any department, bureau, commission, division, or program information.





# State of West Virginia



# SUMMARY FINANCIAL STATEMENTS

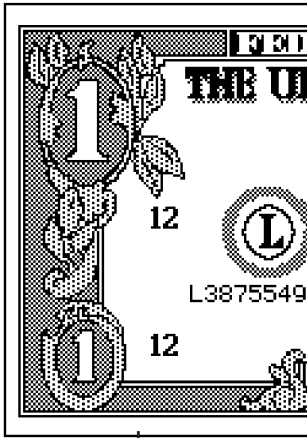


# Summary Financial Statements

The following pages contain general summary financial information and statements related to all funds of the state. Statements included are:

- Summary of Total FY 2007 Budget —All Funds (Where Your State Tax Dollar Comes From and Where Your State Tax Dollar Goes)
- Combined Statement of Revenues, Expenditures, and Changes in Fund Balances for Appropriated Funds (narrative and statement);
- Cash and Investment Balances of All Funds — Fiscal Year Ending June 30, 2005;
- Detailed Investments Fund 13 (Special Revenue) — Fiscal Year Ending June 30, 2005;
- General Revenue Fund — Statement of Revenues by Source — FY 2003 through FY 2009;
- General Revenue Fund — Statement of Revenues, Expenditures, and Changes in Cash Balance;
- General Revenue Fund — Overview by Functional Category FY 2005 through FY 2007;
- General Revenue Fund — Recommended Surplus Appropriations FY 2006;
- General Revenue Fund — Recommended Supplemental Appropriations FY 2006;
- Lottery Fund — Statement of Revenues, Expenditures, and Changes in Cash Balance;
- Excess Lottery Fund — Statement of Revenues, Expenditures, and Changes in Cash Balance;
- State Road Fund — Statement of Revenues by Source — FY 2003 through FY 2009;
- State Road Fund — Statement of Revenues, Expenditures and Changes in Cash Liquidity;
- Tobacco Settlement Fund — Recommended Appropriations FY 2007;
- Public Employees Insurance Reserve Fund — Recommended Appropriations FY 2007;
- Major Constitutional and Statutory Requirements;
- Summary of Primary Government Long Term Debt Outstanding as of June 30, 2005;
- Six Year Financial Plan.

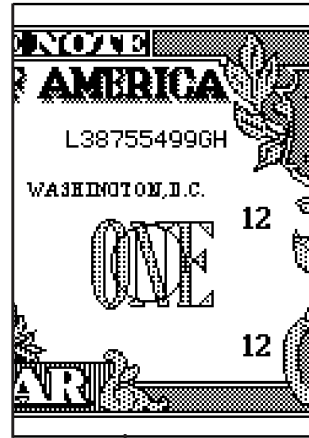




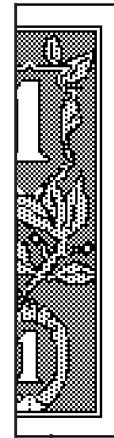
**Special Revenue  
Funds  
38.8¢**



**Federal Funds  
26.7¢**



**General Revenue  
Funds  
26.9¢**

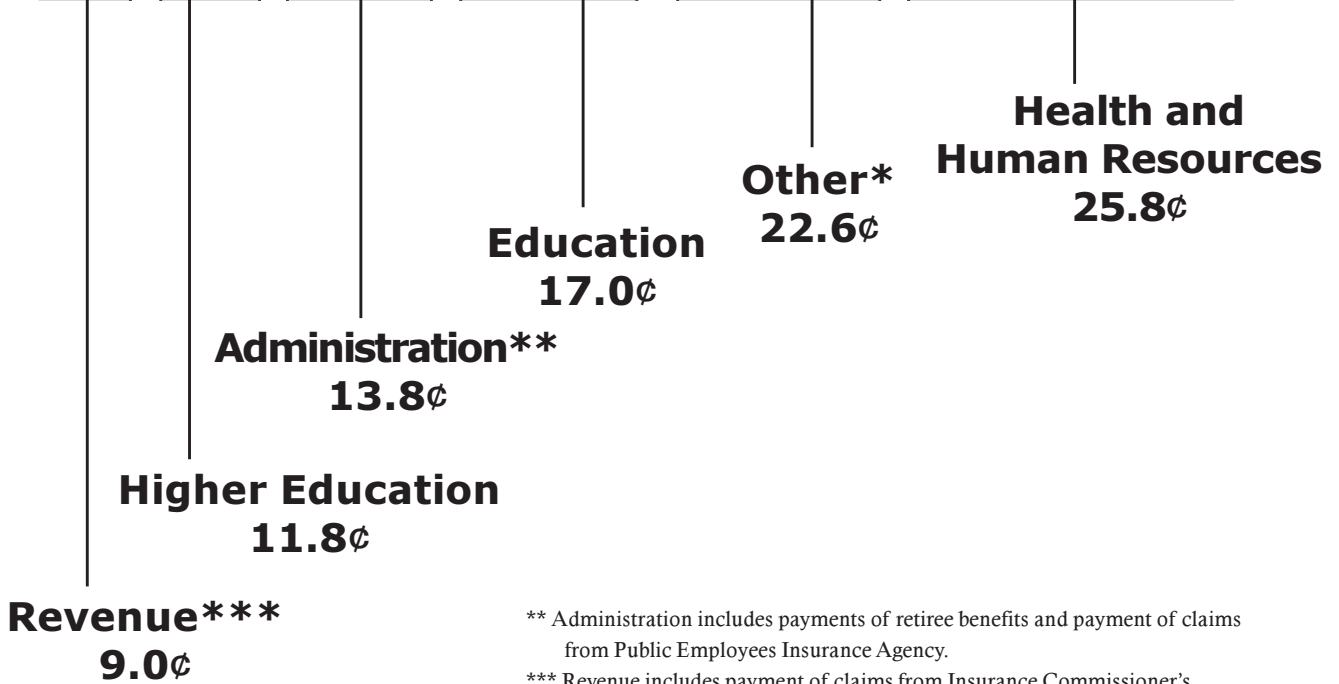
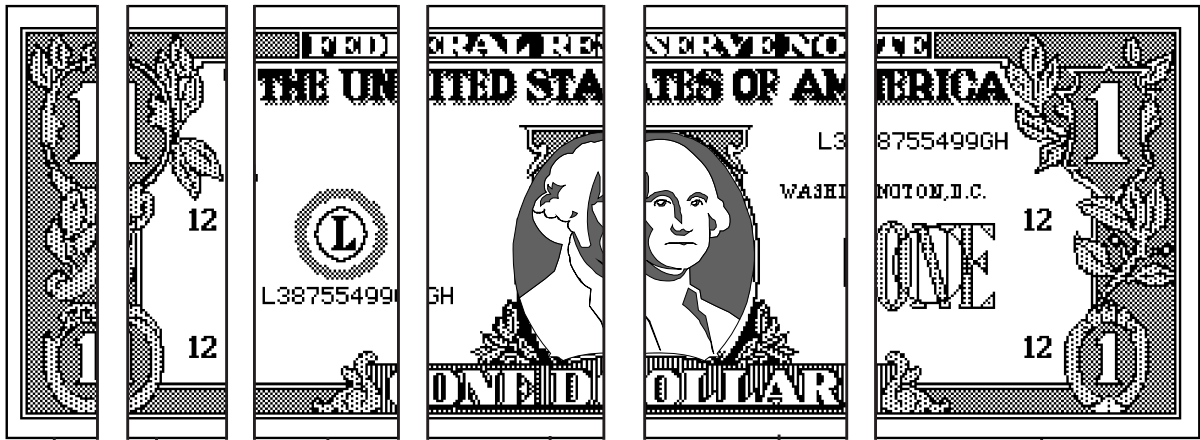


**State Road  
Funds  
7.6¢**

**TOTAL REVENUE  
\$14.07 Billion**

# Where Your State Tax Dollar Comes From (FY 2007 Estimate)





\*\* Administration includes payments of retiree benefits and payment of claims from Public Employees Insurance Agency.

\*\*\* Revenue includes payment of claims from Insurance Commissioner's Workers' Compensation Trust Funds.

<b>*Other</b>	
Legislature	0.3¢
Judicial	0.7¢
Executive	1.5¢
Commerce	3.5¢
Education & the Arts	0.9¢
Environment	2.1¢
Military Affairs & Public Safety	4.5¢
Transportation	7.9¢
Senior Services	0.4¢
Misc. Boards & Commissions	0.8¢

**TOTAL EXPENDITURES**  
**\$13.73 Billion**

## Where Your State Tax Dollar Goes

**(Governor's Recommended FY 2007 Budget)**

# Combined Statement of Revenues, Expenditures, and Changes in Fund Balances for Appropriated Funds

The following two pages reflect actual, budgeted, and recommended revenues and expenditures for FY 2005, 2006, and 2007, respectively, for all funds that are specifically appropriated by the Legislature and included in the Budget Act. The revenues are listed by source of funds, and the disbursements are listed at the department/bureau level. See the “Budget Planning – Revenue Sources” section for a more detailed explanation of each source of funds.

All revenues (actual, budgeted, and recommended) reflect the revenues actually collected or estimated to be collected from July 1 to June 30 of each fiscal year. All expenditures (actual, budgeted, and recommended) reflect the disbursements actually made or estimated to be made during the fiscal year. For appropriations that expire at the end of the fiscal year, expenditures would be included through July 31 (13th month/31 day closeout period). For appropriations that are reappropriated to the next ensuing fiscal year, expenditures are included through June 30, there is no 13th month/31 day closeout period. Any unexpended amounts remaining in nonexpiring appropriations are carried forward to the next fiscal year as of July 1.

FY 2005 Actuals are the total actual revenues and expenditures for all appropriated funds including expenditures from regular, supplemental, surplus appropriations, and reappropriated amounts.

The FY 2006 revenue estimate for the General Revenue Fund reflects the Governor’s revised official revenue estimate as submitted to the Legislature. Since the Governor provides the official revenue estimates for the budget and those estimates do not require legislative approval, the revised estimates have been used where appropriate. The State Road Fund estimate has not been revised and, therefore, is the original estimate used when the FY 2006 budget was passed.

FY 2006 Budgeted expenditures reflect the amounts budgeted prior to the beginning of the 2006 Legislative session and include amounts which have been reappropriated from prior year unexpended appropriations along with supplemental appropriations made during the third and fourth extraordinary legislative sessions. For General Revenue and Special Revenue funds, these prior year reappropriated amounts are significant and require mentioning. The General Revenue fund budgeted expenditures include \$243.5 million in reappropriated amounts (\$7 million has been expired during FY 2006 for other uses), and Special Revenue funds include \$122.0 million in reappropriated amounts. Of the \$122.0 million in Special Revenue funds, \$18.2 million is reappropriated from excess lottery accounts (\$5 million has been expired during FY 2006 for other uses), and \$30.1 million is reappropriated from the regular lottery accounts. The General Revenue fund also includes \$64.2 million in surplus appropriations made available from the cash balance available at the end of FY 2005 and expirations to the General Revenue Fund from special revenue accounts.

Because of these reappropriated and surplus amounts which are included in the FY 2006 Budgeted expenditures, it may appear these budgeted expenditures are not in line with the actual FY 2005 expenditures or the FY 2007 recommendations.

Although the FY 2006 Budgeted amounts are available to spend during the fiscal year, the likelihood of expending the entire amount is extremely remote. Generally, a significant amount of the authorized expenditures remains unspent at the end of each fiscal year and is reappropriated to the next ensuing fiscal year. Although the unexpended/reappropriated amounts cannot be determined in advance of the close of the fiscal year, the actual expenditures for FY 2006 will be less than the total authorized budgeted amounts.

FY 2007 Recommendations are the amounts that the Governor has proposed to the Legislature for appropriation. As discussed above, the recommendations do not include any amounts that will ultimately be available for expenditure as a reappropriated or surplus expenditure.

*Combined Statement of Revenues, Expenditures, and  
Changes in Fund Balances for Appropriated Funds*

Each fund on the following two pages is made up of multiple accounts containing anywhere from approximately 25 individual appropriations for the State Road Fund to over 1,500 individual appropriations for the Special Revenue Fund.

The General Revenue Fund and the State Road Fund are true financial funds and must maintain positive fund balances in the respective “bottom lines” in order to process payments for obligations when due. State law requires sufficient funds to be available, both in the individual appropriation and the total fund, to cover state payments before those payments may be released. Therefore, the total fund “cash flow” is carefully monitored to ensure funds are available as required.

The Federal Fund and the Special Revenue Fund are comprised of hundreds of individual, stand alone, self-supporting, self-balancing accounts. Each account is part of a larger fund for financial reporting purposes only. Each account must have sufficient funds and an appropriation balance available to pay obligations of that specific account when due and may not expend any funds from the “bottom line” of the total fund. Lottery Funds are, by law, special revenue funds and are included in the Appropriated Special Revenue Fund figures.

As mentioned above, state law requires funds to be available prior to releasing payments; however, none of the funds are required to maintain a minimum balance. All funds and accounts are closely monitored to ensure adequate cash is available to pay obligations when due.



# Combined Statement of Revenues, Expenditures, and Changes in Fund Balances for Appropriated Funds (Expressed in Thousands)

	General Fund			Appropriated Federal Fund		
	Actuals FY 2005	Budgeted FY 2006	Recommended FY 2007	Actuals FY 2005	Budgeted FY 2006	Recommended FY 2007
Beginning Fund Balance	\$266,780	\$333,209	\$250,464	\$42,162	\$40,179	\$24,558
Transfer to Rainy Day Fund	(31,728)	(44,851)	-	-	-	-
Transfer from Rainy Day Fund	6,000	-	-	-	-	-
Transfer from Special Revenue	1,335	21,000	-	-	-	-
Prior Year Refunds/Redeposits	283	107	-	-	-	-
<b>Revenues</b>						
<b>Taxes</b>						
Consumer Sales	960,172	991,000	1,018,000	-	-	-
Personal Income	1,170,087	1,239,000	1,316,500	-	-	-
Business and Occupation	182,461	184,000	175,000	-	-	-
Severance	248,068	302,000	311,000	-	-	-
Corporation Net Income and Business Franchise Tax	280,788	308,000	301,000	-	-	-
Highway Litter Control	-	-	-	-	-	-
Gasoline and Motor Fuel	-	-	-	-	-	-
Automobile Privilege	-	-	-	-	-	-
Other	343,971	348,750	359,900	-	-	-
Intergovernmental	-	-	-	2,631,117	3,493,506	3,429,957
Licenses, Permits & Fees	11,657	12,900	12,000	-	-	-
Departmental Collections	13,071	15,100	15,800	-	-	-
Interest Income	13,193	26,000	29,000	-	-	-
Other	281,362	93,100	92,150	-	-	-
Industrial Access Road Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>3,504,830</b>	<b>3,519,850</b>	<b>3,630,350</b>	<b>2,631,117</b>	<b>3,493,506</b>	<b>3,429,957</b>
<b>Expenditures</b>						
Legislature	25,182	85,478	37,634	646	1,269	1,269
Judicial	80,300	87,669	96,460	-	-	-
Executive	96,991	87,693	44,562	29,362	51,673	44,964
Administration	283,958	118,271	61,968	33,323	34,025	38,128
Commerce	52,893	88,660	49,815	71,220	98,335	99,269
Education	1,610,562	1,696,262	1,714,574	310,564	457,164	509,000
Education and the Arts	25,364	31,006	28,245	49,705	55,565	56,004
Environment	10,827	7,385	7,413	86,323	98,362	108,363
Health and Human Resources	642,463	712,200	795,339	1,944,345	2,502,719	2,362,095
Military Affairs & Public Safety	252,768	294,132	273,681	79,743	168,224	170,137
Revenue *	23,077	55,082	202,033	127	975	675
Transportation	7,708	11,586	7,611	13,383	23,480	26,290
Senior Services	848	889	-	12,099	14,563	14,563
Higher Education	296,350	302,538	310,981	-	-	-
Misc. Boards & Commissions	5,000	-	-	2,260	2,773	2,714
<b>Total Expenditures</b>	<b>3,414,291</b>	<b>3,578,851</b>	<b>3,630,316</b>	<b>2,633,100</b>	<b>3,509,127</b>	<b>3,433,471</b>
<b>Ending Fund Balance</b>	<b>\$333,209</b>	<b>\$250,464</b>	<b>\$250,498</b>	<b>\$40,179</b>	<b>\$24,558</b>	<b>\$21,044</b>

\*Appropriated Special Revenue Funds include Lottery and Excess Lottery Funds.

Expenditures for the Department of Revenue include new appropriated accounts for Workers' Compensation reform.

For a total summary of all revenues and expenditures including nonappropriated, see

"Where Your State Tax Dollar Comes From" and "Where Your State Tax Dollar Goes" in this section.





State Road Fund			Appropriated Special Revenue Fund *			Total All Appropriated Funds		
Actuals FY 2005	Budgeted FY 2006	Recommended FY 2007	Actuals FY 2005	Budgeted FY 2006	Recommended FY 2007	Actuals FY 2005	Budgeted FY 2006	Recommended FY 2007
\$104,619	\$132,259	\$139,702	\$1,409,853	\$2,170,272	\$2,143,308	\$1,823,414	\$2,675,919	\$2,558,028
-	-	-	-	-	-	(31,728)	(44,851)	-
-	-	-	-	-	-	6,000	-	-
-	-	-	-	-	-	1,335	21,000	-
-	-	-	-	-	-	283	103	-
-	-	-	-	-	-	960,172	991,000	1,018,000
-	-	-	-	-	-	1,170,087	1,239,000	1,316,500
-	-	-	-	-	-	182,461	184,000	175,000
-	-	-	-	-	-	248,068	302,000	311,000
-	-	-	-	-	-	280,788	308,000	301,000
1,856	1,755	1,664	-	-	-	1,856	1,755	1,664
311,625	318,000	290,000	-	-	-	311,625	318,000	290,000
176,495	179,420	175,686	-	-	-	176,495	179,420	175,686
13,212	11,268	8,000	-	-	-	357,183	360,018	367,900
413,189	475,960	462,100	-	-	-	3,044,306	3,969,466	3,892,057
88,074	85,160	88,008	2,016,149	2,186,019	1,806,082	2,115,880	2,284,079	1,906,090
-	-	-	-	-	-	13,071	15,100	15,800
-	-	-	-	-	-	13,193	26,000	29,000
-	-	-	-	-	-	281,362	93,100	92,150
(2,424)	(3,000)	(3,000)	-	-	-	(2,424)	(3,000)	(3,000)
1,002,027	1,068,563	1,022,458	2,016,149	2,186,019	1,806,082	9,154,123	10,267,938	9,888,847
-	-	-	1,698	3,270	3,843	27,526	90,017	42,746
-	-	-	-	-	-	80,300	87,669	96,460
-	-	-	18,401	21,608	21,714	144,754	160,974	111,240
-	-	-	42,667	43,080	59,865	359,948	195,376	159,961
-	-	-	62,490	66,083	64,251	186,603	253,078	213,335
-	-	-	87,928	73,128	71,892	2,009,054	2,226,554	2,295,466
-	-	-	22,574	28,797	20,857	97,643	115,368	105,106
-	-	-	42,093	56,559	55,613	139,243	162,306	171,389
-	-	-	336,514	389,949	364,968	2,923,322	3,604,868	3,522,402
-	-	-	27,095	25,117	23,999	359,606	487,473	467,817
-	-	-	286,737	675,719	980,025	309,941	731,776	1,182,733
974,387	1,061,120	1,052,587	2,512	7,361	7,243	997,990	1,103,547	1,093,731
-	-	-	38,860	38,697	41,585	51,807	54,149	56,148
-	-	-	141,241	138,117	123,961	437,591	440,655	434,942
-	-	-	144,920	645,498	65,849	152,180	648,271	68,563
974,387	1,061,120	1,052,587	1,255,730	2,212,983	1,905,665	8,277,508	10,362,081	10,022,039
<b>\$132,259</b>	<b>\$139,702</b>	<b>\$109,573</b>	<b>\$2,170,272</b>	<b>\$2,143,308</b>	<b>\$2,043,725</b>	<b>\$2,675,919</b>	<b>\$2,558,028</b>	<b>\$2,424,836</b>



**Cash and Investment Balances of All Funds**  
**Fiscal Year Ending June 30, 2005**  
**(Nearest Dollar)**

	<u>Fund No.</u>	<u>Cash Balance</u>	<u>Investments</u>	<u>Total Balance</u>
General Revenue Fund	01	\$360,767,998	\$0	\$360,767,998
State Road Fund	02	24,378,810	117,131,036	141,509,846
Natural Resources Fund	03	5,207,017	46,513,059	51,720,076
Consolidated Pool and Investments	09	(1,054,684,241)	1,146,667,066	91,982,825
Consolidated Federal Funds (Special Revenue)	12	20,074,820	18,569,351	38,644,171
Special Revenue Funds (Departments and Institutions)	13	614,787,568	1,756,552,803 <sup>1</sup>	2,371,340,371
Special Revenue Funds (Higher Education)	14	8,615,472	252,724,210	261,339,682
Workers' Compensation Fund	15	9,675,328	1,230,511,959 <sup>2</sup>	1,240,187,287
Human Services Fund	16	32,229,674	14,944,082	47,173,756
Public Employees' Retirement System	17	195,355	3,353,785,034	3,353,980,389
Teachers' Retirement System	18	4,066,343	1,577,317,602	1,581,383,945
West Virginia University - Medical School Fund	20	3,345,811	4,550	3,350,361
<b>Total</b>		<u>\$28,659,955</u>	<u>\$9,514,720,752</u>	<u>\$9,543,380,707</u>

1) See following page for Detail of Fund 13.

2) Includes \$244,805,560 - Coal Workers' Pneumoconiosis Fund.

**Detailed Investments Fund 13**  
**Fiscal Year Ending June 30, 2005**  
**(Nearest Dollar)**

Attorney General	\$540,806
Auditor's Office	7,070,496
Board of Risk and Insurance Management	151,121,164
Building Commission	11,884,806
Court of Claims	6,045,060
Consolidated Public Retirement Board	525,636,452
Criminal Justice	1,055,113
Culture and History	1,773,815
Department of Administration	213,807,162
Department of Education	2,248,928
Higher Education Policy Commission	4,560,348
Department of Education and the Arts	1,080,101
Department of Transportation	1,568,376
Development Office	45,257,291
Division of Human Services	1,162,977
Division of Labor	3,648,473
Division of Natural Resources	278,547
Environmental Protection	151,530,907
Governor's Office	945,775
Insurance Commissioner	1,509,986
Lottery Commission	113,312,734
Municipal Bond Commission	169,184,715
Public Employees Insurance Agency	224,732,683
Regional Jail Authority	13,438,979
State Police	320,557
State Rail Authority	1,244,983
Treasurer's Office	91,233,343
Water Development Authority	<u>10,358,226</u>
<b>Total Detail Fund 13</b>	<b><u><u>\$1,756,552,803</u></u></b>

# General Revenue Fund

## Statement of Revenues by Source

(Expressed in Thousands)

Source of Revenue	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
	Actual Collections	Actual Collections	Actual Collections	Revised Official Estimate	Official Estimate	Estimate	Estimate
Business and Occupation Tax	\$178,415	\$177,395	\$182,461	\$184,000	\$175,000	\$170,000	\$165,000
Consumers Sales Tax	894,511	927,992	960,172	991,000	1,018,000	1,022,300	1,043,600
Personal Income Tax	1,055,523	1,068,212	1,170,087	1,239,000	1,316,500	1,391,500	1,470,500
Liquor Profit Transfers	7,265	9,817	11,044	10,500	11,000	11,300	11,700
Racing Fees	1,520	2,070	1,370	2,500	1,500	1,500	1,500
Beer Tax and Licenses	8,384	8,313	8,333	8,600	8,600	8,600	8,600
Cigarette Tax	45,062	102,877	98,066	103,500	103,200	103,000	102,800
Estate Tax	10,836	9,301	4,797	450	0	0	0
Business Franchise Fees	1,577	1,631	1,954	1,800	1,900	1,800	1,900
Charter Tax	5,127	5,953	6,690	6,000	6,500	6,700	6,900
Use Tax	83,843	93,373	102,950	107,000	112,000	116,500	121,000
Property Transfer Tax	8,366	10,129	12,171	15,000	16,000	15,900	15,500
Property Tax	4,120	3,977	4,282	4,500	4,800	4,900	5,100
Insurance Tax	92,788	93,248	97,712	102,000	106,500	111,000	117,000
Departmental Collections	10,270	18,466	13,071	15,100	15,800	16,100	16,400
Corporate Income/Business Franchise Tax	181,179	181,515	280,788	308,000	301,000	300,000	304,000
Miscellaneous Receipts	3,265	992	937	3,700	1,000	1,000	1,000
Miscellaneous Transfers	133	23	614	1,000	1,000	1,000	1,000
Interest Income	20,338	7,001	13,193	26,000	29,000	26,000	26,000
Severance Tax	162,314	184,354	248,068	302,000	311,000	305,000	298,500
Telecommunication Tax	12,711	11,017	8,740	500	0	0	0
Special Revenue Transfer*	3,000	2,500	40,756	0	1,250	1,250	1,250
Smokeless Tobacco Tax	4,627	4,732	4,759	4,800	4,900	4,900	5,000
HB102 - Lottery Transfers	120,700	126,800	226,991	77,900	77,900	77,900	77,900
Video Lottery Transfers	1,087	305	1,020	0	0	0	0
Senior Citizen Tax Credit Reimbursement	0	2,873	3,804	5,000	6,000	6,100	6,400
JOBS/Growth Tax Relief - Transfer	0	28,075	0	0	0	0	0
<b>Total **</b>	<b>\$2,916,961</b>	<b>\$3,082,941</b>	<b>\$3,504,830</b>	<b>\$3,519,850</b>	<b>\$3,630,350</b>	<b>\$3,704,250</b>	<b>\$3,808,550</b>

\* Special Revenue Transfer from Public Service Commission \$1,250.

\*\* FY 2006 revised from \$3,286,900 to \$3,519,850 - Increase of \$232,950.

Note: Special Revenue Fund Diversions include \$32.217 million from Consumers Sales Tax, \$30 million from Personal Income Tax in FY 2006 [\$45 million, thereafter], \$24 million from Severance Tax, and \$2.5 million from Insurance Tax.

# General Revenue Fund

## Statement of Revenues, Expenditures, and Changes in Cash Balance

(Expressed in Thousands)

	Actual Cash Balance July 1, 2005		\$360,768
Less:	31 Day Disbursements (July 1, 2005 - July 31, 2005)	(27,559)	
	Accumulated Prior Year Reimbursements (July 1, 2005 - July 31, 2005)	4	
	Prior Year Appropriations Forwarded	<u>(243,511)</u>	<u>(271,066)</u>
	Accumulated Surplus from FY 2005		89,702
Less:	Transfer one-half to Revenue Shortfall Reserve Fund (Statutory)		<u>(44,851)</u>
	Unappropriated Surplus Balance		44,851
Plus:	Accumulated Prior Year Reimbursements (Aug. 1, 2005 - Dec. 31, 2005)		<u>103</u>
	Unappropriated Surplus Balance		44,954
	Expiration to Unappropriated Surplus Balance from TRAFFIC (HB 420)	15,000	
	Expiration to Unappropriated Surplus Balance from Income Tax Refund Reserve Fund (HB 420)	<u>13,000</u>	<u>28,000</u>
	Unappropriated Surplus Balance		72,954
Less:	Surplus Appropriation - Various (HB 417)	(36,108)	
	Surplus Appropriation - Consolidated Public Retirement Board (HB 420)	(28,000)	
	Surplus Appropriation - Department of Agriculture (HB 4016)	<u>(50)</u>	<u>(64,158)</u>
	Unappropriated Surplus Balance		8,796
Plus:	Recommended Expiration to Unappropriated Surplus Balance from Premium Tax Savings Fund	6,629	
	Recommended Expiration to Unappropriated Surplus Balance from Public Service Commission	<u>1,250</u>	<u>7,879</u>
	Unappropriated Surplus Balance		16,675
Less:	Recommended Surplus Appropriations		<u>(16,674)</u>
	Unappropriated Surplus Balance FY 2006		1
Plus:	Revised Revenue Estimate FY 2006		<u>3,519,850</u>
	Unappropriated Balance		3,519,851
Less:	Regular Appropriations FY 2006	(3,190,337)	
	Supplemental Appropriation - Salary Increase (HB 414)	(57,845)	
	Supplemental Appropriation - Consolidated Public Retirement Board (HB 422)	<u>(30,000)</u>	<u>(3,278,182)</u>
	Unappropriated Balance		241,669
Less:	Recommended Supplemental Appropriations		<u>(241,668)</u>
	Estimated Balance June 30, 2006		1
Plus:	Revenue Estimate FY 2007		<u>3,630,350</u>
	Estimated Balance		3,630,351
Less:	Recommended Appropriations FY 2007		<u>(3,630,316)</u>
	Estimated Balance June 30, 2007		<u><u>\$35</u></u>

**General Revenue Fund  
Overview by Functional Category  
FY 2005 through FY 2007  
(Nearest Dollar)**

DEPARTMENT/Agency	(Fund #)	Actual Expenditures FY 2005	Total Appropriations FY 2006 *
<b>LEGISLATURE</b>			
Senate	0165	\$5,005,672	\$6,933,016
House of Delegates	0170	8,013,876	8,311,026
Joint Expenses	0175	12,162,132	29,772,384
Subtotal		<b>25,181,680</b>	<b>45,016,426</b>
<b>JUDICIAL</b>			
Supreme Court	0180	<b>80,299,728</b>	<b>84,419,467</b>
<b>EXECUTIVE</b>			
Office of the Governor	0101	4,435,575	5,059,052
Custodial Fund	0102	424,553	580,444
Cabinet on Children and Families	0104	2,630,240	0
Civil Contingent Fund	0105	58,566,451	8,000,000
State Auditor's Office	0116	3,571,715	3,642,779
State Treasurer's Office	0126	3,801,930	3,761,531
Department of Agriculture	0131	9,315,937	9,575,835
State Conservation Committee	0132	8,726,454	9,670,823
Meat Inspection	0135	567,491	636,038
Agricultural Awards	0136	58,650	63,650
WV Agricultural Land Protection Auth	0607	0	50,000
Attorney General's Office	0150	3,724,281	3,839,586
Secretary of State	0155	1,159,531	1,105,745
State Election Commission	0160	7,975	10,275
Subtotal		<b>96,990,783</b>	<b>45,995,758</b>
<b>ADMINISTRATION</b>			
Office of the Secretary	0186	15,206,735	16,290,583
CPRB	0195	225,000,000	58,000,000
Division of Finance	0203	1,048,122	1,188,267
General Services Division	0230	1,540,257	1,410,158
Purchasing Division	0210	944,392	952,100
Comm on Uniform State Laws	0214	28,922	29,295
Board of Risk and Insurance	0217	2,000,000	0
Grievance Board	0220	849,036	900,504
Ethics Commission	0223	307,987	706,081
Public Defender Services	0226	29,597,229	28,077,148
Comm Purchase f/Handicapped	0233	4,732	5,046
WV Prosecuting Attorneys Institute	0557	307,942	225,638
Childrens' Health Insurance Agency	0588	7,122,654	7,129,219
Subtotal		<b>283,958,008</b>	<b>114,914,039</b>

Plus: Reappropriated FY 2006	Total Available FY 2006	Total Request FY 2007 **	Governor's Recommendations FY 2007	Percentage of Total
\$17,564,967	\$24,497,983	\$6,933,016	\$6,933,016	0.19%
4,990,605	13,301,631	8,391,026	8,391,026	0.23%
17,905,317	47,677,701	18,810,189	18,810,189	0.52%
<b>40,460,889</b>	<b>85,477,315</b>	<b>34,134,231</b>	<b>34,134,231</b>	<b>0.94%</b>
<b>3,249,433</b>	<b>87,668,900</b>	<b>96,460,328</b>	<b>96,460,328</b>	<b>2.66%</b>
3,431,937	8,490,989	5,559,619	5,604,925	0.15%
421	580,865	577,774	581,779	0.02%
0	0	0	0	0.00%
28,467,448	36,467,448	7,000,000	7,000,000	0.19%
0	3,642,779	3,608,051	3,660,143	0.10%
994,565	4,756,096	3,737,141	4,773,726	0.13%
534,739	10,110,574	11,919,298	10,313,667	0.28%
5,791,527	15,462,350	7,312,495	6,589,487	0.18%
0	636,038	818,829	646,614	0.02%
0	63,650	63,650	63,650	0.00%
0	50,000	110,000	110,000	0.00%
215,530	4,055,116	4,390,375	4,095,753	0.11%
2,262,635	3,368,380	1,154,865	1,112,435	0.03%
0	10,275	10,275	10,275	0.00%
<b>41,698,802</b>	<b>87,694,560</b>	<b>46,262,372</b>	<b>44,562,454</b>	<b>1.23%</b>
1,000,000	17,290,583	16,827,671	16,291,237	0.45%
2,000,000	60,000,000	0	0	0.00%
298,570	1,486,837	1,828,527	1,190,637	0.03%
0	1,410,158	1,396,820	1,416,827	0.04%
0	952,100	942,350	1,498,655	0.04%
0	29,295	31,000	31,000	0.00%
0	0	0	0	0.00%
0	900,504	1,012,484	913,219	0.03%
0	706,081	703,651	707,296	0.02%
5,029	28,082,177	30,164,348	29,081,048	0.80%
0	5,046	5,046	5,046	0.00%
53,066	278,704	384,384	226,265	0.01%
0	7,129,219	10,605,142	10,606,942	0.29%
<b>3,356,665</b>	<b>118,270,704</b>	<b>63,901,423</b>	<b>61,968,172</b>	<b>1.71%</b>

**General Revenue Fund**  
**Overview by Functional Category**  
(Continued)

DEPARTMENT/Agency	(Fund #)	Actual Expenditures FY 2005	Total Appropriations FY 2006 *
<b>COMMERCE</b>			
Office of the Secretary	0606	0	401,200
Tourism	0246	400,000	43,140
Forestry	0250	2,546,462	2,997,197
Geological & Economic Survey	0253	3,378,491	3,532,303
Development Office	0256	25,947,311	21,299,549
Division of Labor	0260	2,833,067	3,024,275
Division of Natural Resources	0265	11,671,055	11,656,474
Miners' Health, Safety & Training	0277	5,884,027	5,983,199
Board of Coal Mine Health & Safety	0280	168,983	171,181
Mine Safety & Technical Review	0285	63,352	88,352
Governor's Workforce Investment	0608	0	3,438,750
Subtotal		<b>52,892,748</b>	<b>52,635,620</b>
<b>EDUCATION</b>			
School Lunch Program	0303	1,955,830	2,111,396
FFA-FHA Camp & Conference Center	0306	979,790	1,012,593
State Department of Education	0313	26,196,493	24,702,458
Aid for Exceptional Children	0314	22,574,152	23,398,490
State Aid to Schools	0317	1,525,749,427	1,595,590,877
State Department of Education	0390	21,390,580	22,387,014
Performance Audit	0573	663,441	609,495
WV Schools for the Deaf & the Blind	0320	11,052,655	11,802,210
Subtotal		<b>1,610,562,368</b>	<b>1,681,614,533</b>
<b>EDUCATION AND THE ARTS</b>			
Office of the Secretary	0294	3,272,088	4,834,422
Culture and History	0293	3,944,596	4,286,759
Library Commission	0296	1,550,627	1,639,591
Educational Broadcasting Authority	0300	4,670,053	4,647,109
Division of Rehabilitation Services	0310	11,926,544	12,050,064
Subtotal		<b>25,363,908</b>	<b>27,457,945</b>
<b>ENVIRONMENTAL PROTECTION</b>			
Environmental Quality Board	0270	105,368	158,371
Environmental Protection	0273	10,639,324	7,119,150
Air Quality Board	0550	82,205	107,534
Subtotal		<b>10,826,897</b>	<b>7,385,055</b>
<b>HEALTH AND HUMAN RESOURCES</b>			
Office of the Secretary	0400	128,451	1,139,487
Division of Health	0407	56,416,677	57,279,518
Division of Health	0525	93,745,991	92,349,615
Division of Health	0561	700,000	700,000
Human Rights Commission	0416	1,131,792	1,204,833
Human Services	0403	490,340,334	547,404,139
Subtotal		<b>642,463,245</b>	<b>700,077,592</b>



Plus: Reappropriated FY 2006	Total Available FY 2006	Total Request FY 2007 **	Governor's Recommendations FY 2007	Percentage of Total
0	401,200	400,000	401,800	0.01%
2,984,108	3,027,248	0	0	0.00%
0	2,997,197	3,302,638	2,993,336	0.08%
308,906	3,841,209	3,716,924	3,521,781	0.10%
29,356,613	50,656,162	19,670,806	18,354,327	0.51%
0	3,024,275	4,329,498	3,134,142	0.09%
0	11,656,474	12,647,655	11,699,998	0.32%
0	5,983,199	5,928,599	6,010,499	0.17%
0	171,181	169,981	171,781	0.00%
0	88,352	88,352	88,352	0.00%
3,377,068	6,815,818	16,438,750	3,438,750	0.09%
<b>36,026,695</b>	<b>88,662,315</b>	<b>66,693,203</b>	<b>49,814,766</b>	<b>1.37%</b>
0	2,111,396	2,296,455	2,296,455	0.06%
0	1,012,593	1,175,580	1,025,580	0.03%
7,021,163	31,723,621	37,978,269	26,060,507	0.72%
0	23,398,490	31,845,968	23,878,280	0.66%
7,627,000	1,603,217,877	1,625,488,434	1,625,157,687	44.77%
0	22,387,014	25,458,448	23,407,774	0.64%
0	609,495	651,483	616,128	0.02%
0	11,802,210	12,131,968	12,131,968	0.33%
<b>14,648,163</b>	<b>1,696,262,696</b>	<b>1,737,026,605</b>	<b>1,714,574,379</b>	<b>47.23%</b>
1,312,217	6,146,639	5,281,562	4,439,402	0.12%
1,600,000	5,886,759	11,202,711	4,455,061	0.12%
0	1,639,591	1,733,611	1,637,041	0.05%
328,000	4,975,109	5,894,975	5,023,509	0.14%
307,166	12,357,230	15,950,820	12,689,686	0.35%
<b>3,547,383</b>	<b>31,005,328</b>	<b>40,063,679</b>	<b>28,244,699</b>	<b>0.78%</b>
0	158,371	138,271	139,171	0.00%
0	7,119,150	7,094,718	7,176,366	0.20%
0	107,534	96,434	97,334	0.00%
<b>0</b>	<b>7,385,055</b>	<b>7,329,423</b>	<b>7,412,871</b>	<b>0.20%</b>
0	1,139,487	138,695	542,859	0.01%
846,468	58,125,986	63,980,700	57,870,745	1.59%
10,893,215	103,242,830	129,439,172	122,892,937	3.39%
0	700,000	700,000	700,000	0.02%
0	1,204,833	1,215,133	1,212,183	0.03%
382,766	547,786,905	602,147,781	612,120,401	16.86%
<b>12,122,449</b>	<b>712,200,041</b>	<b>797,621,481</b>	<b>795,339,125</b>	<b>21.91%</b>

**General Revenue Fund**  
**Overview by Functional Category**  
(Continued)

DEPARTMENT/Agency	(Fund #)	Actual Expenditures FY 2005	Total Appropriations FY 2006 *
<b>MILITARY AFFAIRS &amp; PUBLIC SAFETY</b>			
Office of the Secretary	0430	471,695	518,295
Adjutant General - State Militia	0433	15,602,641	20,587,974
Adjutant General - Military Fund	0605	0	200,000
Parole Board	0440	590,566	690,663
Homeland Security Emerg Mgmt	0443	1,128,447	1,003,603
Corrections Central Office	0446	1,074,485	588,665
Correctional Units	0450	113,698,339	122,619,852
WV State Police	0453	82,833,570	65,965,363
Veterans' Affairs	0456	3,502,999	3,746,043
Veterans' Home	0460	987,097	1,068,462
Fire Commission	0436	189,990	203,000
Criminal Justice Services	0546	637,328	1,306,287
Juvenile Services	0570	30,699,281	32,879,815
Protective Services Division	0585	1,351,934	1,835,020
Subtotal		<b>252,768,372</b>	<b>253,213,042</b>
<b>REVENUE</b>			
Office of the Secretary ***	0465	527,418	628,283
Tax Division	0470	21,101,053	23,659,089
State Budget Office	0595	749,983	1,308,333
Athletic Commission	0523	3,386	20,000
Office of Tax Appeals	0593	695,111	656,564
Subtotal		<b>23,076,951</b>	<b>26,272,269</b>
<b>TRANSPORTATION</b>			
State Rail Authority	0506	3,357,657	3,175,514
Public Transit	0510	2,146,119	2,258,342
Public Port Authority	0581	533,817	438,556
Aeronautics Commission	0582	1,670,821	1,471,052
Subtotal		<b>7,708,414</b>	<b>7,343,464</b>
<b>SENIOR SERVICES</b>			
Bureau of Senior Services	0420	<b>848,352</b>	<b>888,530</b>
<b>HIGHER EDUCATION</b>			
HEPC-Administration	0589	15,034,764	4,143,646
HEPC-System	0586	230,137,266	240,319,812
Council for C&T College Education	0596	50,057,617	50,642,340
HEPC-Health Sciences	0590	4,581	0
HEPC-Legislative Funding Priorities	0591	1,115,551	0
Subtotal		<b>296,349,779</b>	<b>295,105,798</b>

<b>Plus: Reappropriated FY 2006</b>	<b>Total Available FY 2006</b>	<b>Total Request FY 2007 **</b>	<b>Governor's Recommendations FY 2007</b>	<b>Percentage of Total</b>
672,848	1,191,143	636,870	519,795	0.01%
13,990,410	34,578,384	20,568,324	20,597,799	0.57%
0	200,000	200,000	200,000	0.01%
0	690,663	700,263	705,663	0.02%
586,090	1,589,693	1,692,103	1,693,453	0.05%
814,506	1,403,171	582,785	591,605	0.02%
8,292,901	130,912,753	186,002,739	134,996,683	3.72%
3,277,321	69,242,684	76,290,899	67,733,309	1.87%
5,356,626	9,102,669	7,566,778	7,559,198	0.21%
0	1,068,462	1,099,262	1,078,062	0.03%
0	203,000	250,000	204,500	0.01%
660,220	1,966,507	1,371,543	1,308,554	0.04%
5,303,754	38,183,569	41,151,493	34,645,615	0.95%
1,962,627	3,797,647	4,668,892	1,846,720	0.05%
<b>40,917,303</b>	<b>294,130,345</b>	<b>342,781,951</b>	<b>273,680,956</b>	<b>7.54%</b>
94,582	722,865	625,283	175,629,783	4.84%
28,249,564	51,908,653	24,461,358	24,361,614	0.67%
300,017	1,608,350	1,302,333	1,361,333	0.04%
0	20,000	20,000	20,000	0.00%
185,666	842,230	650,564	659,564	0.02%
<b>28,829,829</b>	<b>55,102,098</b>	<b>27,059,538</b>	<b>202,032,294</b>	<b>5.57%</b>
0	3,175,514	3,172,814	3,176,864	0.09%
1,790,170	4,048,512	2,523,342	2,523,342	0.07%
915,347	1,353,903	3,437,356	439,156	0.01%
1,516,106	2,987,158	1,469,852	1,471,652	0.04%
<b>4,221,623</b>	<b>11,565,087</b>	<b>10,603,364</b>	<b>7,611,014</b>	<b>0.21%</b>
<b>0</b>	<b>888,530</b>	<b>886,577</b>	<b>0</b>	<b>0.00%</b>
5,707,106	9,850,752	4,109,218	15,077,237	0.42%
640,973	240,960,785	262,928,954	244,487,419	6.73%
493,839	51,136,179	60,636,220	51,415,993	1.42%
21,838	21,838	0	0	0.00%
568,322	568,322	47,381,033	0	0.00%
<b>7,432,079</b>	<b>302,537,877</b>	<b>375,055,425</b>	<b>310,980,649</b>	<b>8.57%</b>

**General Revenue Fund**  
**Overview by Functional Category**  
(Continued)

DEPARTMENT/Agency	(Fund #)	Actual Expenditures FY 2005	Total Appropriations FY 2006 *
<b>MISC BOARDS AND COMMISSIONS</b>			
Workers' Compensation	0594	5,000,000	0
National Coal Heritage Area Authority		0	0
Coal Heritage Highway Authority		0	0
Subtotal		<b>5,000,000</b>	<b>0</b>
<b>CLAIMS AGAINST THE STATE</b>		<b>0</b>	<b>0</b>
<b>TOTAL GENERAL REVENUE</b>		<b>\$3,414,291,233</b>	<b>\$3,342,339,538</b>

\* Total Appropriations FY 2006 includes surplus appropriations of \$64,158,000.

\*\* Total Request FY 2007 is Current-Level Request plus General Revenue Improvement Requests.

\*\*\* The Governor's Recommendations FY 2007 includes \$175,000,000 transfer to the Revenue Shortfall Reserve Fund.

<b>Plus: Reappropriated FY 2006</b>	<b>Total Available FY 2006</b>	<b>Total Request FY 2007 **</b>	<b>Governor's Recommendations FY 2007</b>	<b>Percentage of Total</b>
0	0	0	0	0.00%
0	0	100,000	0	0.00%
0	0	160,000	0	0.00%
<b>0</b>	<b>0</b>	<b>260,000</b>	<b>0</b>	<b>0.00%</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>3,500,000</b>	<b>0.10%</b>
<b>\$236,511,313</b>	<b>\$3,578,850,851</b>	<b>\$3,646,139,600</b>	<b>\$3,630,315,938</b>	<b>100.00%</b>



**General Revenue Fund  
Recommended Surplus Appropriations  
Fiscal Year 2006  
(Nearest Dollar)**

Fund #		
0131	Department of Agriculture - Operating Expenses	\$46,000
0293	Division of Culture and History - Veterans Memorial Name Corrections	350,000
0403	Division of Human Services - Energy Assistance	1,000,000
0443	Division of Homeland Security and Emergency Management - Overobligation Payments	6,531,300
0443	Division of Homeland Security and Emergency Management - Operating Expenses	310,237
0450	Division of Corrections - Payments to Counties and Regional Jails	5,513,211
0470	Tax Division - Expert Witness	250,000
0525	Consolidated Medical Services Fund - Hartley Consent Decree and Plan Compliance	<u>2,673,000</u>
		<u>\$16,673,748</u>

**General Revenue Fund  
Recommended Supplemental Appropriations  
Fiscal Year 2006  
(Nearest Dollar)**

Fund #		
0131	Department of Agriculture - Operating Expenses	\$54,000
0132	WV Conservation Agency - Inwood Watershed Project	2,100,000
0226	Public Defender Services - Appointed Counsel Fees	6,348,145
0310	Division of Rehabilitation Services - Roof Replacement	782,000
0310	Division of Rehabilitation Services - Salary Supplement for Federal Funding Cap	246,000
0403	Division of Human Services - Indigent Burials	100,000
0407	Division of Health - Central Office - Medical Command Communications System	362,465
0450	Division of Corrections - Correctional Facilities Capital Outlay and Maintenance	2,879,500
0453	West Virginia State Police - Enhanced Drug Enforcement	1,000,000
0465	Department of Revenue - Office of the Secretary - Transfer to Revenue Shortfall Reserve Fund	217,900,000
0470	Tax Division - Abusive Tax Avoidance Program	196,075
0525	Consolidated Medical Services Fund - Hospitals and Facilities Capital Outlay and Maintenance	3,000,000
0525	Consolidated Medical Services fund - Tobacco Settlement Shortfall	<u>6,700,000</u>
		<u><u>\$241,668,185</u></u>



**Lottery Fund**  
**Statement of Revenues, Expenditures,**  
**and Changes in Cash Balance**  
**(Expressed in Thousands)**

	Surplus Balance July 1, 2005	\$53,330
Plus:	Revenue Estimate FY 2006	<u>170,100</u>
	Estimated Balance	223,430
Less:	Regular Appropriations FY 2006	(170,098)
	Reserve for Cash Flow/Contingencies	<u>(40,000) (210,098)</u>
	Estimated Balance - June 30, 2006	13,332
Less:	Recommended Supplemental Appropriation - Division of Natural Resources - Capital Outlay - Parks	<u>(13,330)</u>
	Estimated Balance June 30, 2006	2
Plus:	Revenue Estimate FY 2007	<u>170,100</u>
	Estimated Balance	170,102
Less:	Recommended Appropriations FY 2007	
	Education, Arts, Sciences, and Tourism Debt Service Fund	(10,000)
	Development Office - Division of Tourism	(7,868)
	Division of Natural Resources	(3,429)
	Department of Education	(31,259)
	School Building Authority	(18,000)
	Education and the Arts - Office of the Secretary	(1,266)
	Education and the Arts - Division of Culture and History	(4,816)
	Education and the Arts - Library Commission	(10,222)
	Bureau of Senior Services	(41,585)
	Higher Education Policy Commission	<u>(41,634) (170,079)</u>
	Estimated Balance - June 30, 2007	<u><u>\$23</u></u>



**Excess Lottery Fund**  
**Statement of Revenues, Expenditures,**  
**and Changes in Cash Balance**  
**(Expressed in Thousands)**

	Surplus Balance July 1, 2005	\$34,931
Plus:	Revised Revenue Estimate FY 2006	<u>322,900</u>
	Estimated Balance	357,831
Less:	Regular Appropriations FY 2006	<u>(202,900)</u>
	Estimated Balance	154,931
Less:	Supplemental - Appropriation FY 2006 Transfer to Consolidated Public Retirement Board - (SB 4014)	<u>(34,931)</u>
	Estimated Balance	120,000
Less:	Recommended Supplemental Appropriation - Lottery Commission - Revenue Shortfall Reserve Fund Transfer	<u>(120,000)</u>
	Estimated Balance - June 30, 2006	0
Plus:	Revenue Estimate FY 2007	<u>287,200</u>
	Estimated Balance	287,200
Less:	Recommended Appropriations FY 2007	
	Lottery Commission - General Purpose Account	(65,000)
	Education Improvement Fund - (PROMISE Scholarship)	(27,000)
	Economic Development Project Fund	(19,000)
	School Building Authority	(19,000)
	West Virginia Infrastructure Council	(40,000)
	Higher Education Improvement Fund	(10,000)
	State Park Improvement Fund	(5,000)
	Lottery Commission - Refundable Credit Reimbursement	(6,000)
	Lottery Commission - General Revenue Transfer	(12,900)
	Lottery Commission - Revenue Shortfall Reserve Fund Transfer	<u>(83,300) (287,200)</u>
	Estimated Balance - June 30, 2007	<u><u>\$0</u></u>

# State Road Fund

## Statement of Revenues by Source

(Expressed in Thousands)

Source of Revenue	FY 2003 Actual Collections	FY 2004 Actual Collections	FY 2005 Actual Collections	FY 2006 Official Estimate	FY 2007 Official Estimate	FY 2008 Estimate	FY 2009 Estimate
Motor Fuel Taxes	\$221,338	\$272,398	\$311,625	\$318,000	\$290,000	\$295,000	\$260,000
Sales Tax on Fuel at Wholesale Level*	67,835	36,920	0	0	0	0	0
Registration Fees	86,238	83,146	88,074	85,160	88,008	91,067	91,492
Registration Fee: Highway Litter Control	1,595	1,578	1,856	1,755	1,664	1,723	1,731
Privilege Tax	167,723	176,700	176,495	179,420	175,686	175,334	175,018
Less Transfer to Industrial Access Road Fund	(2,294)	(2,948)	(2,424)	(3,000)	(3,000)	(3,000)	(3,000)
Miscellaneous Income	6,461	5,726	13,212	11,268	8,000	8,115	8,227
Federal Reimbursement:							
Interstate Construction	46,399	51,524	59,047	72,578	76,600	72,700	81,700
Other Federal Aid Programs	178,610	179,521	245,376	278,739	265,400	286,500	266,500
Appalachian Program	171,622	123,042	108,766	124,643	120,100	106,500	114,500
<b>Total</b>	<b>\$945,527</b>	<b>\$927,607</b>	<b>\$1,002,027</b>	<b>\$1,068,563</b>	<b>\$1,022,458</b>	<b>\$1,033,939</b>	<b>\$996,168</b>

\* As a result of the passage of SB 496, effective January 1, 2004, wholesale fuel tax will no longer be reported separately. It will be combined with the other fuel taxes under the Motor Fuel Taxes.

**State Road Fund**  
**Statement of Revenues, Expenditures,**  
**and Changes in Cash Liquidity**  
**(Expressed in Thousands)**

	Cash and Investment Balance - July 1, 2005		\$132,259
Plus:	Revenue Estimate - FY 2006		<u>1,068,563</u>
	Total Estimated Receipts and Balance		1,200,822
Less:	Regular Division of Highways Appropriations FY 2006	(1,023,221)	
	Highways Supplemental Appropriation per HB 414	(68)	
	Recommended Highways Supplemental Appropriation FY 2006	(27,100)	
	Regular Division of Motor Vehicles Appropriation FY 2006	(36,900)	
	Motor Vehicles Supplemental Appropriation per HB 414	(527)	
	Claims Against the State Road Fund	<u>(404)</u>	<u>(1,088,220)</u>
	Estimated Balance - June 30, 2006		112,602
Plus:	Revenue Estimate - FY 2007		<u>1,022,458</u>
	Estimated Balance		1,135,060
Less:	Recommended Division of Highways Appropriation FY 2007	(1,015,231)	
	Recommended Division of Motor Vehicles Appropriation FY 2007	(37,333)	
	Recommended Claims Against the State Road Fund FY 2007	<u>(23)</u>	<u>(1,052,587)</u>
	Estimated Cash and Investments Balance - June 30, 2007		<u><u>\$82,473</u></u>

**Tobacco Settlement Fund  
Recommended Appropriations  
Fiscal Year 2007  
(Expressed in Thousands)**

Fund #

5124	Division of Health - Tobacco Settlement Expenditure Fund	<u>\$25,400</u>
	Total Tobacco Settlement Expenditure Fund	<u><u>\$25,400</u></u>

**Public Employees Insurance Reserve Fund  
Recommended Appropriations  
Fiscal Year 2007  
(Expressed in Thousands)**

Fund #

7400	State Budget Office - Public Employees Insurance Reserve Fund	<u>\$6,200</u>
	Total Public Employees Insurance Reserve Fund	<u><u>\$6,200</u></u>



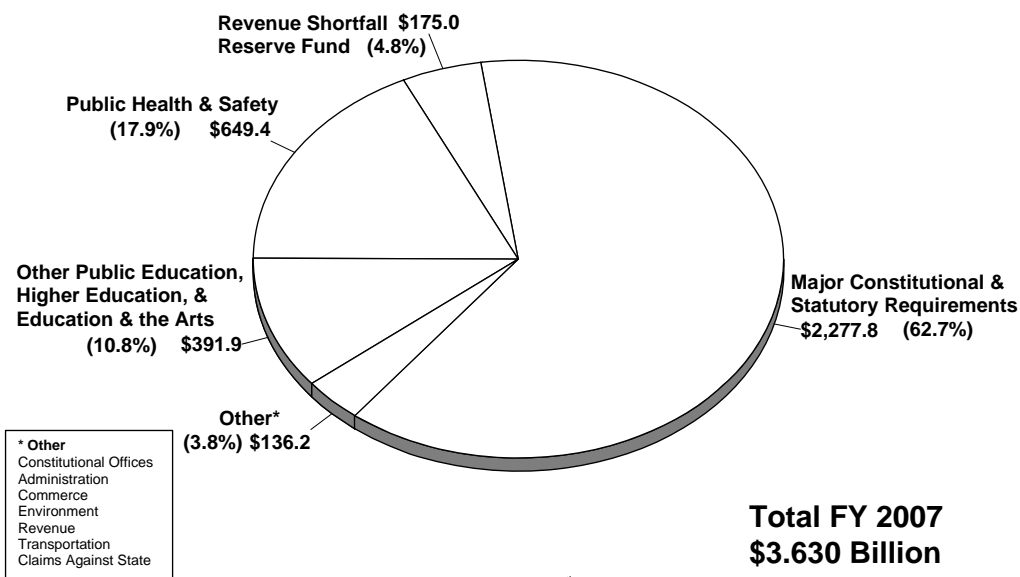
# Major Constitutional and Statutory Requirements

Each year there are several major constitutional or statutory requirements that limit the flexibility of any discretionary recommendations by the Governor. The FY 2007 Executive Budget recommendations includes expenditures of over \$2.278 billion of these major requirements and makes up over 62.7% of the total General Revenue funds available.

Items that fall in the discretionary spending category in funding levels but are still considered necessary for public health, safety, and education of West Virginia citizens may include but are not limited to: Division of Corrections, West Virginia State Police, Behavioral Health, Rehabilitation Services, Children's Health Insurance Program, Schools for the Deaf and the Blind, and Higher Education that supports public universities and colleges and that provides student financial aid.

	<b>Recommendation</b> (in millions)
<b>LEGISLATIVE BRANCH</b>	\$34.1
<b>JUDICIAL BRANCH</b>	90.5
<b>DEPARTMENT OF EDUCATION</b>	
State Aid to Schools	1,040.0
Public Employees Insurance Agency	198.7
	1,238.7
<b>DEBT SERVICE</b>	
School Building Authority	23.3
Lease Rental Payments for debt service on correctional facilities	16.0
	39.3
<b>SOCIAL SECURITY MATCHING</b>	30.2
<b>RETIREMENT</b>	
Judges' Retirement	6.0
Public Employees Retirement	36.5
Teachers' Retirement	363.3
Trooper Retirement	7.1
	412.9
<b>PUBLIC DEFENDER SERVICES</b>	28.0
<b>MEDICAID</b>	404.1
<b>Total</b>	<b>\$2,277.8</b>

(Expressed in Millions)



## Summary of Primary Government Long-Term Debt Outstanding at June 30, 2003 through 2007 (Expressed in Thousands)

	6/30/03	6/30/04	6/30/05	Estimated 6/30/06	Estimated 6/30/07
<b>General Obligation Debt</b>					
Road Bonds	\$517,500	\$494,430	\$467,915	\$447,995	\$429,845
Better School Buildings Bonds	2,000	0	0	0	0
Infrastructure Bonds	281,679	277,449	273,014	265,521	254,889
SUBTOTAL	801,179	771,879	740,929	713,516	684,734
<b>Revenue Bonds</b>					
School Building Authority	300,440	275,950	385,965	365,935	343,175
EAST Fund	62,545	55,855	48,830	41,455	33,675
Economic Development Authority	0	249,895	236,005	228,840	221,565
WV Infrastructure and Jobs Development Council	44,865	89,550	88,710	87,415	86,080
Education	2,238	2,186	2,129	2,070	2,008
Stonewall Jackson Lake	0	0	41,815	41,590	41,350
SUBTOTAL	410,088	673,436	803,454	767,305	727,853
<b>Capital Leases</b>					
Governmental Funds	283,762	273,194	343,350	315,031	285,829
Internal Service	17,137	11,434	10,558	8,000	6,000
SUBTOTAL	300,899	284,628	353,908	323,031	291,829
<b>TOTAL</b>	<b>\$1,512,166</b>	<b>\$1,729,943</b>	<b>\$1,898,291</b>	<b>\$1,803,852</b>	<b>\$1,704,416</b>

# Six Year Financial Plan

For the first time in the history of the State of West Virginia, Governor Manchin has included a comprehensive, easy to follow, *Six Year Financial Plan* that includes projected revenues and expenditures through FY 2011. As part of the *Plan*, the basic revenue assumptions and the major expenditure drivers are included, along with other smaller, yet consistent, items that continue to drive up expenditures over time. The goal of the *Six Year Financial Plan* is to provide the West Virginia Legislature and citizens a clear understanding of not only the FY 2007 budget, but also, the larger implications of the decisions made today on the future fiscal outlook.

As shown in the “General Revenue Fund - Statement of Revenues by Source” (see the “Summary Financial Statements” section), revenue collections in the short term have been much better than the original estimates, mainly due to higher energy prices resulting in greater severance tax collections and to increased corporate profits as reflected in the Corporation Net Income/Business Franchise Tax Collections. Also, the Excess Lottery Fund continues to provide substantial surplus funds in the short term. These economic conditions result in sizable surplus funds available for FY 2006 through FY 2008. In the latter half of FY 2007, a more normal rate of growth in revenue returns. During FY 2009 through FY 2011, projected expenditures begin to outpace projected revenues. (For additional revenue information, see the “Budget Planning” section—including “Budget Summary FY 2007” and “Revenue Sources”—and the “Economic Forecast” section). The main cost drivers are providing healthcare through the Medicaid and PEIA programs and the increasing costs of maintaining adequate correctional facilities for juveniles and adults. It is the goal of the Manchin Administration to work to contain the growth of these key budget drivers in order to be able to set other priorities in education, tax reform and economic development.

Although much has and is currently being accomplished to make state government more responsible (such as controlling the cost of providing services and reducing unfunded liabilities), it is clear from the *Plan* that more remains to be done. Greater efficiencies must be achieved, programs must be evaluated to ensure the outcomes meet the original intent and new ways of doing business be explored in order to continue to provide the citizens the services they expect and deserve.

## Revenue Assumptions

### General Revenue

The General Revenue amount is the revenue estimate less any lottery transfers into the General Revenue Fund. It is projected to increase approximately 3.0 to 3.5% per year through FY 2011.

### Excess Lottery Transfer

The Excess Lottery Fund is currently transferring \$77.9 million into the General Revenue Fund for use for regular ongoing appropriations. Of this amount, \$65.0 million is directed by statute, and \$12.9 million is discretionary. It is anticipated this amount will remain constant during the next five year period.

### Excess Lottery Transfer—Surplus

The Excess Lottery Fund will continue to generate surplus revenues until lottery competition from other states materializes, most likely beginning during the last half of FY 2007. Once this begins, the surplus amount available for other appropriation will steadily decrease at least through FY 2009 before rebounding slightly thereafter. If competition is slower to materialize, the decrease in revenues will be shifted somewhat to the out-years. The anticipated reduction of Excess Lottery Transfer due to increased competition from bordering states results in a reduction of \$83 million dollars in revenue by FY 2009.

### Lottery

The regular Lottery funds are dedicated by statute for use for senior citizens, education, and tourism. Since General Revenue Funds are used for the same programs, Lottery funds are included here as part of the total available, and program funding may be shifted between the two revenue sources.



# Six Year Financial Plan FY 2006 through FY 2011 (Estimated in Thousands)

	Budgeted	Recommended	Projected			
	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Estimated Revenue						
General Revenue	\$3,441,950	\$3,552,450	\$3,626,350	\$3,730,650	\$3,884,500	\$3,981,500
Excess Lottery Transfer	77,900	77,900	77,900	77,900	77,900	77,900
Excess Lottery Transfer - Surplus	120,000	83,300	34,100	(800)	5,100	11,100
Lottery	170,100	170,100	174,600	174,600	176,600	176,600
Total Available	3,809,950	3,883,750	3,912,950	3,982,350	4,144,100	4,247,100
Base Budget	3,365,297	3,445,743	3,625,395	3,835,407	4,043,222	4,269,403
Expenditure Growth: *						
PROMISE Scholarship **	0	10,922	0	0	0	0
Supreme Court	0	13,541	5,000	5,000	5,000	5,000
Retirement System Contributions	0	73	12,990	(850)	13,905	14,277
Public Employees Insurance Agency Premiums	0	0	27,560	33,020	49,660	82,680
State Aid to Schools	0	(7,214)	22,345	17,846	17,630	(423)
Public Education Statutory Increases/Enhancements	0	6,824	2,839	2,839	2,839	2,839
Medicaid	11,840	60,000	67,769	79,301	88,912	99,632
Behavioral Health Services	3,000	14,992	4,000	1,000	0	0
Tobacco Settlement Shortfall	6,700	3,500	0	0	0	0
Correctional Facilities Operations	0	9,761	4,059	7,776	2,200	2,200
Juvenile Facilities Operations	0	1,024	6,154	0	0	0
Trooper Longevity and Enhanced Entry Salary	0	3,657	1,035	1,035	1,035	1,035
Capital Outlay and Maintenance	0	5,000	0	0	0	0
Unanticipated Expenditures/Program Enhancements	1,061	14,165	35,000	40,000	45,000	50,000
Public Education - Gap Fill (4 years)	9,594	25,904	21,261	20,848	0	0
Salary Increase***	48,251	17,503	0	0	0	0
Total Ongoing Expenditures	3,445,743	3,625,395	3,835,407	4,043,222	4,269,403	4,526,643
Less: One-Time Expenditures	26,306					
Balance	\$337,901	\$258,355	\$77,543	(\$60,872)	(\$125,303)	(\$279,543)

\* FY 2007 - 2011 Expenditure Growth is the additional amount required annually to fund existing programs.

\*\* Required to maintain PROMISE Scholarship FY 2006 funding of \$38,000,000.

\*\*\* FY 2007 includes amount required to annualize the November 1, 2005 salary increases.

## Expenditure Assumptions

### Reserve Accounts

The State has traditionally held funds for unforeseen circumstances such as natural disasters, economic downturns, and budget shortfalls in several accounts, the two primary being the Rainy Day Fund and the Tax Reduction and Federal Funding Increased Compliance (TRAFFIC) account maintained by the Legislature. The state additionally has several accounts that contain unencumbered balances and which could also be characterized as reserves in times of crisis but are traditionally dedicated to other purposes (examples of these accounts are the Income Tax Refund Reserve and the Tobacco Medical Trust Fund). The Governor will request during the 2006 Legislative Session that the Legislature increase the allowable balance in the Rainy Day Fund to ten percent of the General Revenue Budget to provide the State with adequate reserves to meet unexpected challenges. Additionally, the Governor will request that surplus amounts above the ten percent General Revenue Fund amount be used for one-time expenditures, unfunded pension liabilities, and/or unfunded healthcare liabilities.

### Base Budget

This is the base operating budget for ongoing expenditures for current programs and services provided to the citizens of West Virginia. The Base Budget does not contain items of a one time nature. Each fiscal year begins with the base budget as reflected from the previous fiscal year. Each year's total budget is the amount required to maintain the current level of service, including any new amount of funding required to maintain that current level, plus any new funding required for necessary service enhancements.

### Expenditure Growth

The various items that comprise Expenditure Growth are the "budget drivers" that have the greatest impact on expenditures, or they may be items of a less significant amount but continue to increase over time. The amounts listed under Expenditure Growth are the additional amounts necessary on an annual basis to maintain or enhance the services to the required level. These amounts are added to the Base Budget from the prior year to determine that particular fiscal year's Total Ongoing Expenditures.

The Balance is strictly the excess or deficit of revenues vs. expenditures on an annual basis. The Balance is not carried forward to the following fiscal year. It is anticipated the Balance will be put into the Rainy Day Fund (Revenue Shortfall Reserve Fund) for savings to be used to offset the projected shortfall in the future, used for paying unfunded retirement/benefit liabilities, or other possible one time expenditures.

For FY 2006, several items have been added to the Base Budget. Some items have been added during special legislative sessions, and some are recommended to be added during the current legislative session. In addition to the Total Ongoing Expenditures, an amount for One Time Expenditures has been included. These expenditures are not included in the base, but the amount will be expended during FY 2006 and, therefore, must be reduced from the revenue available to arrive at the correct Balance.

The following is a brief explanation of the FY 2007 expenditure growth and program enhancements as detailed in the *Six Year Financial Plan*.

**PROMISE Scholarship**—PROMISE Scholarship requires an amount of \$10.9 million to maintain current level funding of \$38 million.

**Supreme Court**—The Constitution requires that the Governor fund the Supreme Court as requested. The Supreme Court requested an additional \$13.5 million dollars for FY 2007, representing a 12.5% increase over the FY 2006 appropriation. Based upon past history, future expenditure growth should be more in line with an annual growth rate of approximately five percent.

## Six Year Financial Plan

**Retirement System Contributions**—The contributions netted a gain of only \$73 thousand due mostly to the reduction of unfunded liability in the Troopers (Plan A) Retirement System. Future growth is required to continue the 40 year plan to pay the unfunded liability in the Teachers Retirement Plan and to continue funding for the remaining amounts in the Troopers Retirement Plan A and the Judges Retirement Plan. The one time decrease projected in FY 2009 is due to reaching full funding for an enhancement in retirement benefits previously enacted. Any enhancements must be funded in a seven year period. Therefore, the decrease in FY 2009 is the net effect of additional funding for the 40 year plan and the completion of the seven year enhancement funding, resulting in a small overall decrease.

The long-term funding for the Teacher Retirement Plan is one of the most challenging financial problems facing the state. Over the six year term of this outlook, the amount of additional funding required for the current 40 year amortization plan increases by over \$40 million in the base budget; this number would be much greater without the responsible move by the Legislature and the Governor to pay down over \$285 million in unfunded pension debt with the FY 2005 surplus. In the out-years, the cost per year required to maintain the current amortization plan will be in excess of \$650 million. Developing an alternative funding plan or using one time monies to pay down this Teacher Retirement Plan liabilities is very important to the future fiscal health of the state.

**Public Employees Insurance Agency**—The agency has done well financially over the past four fiscal years due to better-than-anticipated claim expense trends and increased premium revenues. These two factors have allowed PEIA to develop a sufficient short-term reserve to offset unanticipated claim losses in the future. Current reserve level is 27% of the subsequent year's total expenses. This is an important measurement in evaluating the economic condition of the agency. The reserve ensures PEIA is prepared for unanticipated claims losses.

However, PEIA's outlook for the future continues to be a major concern and represents another of the major financial challenges facing West Virginia. PEIA cannot assume the economic conditions of the State will continue to permit increased premium revenues for the agency, nor can PEIA assume trend results will continue to be lower than anticipated. Exacerbating the problem are the changes by the Government Accounting Standards Board requiring greater disclosure (GASB 43 and 45) of the costs of providing health benefits to both current and retired employees.

The Governor has directed that a three-part evaluation of PEIA be conducted to determine the value of the liability for providing current and future healthcare benefits to employees and their dependents, an examination of benefit design and its impact on the value of the liability, and the operations of the PEIA program. The goal is to find a more efficient way to provide state employees (both active and retired) with quality healthcare benefits at a price both the PEIA members and the state can afford. It is anticipated that the evaluation will be completed by July 1, 2006.

**State Aid to Schools**—The Basic State Aid to Schools Formula for public education (excluding salary increases) netted a reduction of \$7.2 million, while the Department of Education statutory salary increases and program enhancements required an additional \$6.8 million. Budget projections are based on the following assumptions:

- \* Student enrollment statewide will increase because of continued increases in K-12 enrollment and continued implementation of the early childhood program;
- \* The increase in the net enrollment limits included in W.Va. Code 18-9A-5a will continue to rise, causing an increase in the number of personnel funded of approximately 25 professional educators and 43 service personnel per year over the five-year period;

## *Six Year Financial Plan*

- \* The average state-funded salary, exclusive of salary increases, will increase by 0.25% for professional educators and 0.02% for service personnel because of increased years of experience;
- \* The fixed charges allowance rate will increase by one percent per year;
- \* Transportation costs will increase by ten percent for the 2006-07 year as a result of increases in fuel costs and school bus replacement costs caused by the new federal pollution control restrictions on diesel fuel emissions, and by four percent per year for the remaining years;
- \* The legislative appropriation for Improve Instructional Programs will continue to be \$33 million per year;
- \* The funding for the other allowances under the Public School Support Program will increase by four percent per year, and;
- \* The local county share will increase by an average of \$10.9 million per year.

**Public Education Statutory Increases/Enhancements**—The Department of Education employees are statutorily paid at the same county pay scales as professional educators and service personnel. The increase is based upon the number of employees and the county in which they are employed. Also included are program enhancements such as “21st Century Learners.”

**Medicaid**—State Medicaid funding is dependent primarily on four funding sources—General Revenue, Lottery, Medical Services Trust Fund, and Provider Tax. Medicaid funding has increased from approximately \$334 million in 1995 to over \$610 million in 2006. Controlling the growth of this program is vital to both the fiscal health of the state and the people who depend on the Medicaid program for vital services.

Since Medicaid operates as an entitlement program for all citizens that meet the eligibility criteria, the cost of the program is determined by the number of eligible individuals, how often they utilize health care services, and the cost of the health care services. Therefore, the state must budget for all program costs incurred by the clients. The program costs cannot be controlled through budget restrictions and appropriation caps without changes to the eligibility criteria, the types of services covered, or the rates paid for services.

It is currently estimated that without any program changes the cost for the Medicaid program will increase at a rate of approximately ten percent per year. It is also assumed that as the economy continues to improve, the federal match will decline by approximately 0.5% per year. If the provider tax, trust fund, and lottery sources of state match remain relatively constant, the General Revenue Fund of the state will have to supply the additional funds to cover future increases in cost. However, any future increase or decrease in these sources will impact the amount of general revenue required to cover the total state match cost.

Future Medicaid costs will put a heavy burden on future state revenues, and program changes are inevitable to avoid future funding crises. However, reducing program eligibility, eliminating covered services, and reducing payments for services will shift the burden to other social service providers as clients seek other sources of assistance. The healthcare industry in general (hospitals, physicians, clinics, etc.) may also experience the possibility of decreased revenues from the Medicaid program and an increase in uncompensated care as clients seek medical care without coverage. Since Medicaid revenue has become a significant factor in the healthcare industry, any reductions will cause cost shifting and other reductions throughout the state healthcare systems.

The Governor’s budget for FY 2007 will request an additional \$60 million for the program. To restrain the future growth of the program, DHHR will focus on managing Medicaid like other health insurance programs. Medicaid is confronted with a fundamental problem—how to design an appropriate benefit package for the

## Six Year Financial Plan

poorest and most disabled citizens of West Virginia and ensure access to Medicaid services, yet still meet cost containment and program integrity goals. The Administration is committed to containing the burgeoning costs of this program.

**Behavioral Health Services**—The Governor recommends \$11 million to comply with court orders regarding behavioral health facilities and \$4 million to provide community support to begin moving patients back into society.

**Tobacco Settlement Shortfall**—Along with an expected shortfall of \$6.7 million in FY 2006, FY 2007 may render an additional shortfall of \$3.5 million in Tobacco Settlement Master Agreement funds which are used for operations at the various state-owned institutional facilities. This possible shortfall is due to a lawsuit filed by the participating tobacco companies against several states regarding the monitoring of the tobacco escrow accounts required by the nonparticipating tobacco companies. West Virginia believes we are in compliance with all requirements, and this issue will eventually be a moot point. However, until final settlement is reached, we must plan for a potential shortfall that must be funded from other sources.

**Correctional Facilities Operations**—At the correctional facilities, inmate medical costs rise an average of \$2.2 million each year. Additional inmates, increased aged inmate population, increased chronic medical illnesses, and the rising cost of medical care in general necessitates the request for additional medical expense funding for the proper remittance of provided services.

Facility openings and shortfall in the operational budget requires an additional \$7.6 million. Contractual services at the 300-bed Stephens Facility will require a full annualized operating budget in FY 2007. Additionally, facilities at Lakin and Huttonsville will be gaining additional beds in FY 2007. The current state-sentenced correctional population as of December 30, 2005, is 5,312 inmates of which 1,276 are in the regional jail system awaiting housing in state correctional facilities.

The correctional population is expected to have an average annual growth rate of 3.2% over the next decade. As a result, the population is forecasted to reach 6,010 inmates by the end of 2009 and 6,992 inmates by the end of 2014. The Division of Corrections can expect to receive an average of 190 additional inmates per year based on this forecast. The current process indicators are supporting this projection.

Although the Division of Corrections, in conjunction with the Executive and Legislative branches, will explore all other options to further reduce overcrowding, the required expansions at the facilities are a critical component.

**Juvenile Facility Operations**—Juvenile facility expansions and operational shortfalls require an additional one million dollars in FY 2007, including full annualized funding for the Eastern Regional Juvenile Center expansion from 10 beds to 24 beds and becoming a short-term, transitional living facility.

Future projections include the expansion of the Sex Offender Specialized Treatment Unit (SOSU) at the West Virginia Industrial Home for Youth. The SOSU will expand to accommodate an additional 15 juveniles, freeing up an additional 29 beds to accommodate a new specialized treatment program for juveniles who would have previously been sent out of state for services.

The Davis Center is currently in the planning stages to be replaced with the new Rubenstein Center in the next few years. The Davis Center is the final facility operated by the division to be upgraded to an acceptable facility. The upgrade of the Davis Center is currently in the planning stages and should be completed some time in late 2007.

## *Six Year Financial Plan*

**Trooper Longevity and Enhanced Entry Salary**—The enhanced salary plan for troopers is in effort to upgrade the entry level trooper salary levels so they will be comparable and competitive with those offered by municipal police departments across the state. It will assist by attracting more qualified applicants, and thus retain them through the early years of their career.

Together with a longevity plan to entice retention of senior troopers, the combined overall impact of these salary enhancements of \$3.7 million will ensure that the citizens of West Virginia will continue to be protected by a more experienced and trained law enforcement staff.

**Capital Outlay and Maintenance**—The Governor has recognized the need for dedicated funding of capital outlay and maintenance to maintain and repair state-owned facilities. As the Governor develops future budgets a greater emphasis will be placed on the capital planning process and the development of proper maintenance plans for fixed assets such as buildings, equipment or machinery.

- \* \$2 million recommended to Department of Health and Human Resources for seven state-owned hospitals
- \* \$2 million recommended to Corrections for fourteen prisons
- \* \$500,000 recommended to Juvenile Services for twelve detention centers
- \* \$200,000 recommended to Cultural and History
- \* \$100,000 recommended to Educational Broadcasting Authority
- \* \$200,000 recommended to Rehabilitation Services

**Unanticipated Expenditures/Program Enhancements**—Various program enhancements in other areas include funding for: addressing the unfunded liability of the Tuition Trust Fund program, conservation projects, Homeland Security and Emergency Management Division, AIDS Drug Assistance Program, an increase in the school clothing allowance, healthy lifestyles program, child care match, nutrition and in-home services for seniors, increment pay for higher education faculty, auditors and property appraisal personnel for the Tax Division, CHIP, Public Defender Services, Veterans' Nursing Home operations, and Board of Risk and Insurance Management rate increases.

Also included in this line is program savings that have been realized in the amount of \$12.7 million. Some of the major savings include a reduction of \$4.6 million in PEIA changes to the State Aid to Schools Formula, a reduction in Education Lottery funding of \$4 million, and a reduced request in the Civil Contingent fund of \$1 million.

The amount included for FY 2007 is the net increase, including the savings mentioned above, as recommended for appropriation. Even though \$30 plus million (in FY 2008 and beyond) may seem large for a total amount of unanticipated expenditures, it is only 0.9% of estimated expenditures in FY 2008 and reaches only 1.1% in FY 2011.

**Public Education/Gap Fill**—As requested by Governor Manchin in September 2005 and implemented November 2005, these funds are required to fill the gaps that previously existed in the pay steps in the public school teacher pay scale. Over a four year period, all of the gaps will be filled at a total cost of \$77.6 million.

**Salary Increase**—This includes moneys necessary to fund a salary increase for state employees, teachers, and school service personnel beginning November 1, 2005. The amount for FY 2007 is necessary to fully fund the increase on an annual basis by adding four months of funding for state employees and one-fourth of a school year for teachers and school service personnel.

## *Six Year Financial Plan*

### **Summary**

The *Six Year Financial Plan* includes the best estimate of revenues and expenditures based on currently known facts and are the best assumptions we can make on a future basis. The further into the future we project revenues and expenditures, the greater the chance of deviation from the projections. For example, the end of the next budget year, FY 2008, is still 30 months into the future from the date the projections were completed. The General Revenue Fund estimate is \$3.6 billion for FY 2008. Just a one percent deviation from the estimate will result in a \$36 million difference in revenues. Depending on this deviation being either higher or lower, the actual difference in revenue could be \$70 plus million (\$36 million under estimate to \$36 million over estimate).

The same may be said regarding expenditures. Although we have included all known expenditures with the best projections available for future increases, many unknowns obviously exist. A large portion of the budget is expended for health care—both Medicaid and public employees' health insurance expenditures. Small fluctuations in the projected cost of health care can result in large dollar differences in the required expenditures for these services. For Medicaid, a one percent change in the federal match rate results in a difference in state funding of approximately \$30 million.

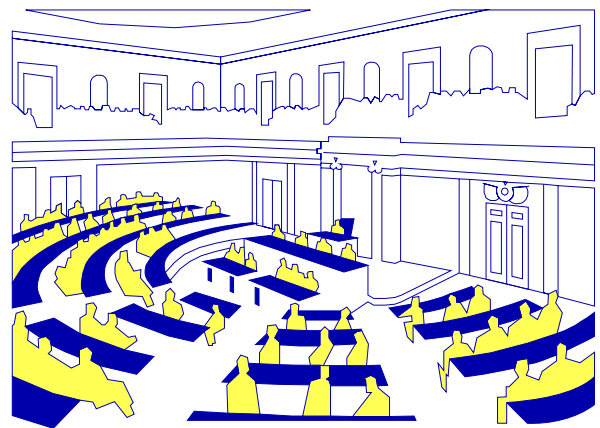
Also not included in the projected expenditures is any additional funding for future salary increases, funding for inflationary expenses to cover the rising cost of energy consumption for state-owned buildings and vehicles, or funding for new programs.

The Governor may consider amendments to the FY 2007 budget to implement the recommendations of the investigative report on the Sago Mine disaster. The report is expected to be completed by mid calendar year 2006.

Should any of these issues related to both revenues and expenditures occur, they will have a direct impact on the *Six Year Financial Plan*.

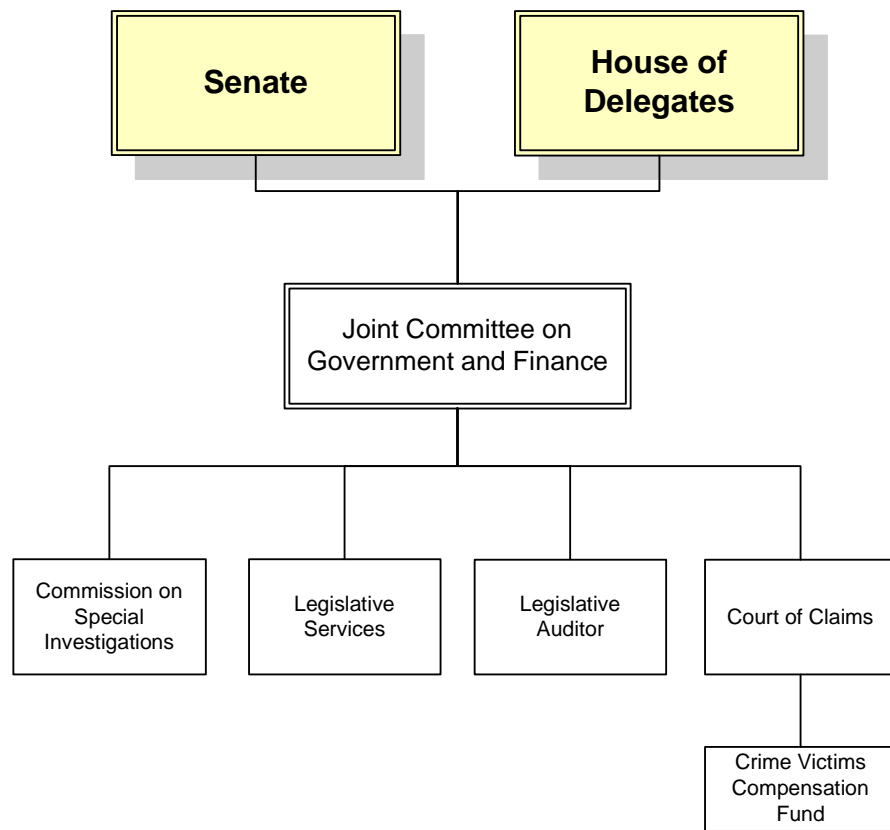


# LEGISLATIVE BRANCH



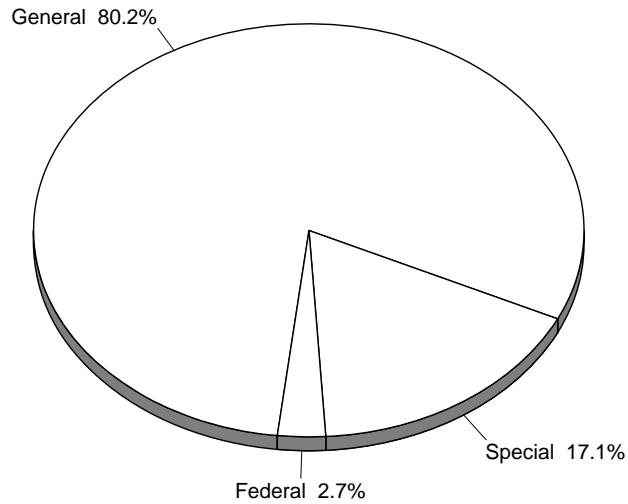


# West Virginia Legislature



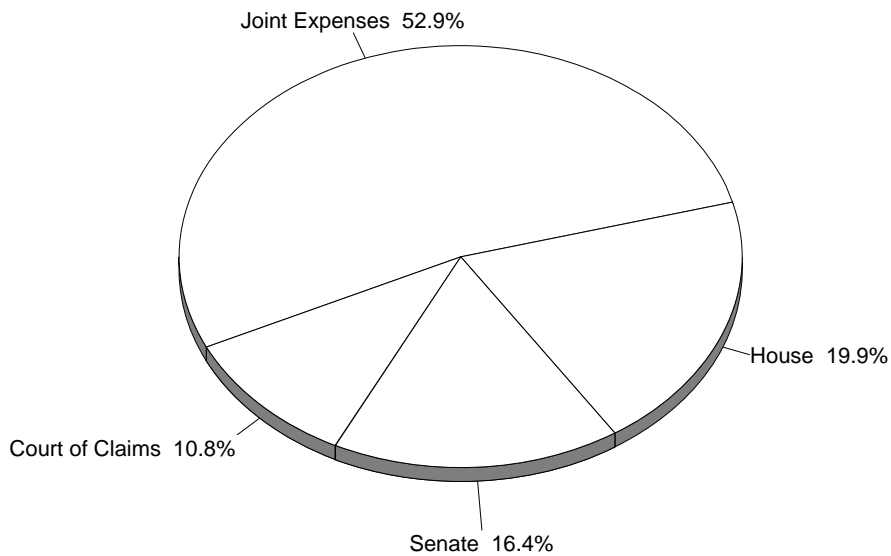
West Virginia Legislature  
**Revenues and Expenditures**

**Total Available Funds**  
Fiscal Year 2007  
\$46,953,965\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**  
Fiscal Year 2007  
\$42,174,365



# West Virginia Legislature

## Branches of Government

The West Virginia Constitution sets forth an organization consisting of three branches of government having separate but equal powers. The legislative branch makes the laws, the executive branch enforces the law, and the judicial branch interprets the law.

## Legislature

West Virginia is represented by a citizen legislature. While lawmakers are elected by the people to serve as their representative voice in government, they are also professionals in other occupations. This is known as a part-time legislature. The bicameral Legislature consists of 34 senators and 100 delegates who represent the 17 senatorial districts and 56 delegate districts of West Virginia.

## Legislative Sessions

Each Legislature is comprised of two types of sessions. The regular session begins on the second Wednesday in January of each year and lasts for 60 consecutive days. In the year a Governor is inaugurated, a recess is taken after the first day of the session to allow the Governor time to prepare a legislative agenda, including a proposed state budget for the coming year. After the recess, the legislators return on the second Wednesday in February to meet for 60 consecutive days.

On the first day of the 60-day session, members of both the Senate and the House hold a joint session in the House Chamber at which the Governor presents a legislative program along with the State's Budget Bill. Speaking before the full body, the Governor gives the State of the State Address, proposing suggestions as to what key issues the Governor believes the legislators should act on.

Any regular session may be extended by concurrent resolution adopted by a two-thirds vote of members elected to each house. If the session is extended, legislators cannot act on any measures except business stated in the concurrent resolution or items proclaimed by the Governor.

There are instances when it becomes necessary for the Legislature to meet between sessions. These are termed "extraordinary" or "special" sessions and are convened at the discretion of the Governor or when the Governor receives a written request from three-fifths of the members of each house.

*House of Delegates*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
House of Delegates	59.00	\$8,013,876	\$13,301,631	\$8,391,026	
Less: Reappropriated		(764)	(4,990,605)	0	
<b>TOTAL BY PROGRAM</b>	<b>59.00</b>	<b>8,013,112</b>	<b>8,311,026</b>	<b>8,391,026</b>	<b>8,391,026</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		59.00	59.00	59.00	59.00
Compensation of Members		2,284,317	3,273,051	2,270,000	2,270,000
Compensation and Per Diem of Officers and Employees		647,514	600,000	680,000	680,000
Current Expenses and Contingent Fund		3,809,120	6,889,289	4,221,162	4,221,162
Expenses of Members		1,251,886	2,269,427	1,190,000	1,190,000
Technology Improvements		0	240,000	0	0
BRIM Premium		21,039	29,864	29,864	29,864
Less: Reappropriated		(764)	(4,990,605)	0	0
<b>Subtotal: General Fund</b>		<b>8,013,112</b>	<b>8,311,026</b>	<b>8,391,026</b>	<b>8,391,026</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>59.00</b>	<b>59.00</b>	<b>59.00</b>	<b>59.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$8,013,112</b>	<b>\$8,311,026</b>	<b>\$8,391,026</b>	<b>\$8,391,026</b>

Senate  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Senate	51.00	\$5,005,672	\$24,497,983	\$6,933,016	
Less: Reappropriated		(14,261)	(17,564,967)	0	
<b>TOTAL BY PROGRAM</b>	<b>51.00</b>	<b>4,991,411</b>	<b>6,933,016</b>	<b>6,933,016</b>	<b>6,933,016</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		47.00	51.00	51.00	51.00
Compensation of Members		795,174	3,045,190	1,010,000	1,010,000
Compensation and Per Diem of Officers and Employees		2,482,447	8,641,785	3,003,210	3,003,210
Employee Benefits		516,390	1,997,785	597,712	597,712
Current Expenses and Contingent Fund		440,294	4,440,573	700,000	700,000
Repairs and Alterations		38,965	1,245,877	450,000	450,000
Computer Supplies		4,898	364,360	40,000	40,000
Computer Systems		96,619	1,465,346	250,000	250,000
Printing Blue Book		107,747	419,030	150,000	150,000
Expense of Members		504,261	2,725,943	700,000	700,000
Technology Improvements		0	120,000	0	0
BRIM Premium		18,877	32,094	32,094	32,094
Less: Reappropriated		(14,261)	(17,564,967)	0	0
<b>Subtotal: General Fund</b>		<b>4,991,411</b>	<b>6,933,016</b>	<b>6,933,016</b>	<b>6,933,016</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>47.00</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$4,991,411</b>	<b>\$6,933,016</b>	<b>\$6,933,016</b>	<b>\$6,933,016</b>

Joint Expenses  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Joint Expenses	113.00	\$12,249,735	\$61,362,481	\$22,310,189	
Court of Claims	5.00	2,291,273	4,861,966	4,540,134	
Less: Reappropriated		(89,087)	(31,590,097)	0	
<b>TOTAL BY PROGRAM</b>	<b>118.00</b>	<b>14,451,921</b>	<b>34,634,350</b>	<b>26,850,323</b>	<b>26,850,323</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		110.25	113.00	110.25	110.25
Joint Committee on Government Finance		6,690,151	11,369,751	6,845,189	6,845,189
Legislative Printing		784,108	3,569,536	800,000	800,000
Legislative Rule-Making Review Committee		133,864	1,572,507	155,000	155,000
Legislative Computer System		854,467	4,005,086	900,000	900,000
Joint Standing Committee on Education		72,768	163,495	88,000	88,000
Joint Commission on Vocational Technical-Occupational Education		0	1,150	0	0
Work Force Development Council		0	200,000	0	0
Other Legislative Committee		0	6,500	0	0
Commission on Interstate Cooperation		0	12,200	0	0
Tax Reduction & Federal Funding Increased Compliance		0	22,400,000	10,000,000	10,000,000
BRIM Premium		14,220	22,000	22,000	22,000
Technology Improvements		0	240,000	0	0
Supplement for PERS & TERS 2006		0	10,000,000	0	0
Claims Against the State		3,612,554	1,115,476	3,500,000	3,500,000
Less: Reappropriated		(1,484)	(24,905,317)	0	0
<b>Subtotal: General Fund</b>		<b>12,160,648</b>	<b>29,772,384</b>	<b>22,310,189</b>	<b>22,310,189</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	1.00	0.00
Total Personal Services		32,300	34,406	34,406	34,406
Employee Benefits		0	8,500	8,625	8,625
Other Expenses		613,700	1,226,000	1,226,000	1,226,000
<b>Subtotal: Federal Fund</b>		<b>646,000</b>	<b>1,268,906</b>	<b>1,269,031</b>	<b>1,269,031</b>
<b>Appropriated Special Fund</b>					
FTE Positions		5.00	5.00	5.00	5.00
Total Personal Services		178,147	219,000	219,000	219,000
Employee Benefits		51,167	73,500	75,000	75,000
Other Expenses		1,469,062	9,661,780	2,977,103	2,977,103
Less: Reappropriated		(87,603)	(6,684,780)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>1,610,773</b>	<b>3,269,500</b>	<b>3,271,103</b>	<b>3,271,103</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	34,100	0	0
Employee Benefits		0	0	0	0
Other Expenses		34,500	289,460	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>34,500</b>	<b>323,560</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>115.25</b>	<b>118.00</b>	<b>116.25</b>	<b>115.25</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$14,451,921</b>	<b>\$34,634,350</b>	<b>\$26,850,323</b>	<b>\$26,850,323</b>

West Virginia Legislature

# Court of Claims

## (West Virginia Crime Victims Compensation Act)

### Mission

The mission of the Court of Claims is to fulfill the moral obligation of the state to provide partial compensation to innocent victims of crime and their families for injury or death caused by criminal conduct.

### Operations

- Reimburse innocent victims of crime for economic losses within limits set forth by statute as the result of being a victim of crime in West Virginia or other state that has no active crime victims program.

### Goals/Objectives

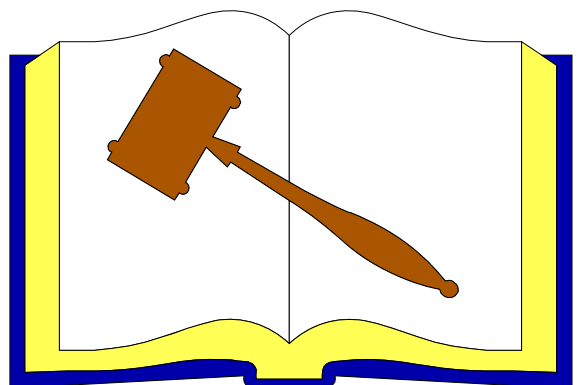
- Improve efficiency through the use of updated computer programs.
- Decrease turnaround time in processing claims.
- Pay claims in a timely manner.
- Increase public awareness of the victim compensation program.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2002</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>
Crime victim claims received	522	671	648	698
Claims processed by the court (includes supplemental awards)	714	680	1,066	922
Amounts awarded by the court	\$1,372,544	\$2,218,158	\$2,219,815	\$1,934,468

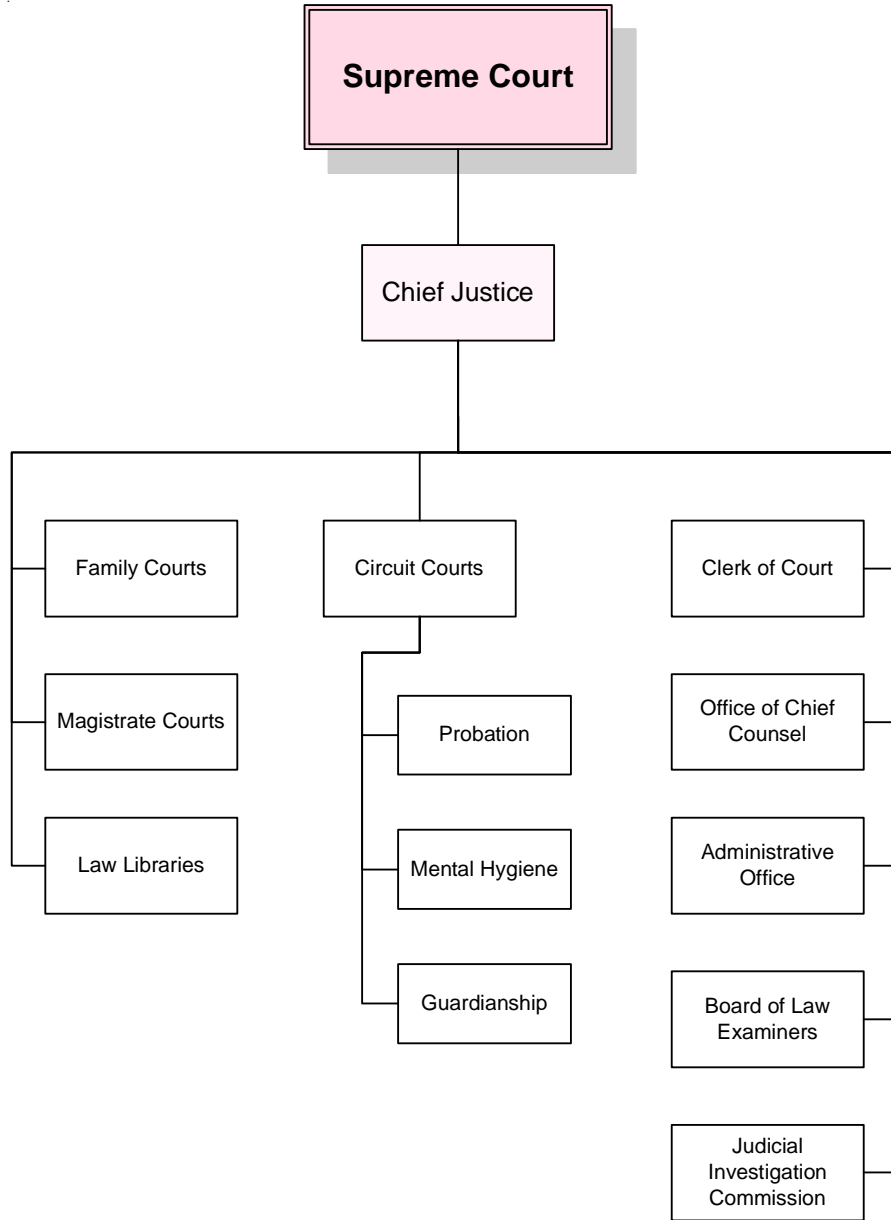


# JUDICIAL BRANCH





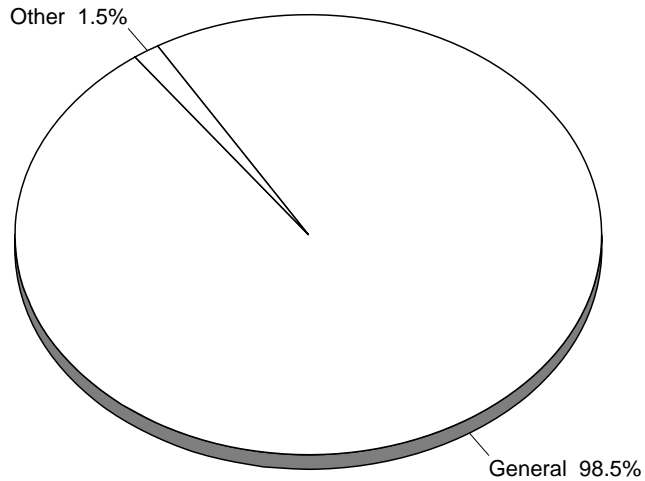
# West Virginia Judicial System



West Virginia Judicial System  
**Revenues and Expenditures**

**Total Available Funds**

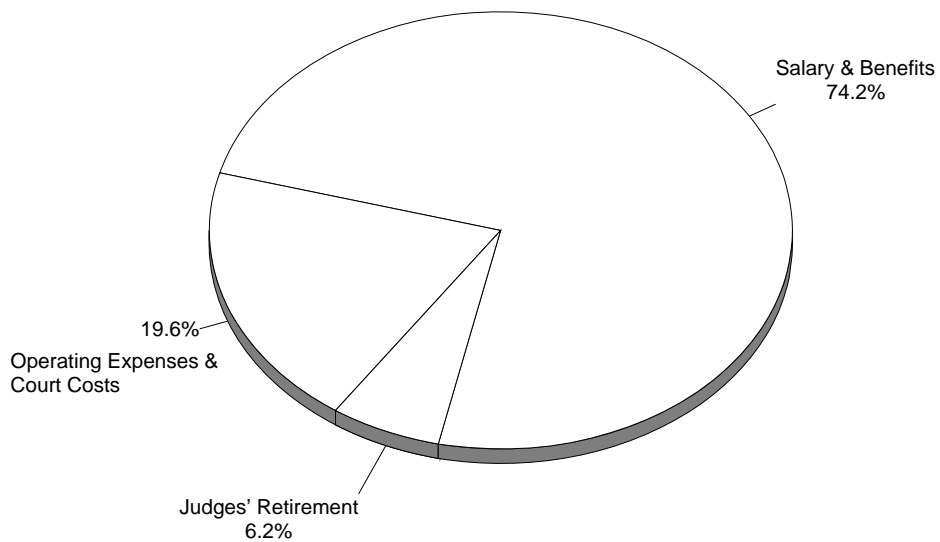
Fiscal Year 2007  
\$97,894,090\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Program**

Fiscal Year 2007  
\$97,835,328



# West Virginia Judicial System

## Mission

The West Virginia Judicial System serves the public, protects rights, interprets and upholds the law, and provides fair, accessible, effective, and responsive forums for the resolution of civil and criminal matters.\*

## Operations

### *Administrative Office*

- Maintains an organizational structure to promote accountability and provide a common management system so that the delivery of services may be administered uniformly throughout the state.

### *Board of Law Examiners*

- Examines all applicants for admission to practice of law and to verify that all applicants are of good moral character and meet the other requirements set forth in the Supreme Court rules.

### *Clerk of Court*

- Accepts filings, maintains docket and records, and provides information to the public regarding decision.

### *Judicial Investigation Commission and Judicial Hearing Board*

- Enforces standards for ethical conduct of all judicial officers.

### *Law Libraries*

- Provide access to legal information to employees and members of the judiciary and the public throughout the state.
- Provide basic collections of legal materials at the state capitol and in each judicial circuit throughout the state.
- Increase and improve the use of electronic document retrieval by employees of the judiciary.
- Continue to improve response time to requests for legal citation copies by State Law Library staff.
- Continue staff developments to improve maintenance and accessibility of law library collections statewide.

### *Office of Chief Counsel*

- Assists the Supreme Court in initial consideration of petitions for appeal, petitions for extraordinary relief, and motions to the court in addition to various administrative duties.

\* This statement applies to the Supreme Court, Circuit Courts, Family Court, and Magistrate Court.

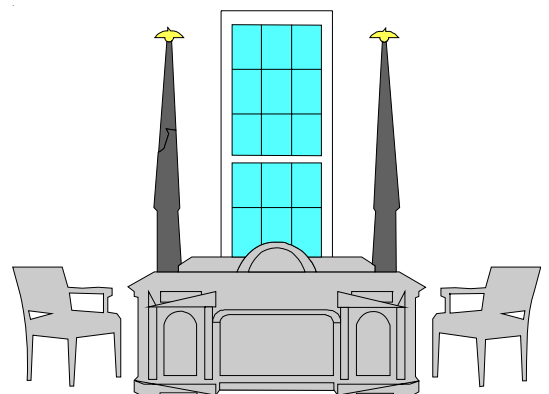
Supreme Court  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Supreme Court	1,184.50	\$81,683,657	\$90,368,900	\$96,460,328	
Less: Reappropriated		(1,549,200)	(3,249,433)	0	
<b>TOTAL BY PROGRAM</b>	<b>1,184.50</b>	<b>80,134,457</b>	<b>87,119,467</b>	<b>96,460,328</b>	<b>97,835,328</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		1,176.00	1,184.50	1,184.50	1,184.50
Total Personal Services		46,365,736	49,419,992	55,358,746	55,358,746
Employee Benefits		20,389,079	23,037,175	23,314,123	23,314,123
Unclassified		13,544,913	15,211,733	17,787,459	17,787,459
Less: Reappropriated		(1,549,200)	(3,249,433)	0	0
<b>Subtotal: General Fund*</b>		<b>78,750,528</b>	<b>84,419,467</b>	<b>96,460,328</b>	<b>96,460,328</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		4,668	0	0	0
Employee Benefits		1,526	0	0	0
Other Expenses		2,530	1,150,000	0	0
<b>Subtotal: Federal Fund</b>		<b>8,724</b>	<b>1,150,000</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		1,375,205	1,550,000	0	1,375,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>1,375,205</b>	<b>1,550,000</b>	<b>0</b>	<b>1,375,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>1,176.00</b>	<b>1,184.50</b>	<b>1,184.50</b>	<b>1,184.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$80,134,457</b>	<b>\$87,119,467</b>	<b>\$96,460,328</b>	<b>\$97,835,328</b>

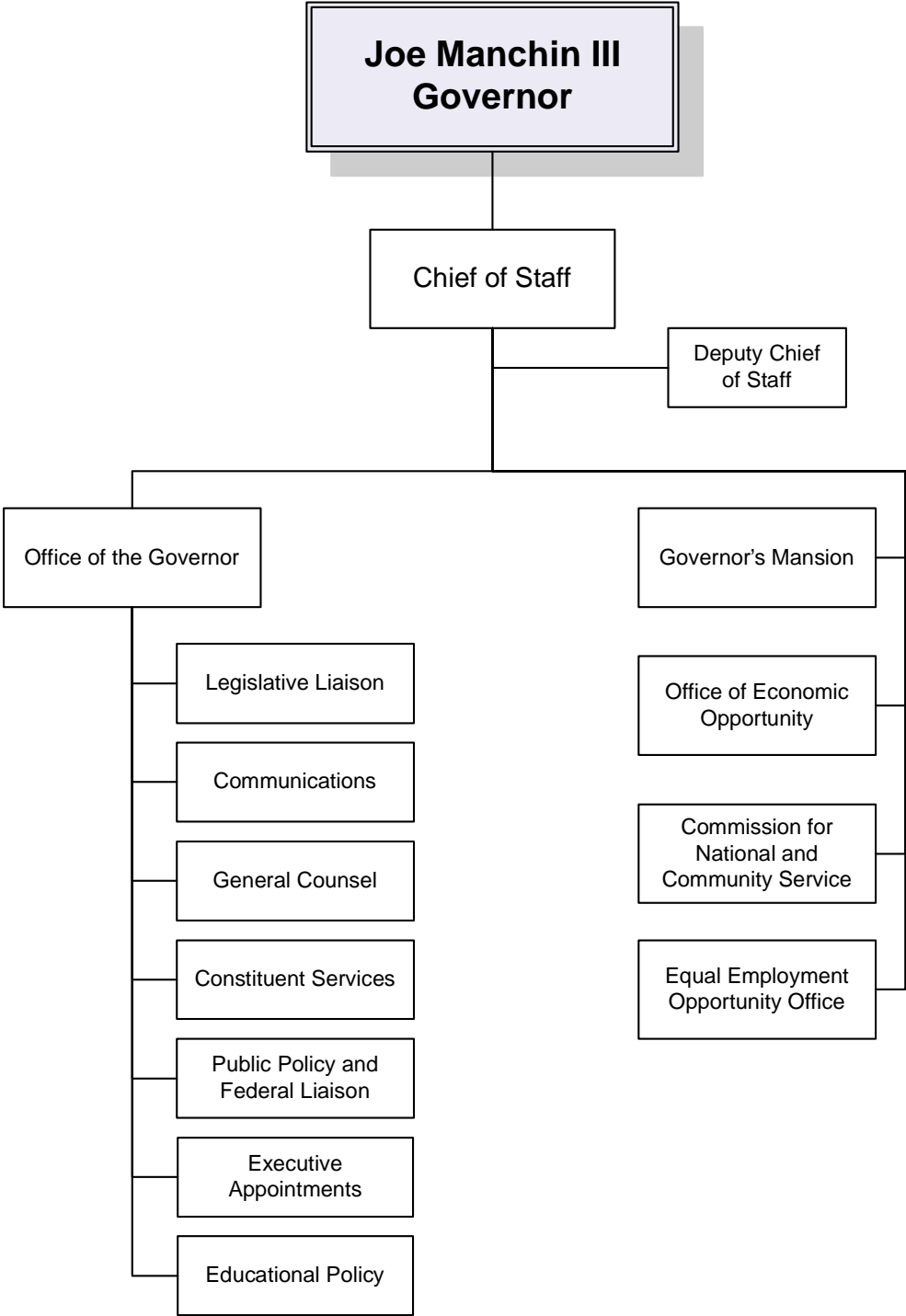
\* FY 2006 General Revenue includes a \$1,500,000 surplus appropriation for Magistrates' Computer System.



# EXECUTIVE BRANCH



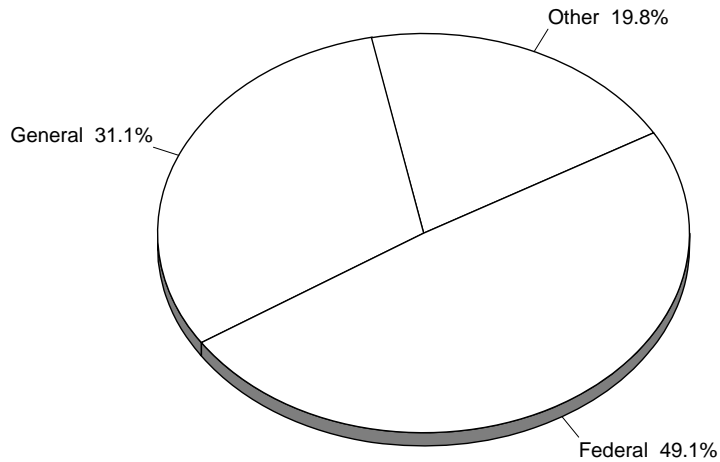
# Governor's Office



Governor's Office  
**Revenues and Expenditures**

**Total Available Funds**

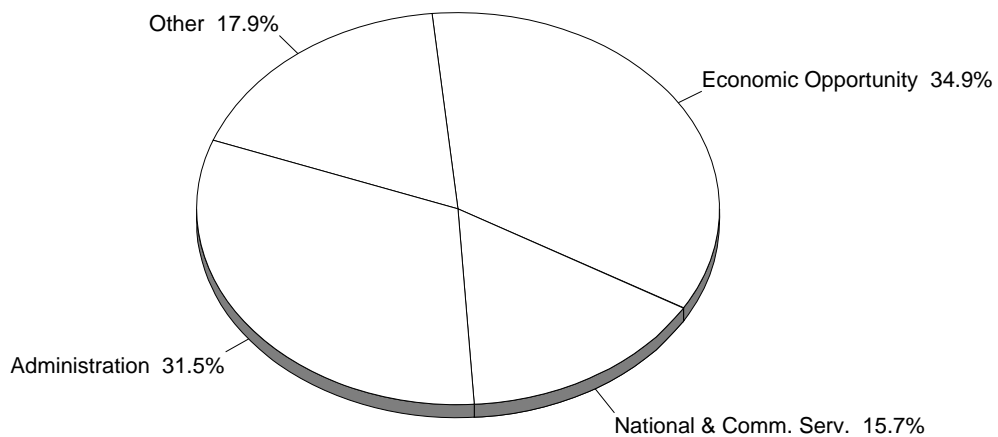
Fiscal Year 2007  
\$42,380,282\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Program**

Fiscal Year 2007  
\$39,050,336





# Governor's Office

## Mission

The Office of the Governor develops policies and goals to achieve the Governor's vision for West Virginia by growing the West Virginia economy and enhancing the quality of life for every West Virginian. The key areas of focus for the administration are: state security, economic development, education, responsible government, and health care. Achieved improvements in these five areas will enhance the quality of life for West Virginians.

## Goals/Objectives

### *State security*

- Improve interoperable communications and effectiveness of critical disaster response.
- Improve the safety of the citizens of West Virginia through aggressive drug enforcement, education, and homeland security efforts.
- Maintain cooperation and communication between the federal Office of Homeland Security and the State of West Virginia.

### *Economic development*

- Aggressively market our state nationally and internationally.
- Improve the state's Workforce Investment programs to help citizens prepare for the future.
- Improve the ability of businesses to create and retain quality jobs with benefits.
- Continue to capitalize on and preserve our abundant natural resources.
- Promote clean coal technology and other forward-thinking energy policies.
- Expand export market for electricity generation.
- Improve our tourism marketing, and further develop our tourism infrastructure.
- Upgrade state parks to create more modern amenities.
- Provide the necessary infrastructure to improve the state's economy and safety.

### *Education*

- Create a seamless system of education from early childhood through lifelong learning.
- Forge stronger connections between education and economic development.
- Promote postsecondary education attainment and workforce training.
- Enhance the quality of teaching and learning through the innovative use of technology.
- Improve professional development for all educators.
- Strengthen the research capacity of West Virginia's colleges and universities through the Experimental Program to Stimulate Competitive Research (EPSCoR).

### *Responsible government*

- Create a team atmosphere to accomplish the Governor's initiatives.
- Follow up on feedback from citizens to ensure the effectiveness of state government.

## *Governor's Office*

- Implement leadership training for all team leaders.
- Focus on streamlining technology through the Office of Technology.
- Promote customer service at all levels of government, focusing on the citizen as a customer.
- Train cabinet secretaries on standard operating procedures as a guide for quality control.

### *Health Care*

- Continue to promote health care initiatives to ensure affordable, accessible, quality care for all residents.
- Lower the cost of prescription drugs for all citizens of West Virginia.

Governor's Office  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Cabinet on Children & Families	0.00	\$3,519,058	\$0	\$0	
Chief Technology Office	0.00	1,827,066	0	0	
Civil Contingent Fund	0.00	59,042,194	43,307,272	7,000,000	
Governor's Mansion	7.00	424,553	580,444	577,774	
Governor's Office	70.95	9,235,114	13,004,535	11,684,619	
Office of Economic Opportunity	6.00	9,872,382	13,607,444	13,607,444	
WV Commission for National and Community Service	7.83	5,917,165	6,339,164	6,131,188	
Less: Reappropriated		(16,134,006)	(29,847,789)	0	
Less: Surplus Appropriation		(3,027,583)	(2,250,866)	0	
<b>TOTAL BY PROGRAM</b>	<b>91.78</b>	<b>70,675,943</b>	<b>44,740,204</b>	<b>39,001,025</b>	<b>39,050,336</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		61.00	64.28	59.45	59.45
Total Personal Services		2,556,091	3,021,674	2,979,100	3,028,411
Employee Benefits		851,741	919,181	871,187	919,181
Other Expenses		62,648,987	41,598,447	9,287,106	9,239,112
Less: Reappropriated		(16,134,006)	(29,648,940)	0	0
Less: Surplus Appropriation		(3,027,583)	(2,250,866)	0	0
<b>Subtotal: General Fund</b>		<b>46,895,230</b>	<b>13,639,496</b>	<b>13,137,393</b>	<b>13,186,704</b>
<b>Federal Fund</b>					
FTE Positions		24.50	24.50	24.50	24.50
Total Personal Services		644,597	1,073,850	1,106,800	1,106,800
Employee Benefits		191,725	350,560	359,782	359,782
Other Expenses		14,445,378	21,793,002	19,272,371	19,272,371
<b>Subtotal: Federal Fund</b>		<b>15,281,700</b>	<b>23,217,412</b>	<b>20,738,953</b>	<b>20,738,953</b>
<b>Appropriated Special Fund</b>					
FTE Positions		10.00	0.00	0.00	0.00
Total Personal Services		371,938	0	0	0
Employee Benefits		109,299	0	0	0
Other Expenses		1,471,980	198,849	0	0
Less: Reappropriated		0	(198,849)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>1,953,217</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		3.00	3.00	4.50	3.00
Total Personal Services		333,262	349,235	383,435	383,435
Employee Benefits		101,661	132,908	148,147	148,147
Other Expenses		6,110,873	7,401,153	4,593,097	4,593,097
<b>Subtotal: Nonappropriated Special Fund</b>		<b>6,545,796</b>	<b>7,883,296</b>	<b>5,124,679</b>	<b>5,124,679</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>98.50</b>	<b>91.78</b>	<b>88.45</b>	<b>86.95</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$70,675,943</b>	<b>\$44,740,204</b>	<b>\$39,001,025</b>	<b>\$39,050,336</b>

*Governor's Office*  
**Governor's Mansion**

## **Mission**

The Governor's Mansion is a unique division of state government. It has its own budget separate from the Governor's Office. As one of West Virginia's finest assets, the mansion is a showplace for the people of West Virginia to enjoy and serves as a tourist attraction for those visiting our state capitol. Tours are given two days a week and on special occasions.

## **Operations**

The Governor's Mansion hosts many functions such as receptions, dinners, meetings, and entertaining. Holiday parties bring several hundred people to the beautiful home. Dignitaries may stay in the mansion's elegant guestrooms. The Governor and his family reside in the mansion while in office, and they may bring their own furnishings for the living quarters.

## **Goals/Objectives**

- Make the First Family's home accessible to the people of West Virginia.
- Maintain the integrity of the building.
- Provide privacy for the family in residence.

## **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Tourists who visited the mansion	4,523	4,700	5,000	5,511	5,000	5,000
Scheduled tours	178	200	200	204	250	250

# Office of Economic Opportunity

## **Mission**

The mission of the Office of Economic Opportunity is to alleviate poverty in West Virginia by addressing both the symptoms and causes and by supporting community-based programs that lift individuals, families, and communities to higher levels of self-sufficiency.

## **Operations**

- Distribute and monitor federal grant funds and provide support services.
- Provide services in program areas of employment, education, income maintenance, housing emergency services, nutrition, health, and coordination with other programs.
- Increase the thermal efficiency of the homes of low income, particularly the elderly and the handicapped.
- Provide funds and other assistance to homeless shelters and domestic violence shelters.
- Provide funds and assistance to nonprofit organizations to assist homeless persons.
- Liaison with other state agencies and private offices to redress homelessness.
- Establish Low Income Home Energy Program intake centers to provide funds and technical assistance to low income citizens and the near homeless.

## Programs

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### Community Services Block Grant

#### Mission

Working to serve the entire state of West Virginia through the network of community action agencies for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-supporting.

#### Goals/Objectives

- Provide training and technical assistance to the 16 community action agencies that make up the Community Action Network.
- Distribute Community Services Block Grant (CSBG) discretionary funding for innovative, pilot, income-producing projects in the Community Action Network.
- Report on the national performance indicators using the results oriented management and accountability tools and processes.
- Continue to develop action plans and reporting tools that allow agencies to coordinate services to move poverty level people to self-sufficiency.
- Provide programmatic and fiscal training throughout the state to the Community Action Network.
- Monitor each community action agency using a coordinated tool of programmatic and fiscal components to assess agency systems in place.
- Support the West Virginia Community Action Partnership through funding for technology assistance in regards to meeting federal reporting mandates.
- Achieve greater results in improving people's lives, not just by serving them, but by enabling them to have ownership to the improvement they make in their lives.

#### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Persons served by Community Services Block Grant	100,417	92,829	95,000	72,463	97,000	75,000
Persons served without health insurance	24,245	31,816	30,000	7,719	10,000	10,000
Persons served who obtained home ownership	15,344	12,467	20,000	14,651	15,000	17,000

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### Emergency Shelter Grants Program

#### Mission

The mission of the Emergency Shelter Grants Program is to provide immediate intervention that will improve the quality of life for individuals who are classified homeless. Collaborating with existing supportive and training services promotes self-sufficiency and prevents reoccurring homelessness.

#### Goals/Objectives

- Provide a safe and decent environment where individuals can live when classified as homeless.
- Develop opportunities in training and/or reentry skill development for residents of the shelters to be self-sufficient.
- Strive to act as a support system in moving the homeless toward home ownership through job and lifeskill development.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Shelters funded	33	33	33	33	34	33
Homeless served	49,245	50,802	50,870	66,421	60,500	58,000
Meals served per day	1,198	874	918	2,438	2,500	2,500

## Weatherization Assistance Program

### Mission

The mission of the Weatherization Assistance Program is to reduce heating and cooling costs for low-income families (particularly the elderly, people with disabilities, and children) by improving the energy efficiency of their homes and ensuring their health and safety.

### Goals/Objectives

- Weatherize a number of homes (determined by funding levels), targeting 50% of the homes to contain at least one elderly resident, 25% of the homes to contain at least one handicapped resident, and 40% of the homes to contain children.
- Ensure that energy conservation measures completed on each home are the most energy efficient options possible for the program dollars invested.
- Ensure all combustion appliances are operating efficiently and safely.
- Enable the West Virginia Weatherization Assistance Program to be viewed as a leader in energy conservation technology and a viable partner in conservation projects.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Homes weatherized	1,225	1,379	1,235	1,267	1,050	1,050
People served	2,728	2,875	2,779	2,615	2,363	2,400

# West Virginia Commission for National and Community Service

## Mission

The West Virginia Commission for National and Community Service challenges West Virginians to strengthen their communities through service and volunteerism. We identify and mobilize resources, promote an ethic of service, and empower communities to solve problems and improve the quality of life for individuals and families.

## Operations

The Governor appoints the commission to administer the AmeriCorps National Service Program, to serve as a clearinghouse for volunteers, to support nonprofit organizations, and to develop leaders in West Virginia communities.

### **Develop effective individuals in West Virginia communities through community service and volunteerism.**

- Enable West Virginians to be more effective at their jobs.
- Enable West Virginians to be more effective at solving community problems.
- Provide education awards to volunteers and national service participants for postsecondary education.

### **Sustain West Virginia's volunteer and service organizations.**

- Increase fiscal and material resources for service organizations, including National Service grants, federal and state funding, and corporate and foundation donations.
- Increase the organizational capacity of West Virginia's volunteer and service organizations to administer, manage, and implement effective programs through high quality technical assistance and training.

### **Promote policies and procedures that support service and volunteerism.**

- Encourage the private sector to participate in service campaigns.
- Increase the number of nonprofit and government organizations that have policies that facilitate volunteerism.

### **Increase public appreciation of service.**

- Promote the importance of service as a means to change communities and individuals.
- Increase media coverage of national service programs, community service, and volunteerism.
- Increase hope in the power of service and volunteerism.
- Recognize outstanding individuals, organizations, and businesses through the annual Governor's Service Award.

### **Improve communities.**

- Meet community needs using the AmeriCorps national service program, especially in the area of building learning communities, sustainable economic development, and disaster preparedness and response.
- Increase the amount of service and volunteerism being used by agencies and organizations to solve community problems.

### **Develop community leaders**

- Increase the number of West Virginians who have received leadership training.
- Increase citizen participation in community leadership and activities for the common good.
- Assist organizations to obtain more effective and diverse leadership.

### **Encourage citizens to be engaged in community service and volunteerism**

- Promote collaborative service projects throughout West Virginia on Martin Luther King, Jr. Day in January; National Volunteer Week in April; and Make a Difference Day in October.
- Increase the amount of volunteering performed by West Virginians in their community.
- Increase the ability of service organizations to recruit, manage, and retain volunteers.



*Governor's Office*  
*West Virginia Commission for National and Community Service*

**Foster an environment in which individuals and organizations can build relationships to strengthen volunteer networks**

- Conduct events (including an annual statewide conference on service, volunteerism, and service-learning) that develop networks of support for persons engaged in service and volunteerism.
- Maintain the Volunteer West Virginia Web site as a hub of support for service and volunteerism.



## Programs

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### **Administration and Support**

#### **Mission**

The West Virginia Commission for National and Community Service develops programs to build West Virginia communities through community and national service by increasing the skills of individuals to address their communities' unmet needs, developing the capacity of nonprofit service organizations, and promoting an ethic of service. The commission is responsible for the submission of grants for the AmeriCorps national service program and for the administration of those grants.

#### **Goals/Objectives**

- Serve as the state's liaison to national and state entities to promote service and volunteerism.
- Implement an AmeriCorps grant review process that is accessible, open, and fair and produces high-quality proposals competitive at the national level.
- Submit an annual state application for the federal funding of the AmeriCorps programs.
- Fulfill federal program administration requirements in accord with state processes and procedures.
- Acquire competitive grant funding for service and volunteerism efforts in West Virginia communities.
- Increase the competitive grant amounts received by the Commission to \$3 million by FY 2007.
- Increase the amount of competitive AmeriCorps funding (in comparison to other states) received by the West Virginia Commission.
- Develop and implement a coordinated, unified state service plan for promoting volunteer involvement and citizen participation in programs that are designed to serve the needs of West Virginia communities.
- Evaluate the outcomes of the commission's work.

#### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Grant amounts awarded by Commission (in millions)	\$3.42	\$3.46	\$3.20	\$3.30	\$3.30	\$3.31
Competitive grant amounts received (in millions)	\$2.79	\$3.25	\$3.23	\$2.54	\$2.89	\$3.00

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### **AmeriCorps National Service Program**

#### **Mission**

AmeriCorps is the national service program that provides West Virginians of all ages and backgrounds with education awards in exchange for a year or two of community service. AmeriCorps members help meet community-identified critical needs in the areas of public safety, education, human needs, and the environment.

#### **Goals/Objectives**

- Utilize AmeriCorps and national service as a strategy by which communities can address their unmet needs.
- Increase the number of individuals aided each year by an AmeriCorps program focused on literacy, transportation, welfare to work, housing, health, etc..
- Foster life-long service and citizenship among AmeriCorps members.
- Provide opportunities for more West Virginians to pursue college or other postsecondary education by earning an AmeriCorps education award after completing a term of national service.
- Maintain a member completion rate over 90.0%
- Foster an ethic of inclusion, so that all individuals may provide service to their community through AmeriCorps.
- Increase the number of persons with a disability who participate in AmeriCorps programs.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Individuals (of any age) served	69,795	97,003	64,000	61,375	62,000	63,000
Members completing their term of service	90.9%	83.2%	88.6%	92.0%	91.0%	92.0%
Education awards earned (in millions)	\$1.48	\$1.25	\$1.27	\$1.08	\$1.06	\$1.21

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## Volunteer and Community Service

### Mission

The West Virginia Commission for National and Community Service challenges West Virginians to strengthen their communities through service and volunteerism. The commission identifies and mobilizes resources, promotes an ethic of service, and empowers communities to solve problems and improve the quality of life for individuals and families.

### Goals/Objectives

**Sustain West Virginia's volunteer and service organizations by increasing available fiscal and material resources and organizational capacity.**

- Increase the number of nonprofit organizations provided with technical assistance to 3,000 by FY 2007.

**Strengthen existing and create new infrastructure to support volunteer and service programs, especially in the area of disaster preparedness.**

**Foster an environment in which persons and organizations can build relationships to strengthen volunteer networks.**

- Increase the number of volunteers recruited to serve in their community to 19,000 by FY 2007.

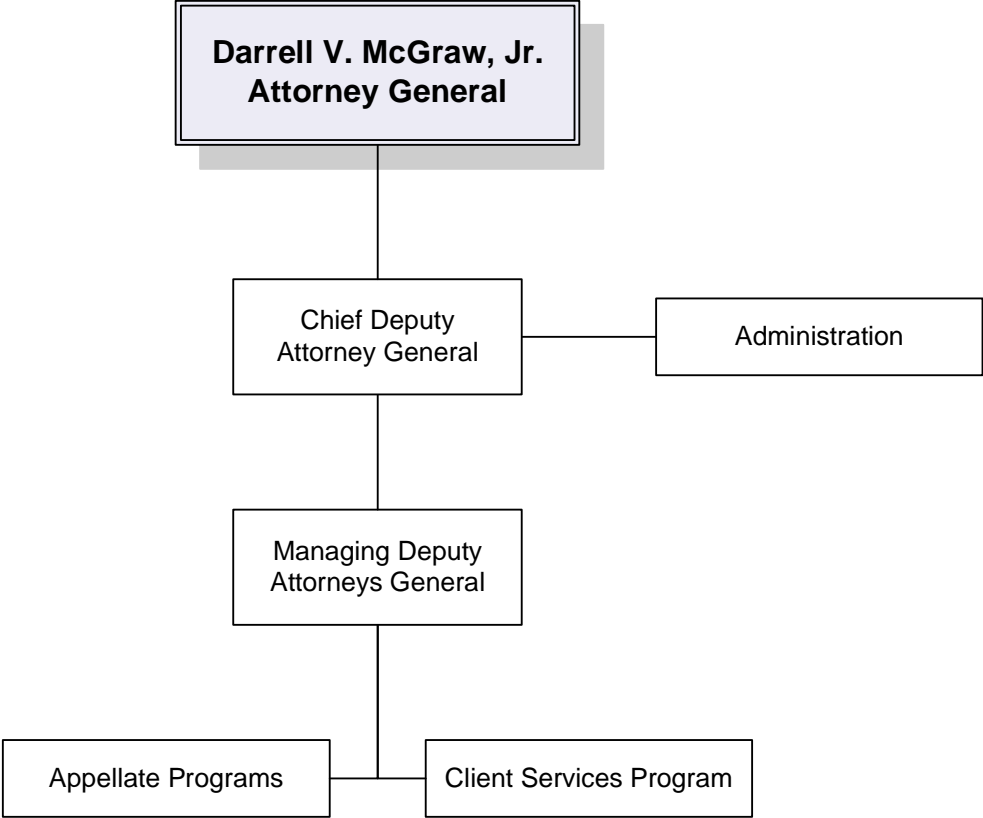
**Promote an ethic of service.**

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Nonprofit organizations provided with technical assistance	855	1,289	2,014	2,601	2,406	3,072
Volunteers recruited to serve in their community	21,565	14,989	16,100	12,190	17,750	19,150



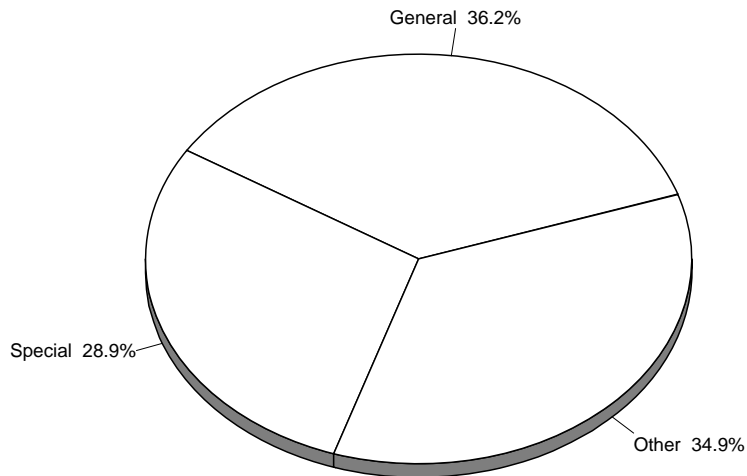
# Attorney General



Attorney General  
**Revenues and Expenditures**

**Total Available Funds**

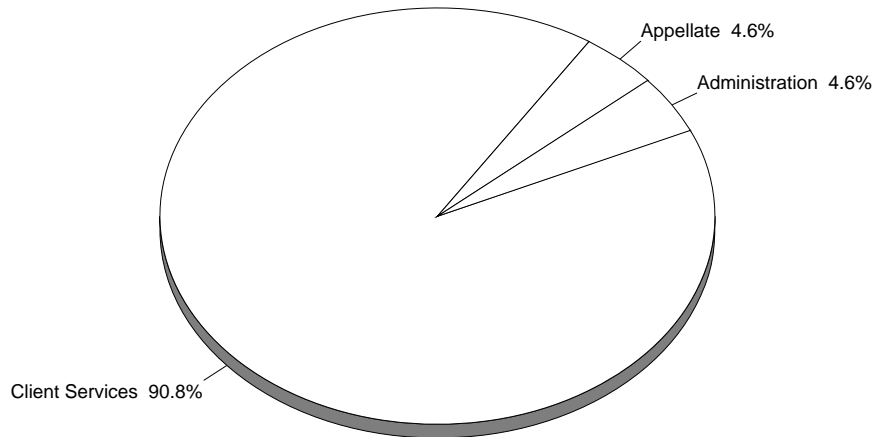
Fiscal Year 2007  
\$11,327,347\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
\$9,486,006



# Attorney General

## Mission

As the State's chief legal office, the Attorney General has a constitutional responsibility to provide legal counsel to State officials and entities.

In the case of *State v. Burton*, the West Virginia Supreme Court held that the inherent constitutional functions of this office include:

- \* Playing a central role in the State's day-to-day legal services;
- \* After meaningful consideration of the potential effects of the State's legal policies and positions, playing a central role in and ensuring the adoption and assertion of those policies and positions; and
- \* Expressing the Attorney General's legal view on matters of State legal policy generally and particularly before tribunals where the State is a party.

## Operations

The current operations of the Attorney General's Office are accomplished by the following divisions, units, and assigned counsel:

### *Administration*

- Managing deputies provide management for all programs.
- Purchasing for the office's other programs.
- Billing for Client Services.
- Personnel and payroll for other programs.
- Accounting services for the Attorney General's office.
- Computer support for the office.
- Case management for Client Services and Appellate Programs.

### *Appellate*

- Appellate Program (criminal appeals and habeas corpus proceedings).
- Attorney General opinions.
- Attorney for State in matters before the Court of Claims.
- Contract Review Section including leases, bonds, deeds, FOIA responses and training, open meetings training, publications, and inquiries.
- Participation in the National Association of Attorneys General, including signing on to various amicus briefs to protect the State's interest in matters before federal appellate courts.

### *Client Services*

- Public interest litigation through antitrust litigation or consumer representation.
- Services for state agencies include:
  - \* Legal representation of the state's constitutional officers, Division of Personnel, miscellaneous professional boards, and other officers and entities of state government as the need may arise.
  - \* Informal responses to inquiries from local government officials.
  - \* Civil rights representation for the citizens of West Virginia.
  - \* Representation and counsel to various state agencies and state boards; including but not limited to, litigation defense, advice and counsel, legal opinions, and regulatory enforcement litigation. (Representation and counsel take two forms—attorneys assigned to agencies and hourly attorneys.)

## Recommended Improvements

- ✓ Additional \$400,000 for shortfall for Worker's Compensation privatization.

*Attorney General*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	16.89	\$487,992	\$458,300	\$437,932	
Appellate	5.00	429,824	439,938	433,826	
Client Services	163.93	4,052,172	7,815,853	8,108,696	
Less: Reappropriated		0	(215,532)	0	
<b>TOTAL BY PROGRAM</b>	<b>185.82</b>	<b>4,969,988</b>	<b>8,498,559</b>	<b>8,980,454</b>	<b>9,486,006</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		175.38	163.91	163.38	163.38
Total Personal Services		1,982,160	2,434,486	2,252,793	2,391,294
Employee Benefits		798,198	848,112	835,247	835,247
Other Expenses		943,924	772,520	469,212	869,212
Less: Reappropriated		0	(215,532)	0	0
<b>Subtotal: General Fund</b>		<b>3,724,282</b>	<b>3,839,586</b>	<b>3,557,252</b>	<b>4,095,753</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		6.63	6.63	6.63	6.63
Total Personal Services		376,699	411,708	408,046	408,046
Employee Benefits		109,252	134,760	134,942	134,942
Other Expenses		322,242	929,523	905,952	893,003
<b>Subtotal: Appropriated Special Fund</b>		<b>808,193</b>	<b>1,475,991</b>	<b>1,448,940</b>	<b>1,435,991</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		13.85	15.28	15.00	15.00
Total Personal Services		20,955	669,817	698,667	698,667
Employee Benefits		1,860	218,259	220,990	220,990
Other Expenses		414,698	2,294,906	3,034,605	3,034,605
<b>Subtotal: Nonappropriated Special Fund</b>		<b>437,513</b>	<b>3,182,982</b>	<b>3,954,262</b>	<b>3,954,262</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>195.86</b>	<b>185.82</b>	<b>185.01</b>	<b>185.01</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$4,969,988</b>	<b>\$8,498,559</b>	<b>\$8,960,454</b>	<b>\$9,486,006</b>



Attorney General  
**Programs**

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## **Administration Program**

### **Mission**

To provide administrative support to the other programs in the Attorney General's office. This includes seeing the office is funded to carry out its constitutional charge, necessities are purchased, employees get paid, employees are adequately informed of benefits, the office is appropriately staffed to carry out the mission, and other support services are provided in an efficient and effective manner.

### **Goals/Objectives**

- Maintain attorney turnover at ten or less per fiscal year to facilitate productive and long-term attorney-client relationships.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Attorney turnover	12	7	10	10	10	10

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## **Appellate Program**

### **Mission**

To provide legal representation for the State of West Virginia in criminal cases. The Appellate Program issues Attorney General opinions as to matters of law on a timely basis; efficiently and effectively review contracts, leases, bonds, and deeds; meets all court deadlines on FOIA responses; and provides effective training and information on open meeting requirements.

### **Goals/Objectives**

- Successfully defend the State in criminal appeals before the West Virginia Supreme Court of Appeals and the United States Supreme Court.
- Continue the 100% successful representation of the State in postconviction habeas corpus proceedings in the Supreme Court of Appeals and the federal courts.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Cases filed (habeas and appeals)	84	92	87	95	87	87
Cases dismissed or affirmed	36.9%	57.6%	48.2%	47.3%	48.3%	48.3%
Cases reversed or remanded	7.2%	3.3%	19.7%	3.4%	19.5%	19.5%
Cases stayed or undecided	55.9%	39.1%	32.1%	48.4%	32.2%	32.2%

## Client Services Program

### Mission

The mission is to provide efficient and effective legal representation, counsel, and regulatory actions, to and for the various State agencies and boards, to ensure and defend the state's citizens' civil rights, and public interest litigation that protects businesses and consumers in West Virginia.

### Goals/Objectives

- Provide superior legal representation to the various State agencies and boards.
- Enforce the antidiscrimination provisions of the West Virginia Human Rights Act and West Virginia Fair Housing Act through effective litigation of complaints filed with the West Virginia Human Rights Commission that have been found to have probable cause.
- Bring legal actions under sections one and two of the Sherman Act and under the Clayton Act to ensure open competitive markets in West Virginia that protect West Virginia businesses and consumers.
- Provide quality consumer protection through the office's voluntary problem mediation and various forms of legal action to protect consumers and businesses in West Virginia.
- Regulate and help guarantee preneed funeral arrangements.

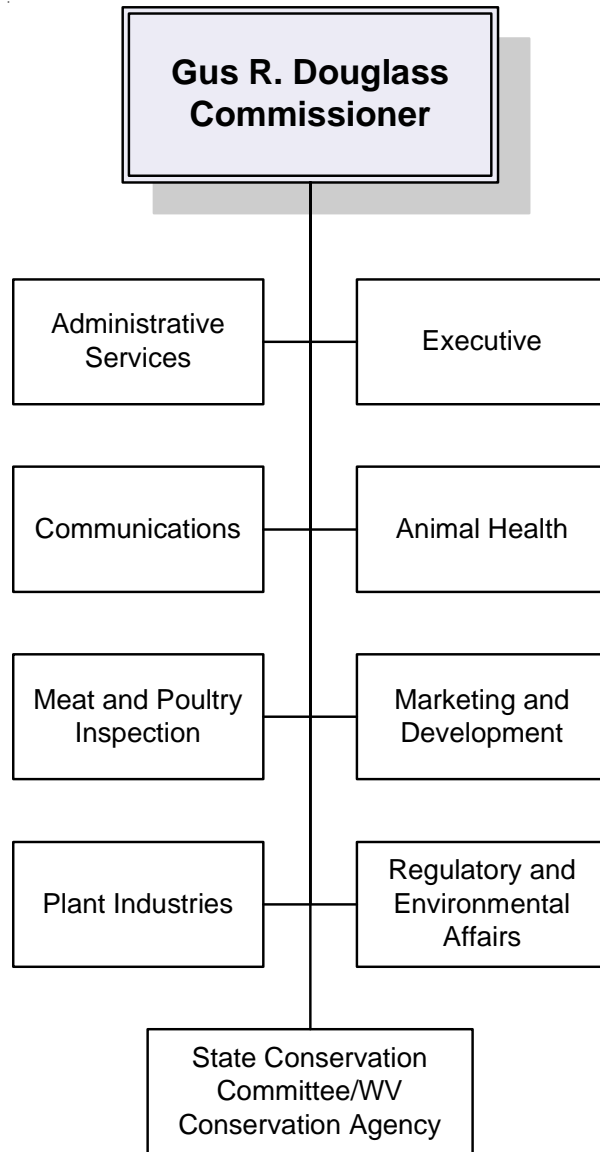
### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Attorneys assigned to agencies	38	44	41	49	43	45
Revenue (damages) from civil rights lawsuits (in thousands)	\$1,000	\$1,055	\$856	\$1,055	\$856	\$856
Civil rights cases	69	66	90	66	90	70
Revenue (damages) from antitrust lawsuits (in thousands)	*\$3,147	\$147	\$228	\$7,980	\$228	\$475
Revenue (damages) from consumer protection lawsuits exclusive of tobacco litigation (in millions)	\$2.0	\$11.5	\$0.4	\$16.4	\$0.4	\$0.4
Annualized revenue from consumer protection assurances** (in millions)	\$0.80	\$0.40	\$0.05	\$0.24	\$0.50	\$0.50

\* In addition to smaller receipts, the Antitrust Program brought in approximately \$1.3 million in the Mylan cash settlement that was distributed to PEIA and consumer refunds. Of approximately \$1.9 million in cash settlements from vitamin companies, \$1 million was distributed to the West Virginia Department of Health and Human Resources to match \$3 million federal dollars for dental services for TANF adults.

\*\* An assurance is a case settled without a lawsuit being filed.

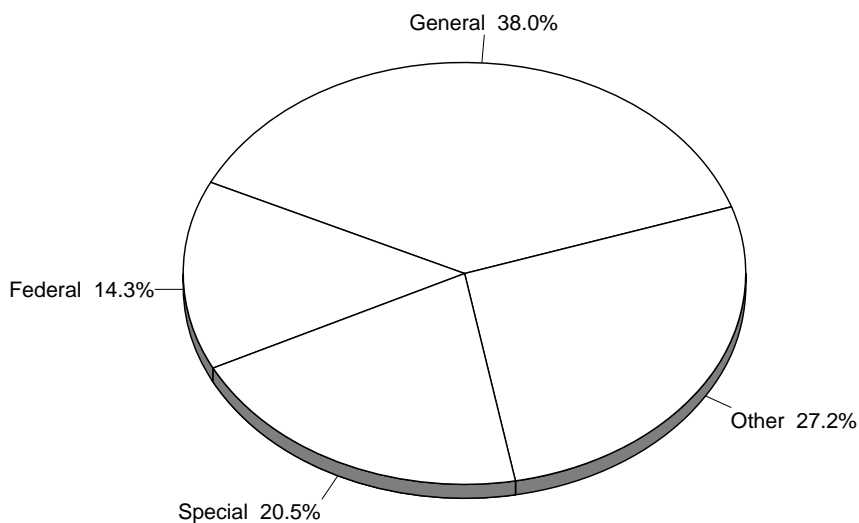
# Department of Agriculture



Department of Agriculture  
**Revenues and Expenditures**

**Total Available Funds**

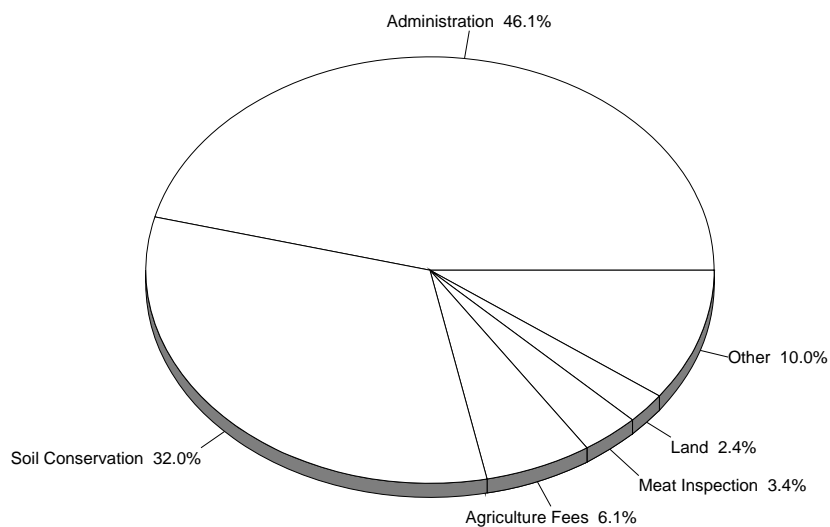
Fiscal Year 2007  
\$46,611,963\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
\$42,267,800



# Department of Agriculture

## Mission

The mission of the Department of Agriculture (WVDA) is to promulgate, uphold, and implement legislative enactments designed to protect and advance the interests of agriculture industries of West Virginia, to guide and nurture the development and maintenance of agriculture and agriculture related industries in West Virginia, and to ensure the safety and wholesomeness of the food supply and the safety of agricultural workers and practices in West Virginia.

## Goals/Objectives

- Develop new markets and further expand/enhance existing markets for traditional and nontraditional West Virginia products and produce.
- Regulate businesses and individuals engaged in food production and sale—from slaughterhouses to grocers.
- License and regulate auctioneers, livestock auction markets, weighmen, graders, nurseries, seedsmen, and others.
- Regulate and train businesses and individuals engaged in pesticide usage.
- Educate farm workers about safety, new trends, practices, and agriculture in general.
- Protect West Virginia's food supply, the health of its citizens, domestic animals, and agricultural products from the introduction of foreign organisms through acts of bioterrorism and agroterrorism, as well as natural occurrences.
- Educate the general public about agricultural accomplishments.
- Ensure that good quality food products are supplied to schools, day care centers, senior citizen centers, food banks, and others through administration of the U.S. Department of Agriculture (USDA) Donated Foods program.
- Preserve the state's agricultural heritage through the West Virginia State Farm Museum.
- Maintain laboratory facilities with analytical capabilities for detecting adulteration and contamination of the food supply.
- Maintain laboratory facilities for addressing water quality and environmental issues.
- Develop legislation to further the goals and mission of WVDA to benefit the citizens of the state.

## Recommended Improvements

- ✓ Includes \$200,000 for increased travel costs and mandates.
- ✓ Includes \$375,000 for Black Fly treatment program.
- ✓ Additional \$97,750 for one FTE information technology director and associated expenses.
- ✓ Additional \$350,000 for rehabilitation of aging watershed dams.
- ✓ Additional \$200,000 for stream restoration.
- ✓ Additional \$98,000 for office rental fees for Conservation District Offices.
- ✓ Additional \$60,000 for Farm Land Protection.

Department of Agriculture  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	204.05	\$13,172,134	\$18,231,900	\$17,766,276	
Agriculture Fees	29.00	1,885,536	2,578,100	2,578,100	
Donated Foods Program	0.00	2,393,503	3,040,000	3,040,000	
Fairs and Festivals	0.00	58,650	63,650	63,650	
Land	0.00	1,024,677	1,029,270	1,028,903	
Meat Inspection	21.50	1,174,144	1,443,167	1,443,167	
McCausland Memorial Farm	0.00	79,160	80,133	80,133	
Rural Rehabilitation	1.00	186,707	1,042,232	1,042,232	
WV Conservation Agency	91.89	11,053,885	23,306,159	13,506,027	
Less: Reappropriated		(2,799,226)	(6,326,264)	0	
Less: Surplus Appropriation		(2,374,967)	(3,865,665)	0	
<b>TOTAL BY PROGRAM</b>	<b>347.44</b>	<b>25,854,203</b>	<b>40,622,682</b>	<b>40,548,488</b>	<b>42,267,800</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		234.06	244.47	287.77	240.95
Total Personal Services		7,508,763	8,603,462	8,430,352	8,695,912
Employee Benefits		2,684,765	3,212,616	3,219,736	3,333,547
Other Expenses		8,475,004	14,451,532	4,470,959	5,693,959
Less: Reappropriated		(2,799,226)	(6,326,264)	0	0
Less: Surplus Appropriation		(2,374,967)	(3,865,665)	0	0
<b>Subtotal: General Fund</b>		<b>13,494,339</b>	<b>16,075,681</b>	<b>16,121,047</b>	<b>17,723,418</b>
<b>Federal Fund</b>					
FTE Positions		45.25	30.04	31.01	30.04
Total Personal Services		1,059,930	1,413,434	1,322,545	1,322,545
Employee Benefits		311,029	470,438	453,532	453,532
Other Expenses		3,107,382	3,559,234	3,589,211	3,625,855
<b>Subtotal: Federal Fund</b>		<b>4,478,341</b>	<b>5,443,106</b>	<b>5,365,288</b>	<b>5,401,932</b>
<b>Appropriated Special Fund</b>					
FTE Positions		55.75	56.74	55.75	55.75
Total Personal Services		1,478,370	1,946,740	1,895,609	1,895,609
Employee Benefits		555,539	717,971	714,103	714,103
Other Expenses		3,533,431	5,159,954	5,159,656	5,239,953
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>5,567,340</b>	<b>7,824,665</b>	<b>7,769,368</b>	<b>7,849,665</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		16.00	16.19	20.37	15.37
Total Personal Services		635,856	1,226,433	1,193,257	1,193,257
Employee Benefits		195,535	263,670	260,922	260,922
Other Expenses		1,482,792	9,789,127	9,838,606	9,838,606
<b>Subtotal: Nonappropriated Special Fund</b>		<b>2,314,183</b>	<b>11,279,230</b>	<b>11,292,785</b>	<b>11,292,785</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>351.06</b>	<b>347.44</b>	<b>394.90</b>	<b>342.11</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$25,854,203</b>	<b>\$40,622,682</b>	<b>\$40,548,488</b>	<b>\$42,267,800</b>



*Department of Agriculture*  
**Administration Division**

**Mission**

The mission of the Administrative Services Division is to promote, encourage, advance, and regulate the agricultural interests of the state by providing support to the various divisions within the Department of Agriculture.

**Operations**

- Provide executive level guidance and direction.
- Provide administrative support that includes preparing the annual appropriation request and expenditure schedule, monthly financial reporting, procurement of supplies and equipment, internal auditing, payroll/personnel, accounts receivable and payable, and grants administration.



## Programs

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### Animal Health

#### Mission

Protect and promote the health of West Virginia's livestock and poultry industries and, ultimately, the food supply of America. This will be accomplished through the utilization of our diagnostic laboratories, and working closely with the veterinary community to recognize, control, and eradicate any animal disease outbreak, whether it be a natural occurrence or an act of agroterrorism.

#### Goals/Objectives

- Raise public awareness about animal diseases, biosecurity measures, and the fragility of America's food chain.
- Write, update, and enforce rules and regulations related to animal health issues necessary to ensure public safety.
- Promote and support methods of disease prevention to livestock producers, livestock officials, industry, and academic officials.
- Make the public aware of the need for enforcement of the import and export regulations for animals that are not only entering or leaving the state, but the country.
- Train the veterinarians, who by their very presence in the agriculture community will act as first responders, in the identification and proper handling of foreign animal diseases.

#### Performance Measures

West Virginia is recognized as being:

- ✓ Swine and bovine brucellosis free
- ✓ Pseudorabies free
- ✓ Bovine tuberculosis free
- ✓ U.S. pullorum-typhoid clean state
- ✓ U.S. Mycoplasma gallisepticum clean state (turkeys)

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Tests conducted for:						
Brucella abortus	6,112	8,072	8,100	6,501	8,100	6,000
Equine infectious anemia	13,983	15,586	15,800	17,592	18,000	19,500
Johne's	1,125	5,258	6,000	3,926	6,000	6,000
Avian influenza	60,285	31,546	32,005	34,198	32,005	34,000

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### Aquaculture

#### Mission

The mission of the Aquaculture program is to promote and regulate the aquaculture industry in West Virginia.

#### Goals/Objectives

- Provide hazard analysis critical control point (HACCP) and sanitation-based inspection services to all ten West Virginia fish processors, with inspections being performed at least four times per year.
- Perform lot grade inspections as requested under the cooperative agreement with the U.S. Department of Commerce.
- Respond to all consumer complaints within three working days.



*Department of Agriculture  
Administration Division Programs*

- Cooperate with the U.S. Food and Drug Administration (USFDA) under a partnership agreement to share data and expertise.
- Continue to train all West Virginia fish processors on the concept, use, and application of HACCP management and proper sanitation control procedures.
- Raise consumer awareness of the aquaculture industry and its products by providing promotional/ educational materials about aquaculture.
- Continue to educate farmers on the value of enrolling in the voluntary aquaculture farm inspection program.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Fish processor inspections performed	N/A	N/A	N/A	40	40	40
USFDA inspections performed	N/A	N/A	N/A	9	10	10

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## Beekeeper Research

### Mission

The mission of the Beekeeper Research program is to provide a quality assistance program for West Virginia's registered beekeepers and help them maintain healthy productive colonies.

### Goals/Objectives

- Increase the number of registered beekeepers from 1,185 to 1,200.
- Conduct 50 educational seminars statewide.
- Promote the beekeeping industry by minimizing the incidence of apiary diseases, parasitic mites, and other pests through inspections, education, and/or sterilization or treatment of infected or infested colonies.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Registered beekeepers	1,211	1,069	1,100	1,185	1,200	1,200
Educational seminars conducted	N/A	N/A	N/A	N/A	50	50
Increase colonies interstate certified	N/A	N/A	N/A	N/A	20%	20%

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## Black Fly Control Program

### Mission

The mission of the Black Fly Control Program is to significantly reduce the black fly population in southeastern West Virginia without adversely affecting nontarget aquatic organisms within the area of treatment.

### Goals/Objectives

- Monitor streams and tributaries prior to treatments for black fly larval development in order to determine proper treatment dates.
- Coordinate black fly control operations and maintain accurate records of all activities related to black fly treatments.
- Monitor streams and tributaries after each treatment to assess black fly larval mortality and any adverse impact to non-target aquatic organisms.



*Department of Agriculture  
Administration Division Programs*

## Performance Measures

- ✓ Conducted 11 black fly control operations.
- ✓ Conducted 16 aquatic invertebrate monitoring traps between March and October.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Gallons of BTI applied	4,750	6,404	7,000	5,552	7,200	7,000

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## Building and Grounds

### Mission

The mission of Building and Grounds is to ensure a safe, attractive environment for the public and for employees by providing cost-effective support services for all department facilities.

### Goals/Objectives

- Provide quality customer service.
- Respond to priority repair requests within 24 hours.
- Install security fence and lighting around the Gator Building at the Gus R. Douglass Agriculture Center by March 30, 2006.
- Complete renovations to Building 9 at the Gus R. Douglass Agriculture Center by the end of FY 2006.
- Restore original farm house at McCausland Farm to be a museum by the end of FY 2007. (Extent of restoration to be completed is dependent upon the funding available.)

### Performance Measures

- ✓ Completed repairs and modifications to Building 16.
- ✓ Replaced the fire escape on Building 12.
- ✓ Replaced the roof on Building 15.
- ✓ Renovated the lavatories in Building 9.

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## Communications

### Mission

The mission of Communications is to coordinate distribution of agricultural-related information to the general public and to provide printing and informational support to all other WVDA divisions, the West Virginia State Conservation Committee, Division of Forestry, and USDA/Agricultural Statistics.

### Goals/Objectives

- Provide *The Market Bulletin* by the most cost-effective means possible.
- Provide and maintain complete mailing lists for all published and mailed material for the WVDA, West Virginia Conservation Agency, and Division of Forestry.
- Provide all department news releases.
- Provide all department directories.
- Provide all agricultural-related informational brochures to the general public.
- Provide media relations support for WVDA programs and activities.

Department of Agriculture  
Administration Division Programs

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Money saved by continuing zip+four and bar coding for <i>The Market Bulletin</i> *	\$345,000	\$296,492	\$315,000	\$277,422	\$309,660	\$339,320
Informational pieces disseminated	17,495	26,170	40,000	42,554	40,000	40,000
News releases printed	37	63	80	66	65	65

\* Estimated FY 2005 was based upon an expected postage rate increase that did not occur. FY 2006 and FY 2007 are based on an expected January 2006 postage rate increase.

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## Donated Foods Program

### Mission

The mission of the Donated Foods Program is to survey, offer, accept or refuse, allocate, receive, warehouse, distribute, and invoice the state's recipient agencies relative to the USDA commodities programs.

### Goals/Objectives

- Survey Child Nutrition Program (CNP) recipient agencies every January to determine their USDA food needs for the upcoming year.
- Inspect every CNP recipient agency every year and 25% of the The Emergency Food Assistance Program (TEFAP) agencies every year.
- Provide technical assistance to recipient agencies as needed, and at least annually.
- Provide warehousing of USDA foods upon receipt from the USDA until delivery to recipient agencies on a daily and ongoing basis.
- Distribute USDA foods in accordance with recipient agency needs and USDA shipping periods on a daily and ongoing basis.
- Respond to all complaints immediately, with ongoing investigations as needed.
- Respond to disasters within 24 hours of their occurrence.
- Increase participation in Department of Defense's Farm to School program (using the Department of Defense's produce buying services) from three West Virginia orchards to six.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Cases of food delivered for CNP	353,305	355,000	365,000	*261,211	*275,000	*275,000
Cases of food delivered for TEFAP	220,944	250,000	250,000	**161,986	200,000	200,000
Department of Defense fruit (in cases)***	N/A	58,677	25,000	29,273	29,000	29,000

\* Case weight increased, resulting in fewer actual cases.

\*\* Received less federal entitlement dollars.

\*\*\* FY 2006 and FY 2007 estimates are dependent upon available funding from the federal government.

## **Field Services**

### **Mission**

The mission of Field Services is to protect the health and property of the citizens of West Virginia by inspecting agricultural materials and products. This is accomplished by securing and delivering the proper representative samples of agricultural materials and products to laboratory personnel for analyses.

### **Goals/Objectives**

- Provide inspection services to those industries charged to this division for the purpose of protecting the citizens of West Virginia and creating a level playing field for all industries regulated.
- Inspect every counter freezer firm once per year.
- Inspect every retail meat shop once per year.
- Inspect every farm supply store at least once per year for compliance with feed, fertilizer, lime, seed, and containment regulations.
- Inspect general merchandise stores at the rate of 20 per month for regulated projects.
- Perform USDA contract work within assigned parameters.
- Respond to all consumer complaints within three working days.
- Inspect and grade eggs from every registered distributor at a minimum of once per year.
- Perform U.S. Department of Commerce lot inspections as requested.
- Perform inspection as per U.S. Food and Drug Administration partnership agreement.
- Inspect preparation and satellite sites under contract for the West Virginia Department of Education.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Total firms visited for sample collection	3,067	3,142	3,150	2,620	3,150	3,150
Total samples collected	6,203	6,723	6,800	5,655	6,800	6,000
Value of contractual inspections completed	\$42,738	\$43,600	\$43,000	\$44,350	\$43,000	39,000

## **Fruit and Vegetable**

### **Mission**

The mission of the Fruit and Vegetable program is to provide shipping point and receiving point inspection of fruits and vegetables in West Virginia.

### **Goals/Objectives**

- Provide shipping point inspection and grading assistance to apple and peach packers.
- Provide processing inspection to apple processors.
- Provide receiving point inspection to receivers of fruits and vegetables.
- Provide inspection of controlled atmosphere storage facilities.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Apples inspected/graded (millions of pounds)	105	80	100	89	100	100
Export apples inspected (millions of pounds)	2.5	0.5	1.0	0.5	1.0	1.0

## Laboratory Services

### Mission

The Laboratory Services program provides analytical services to support the regulatory programs of the Department of Agriculture and of other state and federal agencies that assist in protecting the public food supply.

### Goals/Objectives

- Provide analytical services.
- Verify that dairy products are free from bacterial adulteration.
- Verify that commercial animal feed, fertilizer, agricultural lime, seed, and pesticide formulation products conform to labeled guarantees.
- Verify that environmental samples are free from action levels of pesticide residues.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Samples	7,180	8,047	7,000	6,841	7,000	7,000
Samples for official regulatory purposes	5,991	6,646	6,000	5,548	6,000	6,000
Analytical determinations	19,288	20,088	20,000	18,038	20,000	20,000

## Marketing and Development

### Mission

The mission of Marketing and Development is to promote agriculture and its products, to assist producers and processors in the development of new markets and the enhancement of existing markets, to aid existing businesses to grow and expand, and to enhance new agribusiness development.

### Goals/Objectives

- Provide grading expertise for agriculture commodities, including feeder cattle, slaughter cattle, feeder lambs, feeder pigs, apples, peaches, and strawberries.
- Promote agriculture—its products and agribusinesses—through written information, public appearances, food shows, demonstrations, and advertising.
- Assist and aid agribusinesses in new product development, packaging, label development, market identification, and market research.
- Develop new programs for market expansion and growth for existing agribusinesses.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
New businesses assisted in start-up	33	35	30	30	25	25
Existing businesses expanded	60	65	60	55	55	55
West Virginia Grown promotional events conducted	75	55	50	45	50	45

## Moorefield Agricultural Center

### Mission

The Moorefield Agricultural Center serves to protect the citizens of West Virginia and agribusiness development by ensuring water quality protection in the Potomac River watershed and throughout the state. This is accomplished by identifying waters impaired by agriculture, encouraging the application of best management practices, and demonstrating improvement through these practices.

### Goals/Objectives

- Monitor the south branch of the Potomac and other total maximum daily load (TMDL) streams in West Virginia for nutrients, microorganisms, and total suspended solids.
- Monitor nutrients on the outer run of the Potomac River.
- Develop and maintain a program to monitor water flow in the streams of the south branch of the Potomac River and other TMDL listed streams.
- In cooperation with the Marshall University Microbiology Department, establish a database of E. coli DNA bands as determined by pulse gel electrophoresis of poultry, cattle, other domestic animals, human, and wildlife samples.
- Use DNA analyses to identify sources of E. coli contamination at sites where waters are deemed to be impaired.
- Participate in committee and subcommittee work relating to the state's involvement in the Chesapeake Bay program.
- Use water quality data and DNA fingerprinting to prove agricultural correction and compliance.
- Analyze poultry litter and cattle manure for nutrient content.
- Assist farmers with forage analyses for nitrates during drought conditions.
- Become more involved with poultry growers and integrators through the employment of a poultry/environmental specialist.
- Encourage and assist farmers with the implementation of best management practices, the understanding of confined animal feeding operations, and accessing the resources needed to mitigate causes of stream degradation.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Samples	8,491	8,073	8,500	6,649	8,500	8,500
Analytical determinations	39,721	40,842	42,000	35,067	42,000	42,000

## Pesticide Regulatory Programs

### Mission

The mission of Pesticide Regulatory Programs is the registration of all pesticides sold or distributed within the state, the licensing of pesticide applicators to enable them to purchase and use those pesticides classified for restricted use, the implementation of integrated pest management rules in schools and day care centers, the regulation of the sale and use of all pesticides as required by the Pesticide Control Act of 1990, the protection of groundwater from pesticides under the Groundwater Protection Act of 1991, the implementation of the EPA's worker protection standard in the state, and in safe pesticide usage.

## Goals/Objectives

- Register pesticides distributed within the state and randomly sample them for product integrity.
- Provide regulation of pesticide businesses to protect the public health and safety.
- Protection of groundwater from pesticides by assuring that persons applying restricted use pesticides and pesticides for hire are knowledgeable in their use to protect the public and the environment.
- Monitor the state's groundwater for pesticide residue and implement activities to lessen actual or potential contamination.
- Provide education guidance and compliance in inspections to schools and day care centers to implement the state integrated pest management rules mandated in 1995.
- Provide Ag Safety Day programs, teaching tractor safety, forklift safety, first aid, CPR, respirator fit testing, and worker protection retraining.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Commercial and certified public applicators:						
Pesticide licenses approved	3,649	3,493	3,650	3,516	3,700	3,750
Examinations administered	491	566	566	654	600	700
Products processed for registration	7,900	8,845	9,000	8,814	9,000	8,700
Ag Safety Day programs conducted	5	5	5	5	5	5
Revenue from pesticide registrations	\$828,065	\$845,980	\$850,000	\$881,475	\$850,000	\$890,000

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## Plant Industries

### Mission

The mission of Plant Industries is to carry out the provisions of certain agricultural laws; to enforce the rules, regulations, and quarantines resulting from these laws; and to support existing cooperative agreements with the USDA Forest Service and the Animal and Plant Health Inspection Service, both directly and indirectly through participation in various programs, including gypsy moth trapping in areas outside the generally infested areas and in the Gypsy Moth Slow the Spread (STS) program areas.

## Goals/Objectives

- Conduct various insect and disease surveys.
- Support the pest identification laboratory and the reference insect and disease collections.
- Conduct gypsy moth egg mass and defoliation surveys.
- Conduct actual gypsy moth suppression operations.
- Register all in-state nurseries and nursery dealers annually.
- Assist USDA regulatory staff in servicing industries governed by USDA regulations that may inhibit the ability of certain West Virginia industries to export their agricultural products, and enforce both state and federal quarantines on various plant and insect pests.
- Enforce quarantine regulations and advise on plant pest quarantine programs and regulations.

## Performance Measures

- ✓ Visited 271 sites to investigate movement of articles regulated under the West Virginia gypsy moth quarantine.
- ✓ Inspected 512 loads of lumber, 109 loads of logs, and 4 plant shipments.
- ✓ Set a total of 6,141 gypsy moth traps for the 2005 trapping season.
- ✓ Assisted the USDA in application of pheromone flakes to 13,360 acres in southern West Virginia.

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Administration Division Programs*

- ✓ Released 30,000 Sasajjcygnus beetles at 10 sites and 460 Scymnus beetles at one site as part of a hemlock woolly adelgid biocontrol effort.
- ✓ Treated 308 hemlock trees at 19 sites with imidacloprid for Hemlock Woolly Adelgid.
- ✓ Updated the molecular diagnostics (polymerase chain reaction) laboratory and began the process with USDA-APHIS-PPQ to gain approved laboratory certification to employ the molecular diagnostics PPQ uses for Phytophthora ramorum.
- ✓ Surveyed 60 sites as part of USFS National Sudden Oak Death (SOD) program.
- ✓ Processed 79 samples for USDA-FS Survey.
- ✓ Conducted aerial surveys for mortality caused by past gypsy moth defoliation and detected 57 stands of timber in 14 eastern West Virginia counties with significant mortality.
- ✓ Conducted gypsy moth egg mass surveys over 310,511 acres of forest land.
- ✓ Cruised timber in 23 hardwood timber stands previously defoliated by gypsy moth to determine mortality rates.
- ✓ Conducted aerial surveys in 14 counties and detected 1,760 acres of looper defoliation.
- ✓ Inspected 167 nurseries and 43 nursery dealers and surveyed all nursery sites for sudden oak death.
- ✓ Quarantined 1735 individual pieces of nursery stock due to injurious plant pests.
- ✓ Surveyed all 55 counties for giant hogweed and goats rue and British yellowhead, noxious weeds under federal guidelines.
- ✓ Issued 31 West Virginia phytosanitary certificates.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Nursery dealer registrations	603	594	625	544	600	600
Nursery registrations	203	193	200	159	200	200

## ***Predator Control***

### **Mission**

To aid livestock producers by decreasing coyote damage via an integrated predator management program in cooperation with the USDA.

### **Goals/Objectives**

- Reduce coyote damage to livestock in Grant, Greenbrier, Hampshire, Hardy, Mercer, Mineral, Monroe, Pendleton, Pocahontas, and Randolph counties.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Farmers assisted with predation management services	185	163	175	163	175	175
First time farmers assisted	58	52	56	52	45	60
Coyotes captured	250	268	285	444	295	480
Counties assisted	26	10	10	10	10	15
Average number of farms assisted per county	7.1	16.3	17.5	16.3	17.5	17
New farms visited each year	31%	32%	32%	30%	26%	30%



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## Product Registration

### Mission

The Product Registration program protects the citizens of West Virginia by assuring that consumer products are properly registered for sale in the state and by tracking analytical data from analyses of the products to ensure that constituent concentrations conform to label guarantees.

### Goals/Objectives

- Register agricultural products, including animal feed, fertilizers, agricultural lime, seed, and dairy products.
- Instant availability of information pertaining to customer product registration.
- Improved turnaround time on product registration.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Feed products registered or reregistered	12,501	12,618	12,500	11,786	12,500	12,500
Fertilizer products registered or reregistered	2,211	2,201	2,250	2,245	2,250	2,250
Seedsmen registered	125	136	130	98	130	130
Total revenue from product registration	\$261,755	\$262,162	\$260,000	243,280	\$260,000	260,000

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## Product Safety

### Mission

The Product Safety program management unit protects West Virginians by enforcing the laws and regulations governing the production and sale of agricultural products.

### Goals/Objectives

- Provide enforcement procedures for compliance programs.
- Computerized review of laboratory results to check compliance with labeling requirements, thus ensuring products are not adulterated or contaminated.
- Determine which products need to be sampled for analyses.
- Conduct enforcement hearings for serious violations.

### Performance Measures

- ✓ Collected all monetary penalties for violations.
- ✓ Enforced all violation notices according to their degree of deficiency.

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## West Virginia Farmers Markets

### Mission

The mission of the West Virginia Farmers Markets is to provide retail outlets for West Virginia fruits and vegetables and to provide a fruit handling facility for small producers of apples and peaches.

*Department of Agriculture  
Administration Division Programs*

**Goals/Objectives**

- Provide a site for retail (tailgate) marketing for bedding plants, fruits, vegetables, ornamentals, and Christmas trees.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Farmers renting market space	80	76	80	100	95	95

*Department of Agriculture*  
**Land Section**

**Mission**

The mission of the Land Section is to manage institutional farmlands to ensure the most efficient and cost-effective land use for West Virginia.

**Operations**

- Utilize good stewardship practices as custodian for approximately 10,000 acres to improve and enforce a management plan that optimizes operations and the production outputs of the agricultural properties.

**Goals/Objectives**

- Provide commodity crops (beef, pork, and potatoes) to the various state facilities at the prevailing wholesale price.
- Provide a therapeutic work environment for residents incarcerated at state penal facilities.
- Develop a work program at the new women's prison adjacent to the Lakin State Farm (Lakin Correctional Center for Women).
- Establish a rotational pasture management and grazing program and rotational crop planting.
- Establish an improved plan for the control of noxious weeds, plants, animal pests, insects, and plant diseases.
- Work with the Division of Forestry and the Division of Natural Resources to create updated forestry management plans, plus enhance public and recreational opportunities on applicable lands.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Institutions served	19	19	19	19	19	19
Commodities provided:						
Beef (heads)	626	670	650	667	650	650
Pork (heads)	382	576	500	434	500	500
Corn (in acres)	250	225	225	171	225	175
Hay (in bales)	5,500	5,250	5,500	5,462	5,500	5,500
Haylage (upright silo storage)	N/A	600	800	775	800	800
Calves born	549	605	625	634	625	625



*Department of Agriculture*

# McCausland Memorial Farm

## **Mission**

The mission of the McCausland Memorial Farm is to provide for current agricultural practices and innovative practices to be demonstrated to the public and provide for good stewardship of the lands.

## **Operations**

- Maintain sound conservation and management practices to ensure continued productivity of the land.

## **Goals/Objectives**

- Conduct new practice demonstrations regarding the livestock program, cropland practices, and pasture and meadow management.
- Conduct rotational grazing of pasture lands.

## **Performance Measures**

- ✓ 95% of the cow herd produced a live calf.
- ✓ Yield of corn was in excess of 95 bushels per acre.
- ✓ Harvested a total of 500 round bales.
- ✓ Rotated cattle in the rotational grazing sequence every three to four weeks as weather dictated.

# Meat and Poultry Inspection Division

## Mission

The mission of the Meat and Poultry Inspection Division is to protect the health of West Virginians and to ensure that all meat and poultry offered for sale are safe to eat, wholesome, and truthfully labeled.

## Operations

- Ensure a safe supply of meat, processed meats, poultry, and poultry products for the citizens of West Virginia.

## Goals/Objectives

- Provide continuous inspection of commercial slaughter and meat and/or poultry processing establishments.
- Conduct periodic inspections of custom plants based on risk assessment and past compliance history.
- Conduct selective compliance reviews of licensed meat distributors, county school food distribution centers, retail stores, restaurants, state institutions, and all other places of business where meat and poultry products are stored, distributed, or offered for sale or consumption to the public.
- Provide a safe supply of meat, processed meats, poultry, and poultry products in West Virginia.
- Conduct all inspectional operations on the basis of a science-based HACCP system and pathogen reduction principles.
- Expand testing of commercial meat and poultry products for the presence of Salmonella, Listeria monocytogenes, and hemorrhagic strains of E. coli.

## Performance Measures

- ✓ Remained classified by the USDA's Food Safety and Inspection Service in category one—the highest available category for a state meat and poultry inspection program.
- ✓ During FY 2005, the division inspected 68 commercial and custom slaughterhouses and meat and/or poultry processing establishments.
- ✓ Almost 7,000 animals were examined before slaughter, and their carcasses and internal organs were inspected.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Custom plants reviewed and licensed	38	70	72	68	72	73
Distributors licensed	210	171	180	177	180	180
Meat and poultry products inspected (in millions of pounds)	20	20	20	19	19	19

Department of Agriculture

# Rural Rehabilitation

## Mission

The mission of the Rural Rehabilitation program is to aid the retention, expansion, and development of new or existing enterprises involving the production, processing, packaging, hauling, wholesaling, or retailing of agricultural commodities and cottage industries.

## Operations

- Support and promote agricultural operations in the state by providing necessary financing resources that are not otherwise available.

## Goals/Objectives

- Provide short and long-term financing for real estate, livestock, machinery, equipment, and special purpose structures for the production or processing of agricultural commodities and products.
- Encourage the development and expansion of cottage industries and youth enterprises.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Loan funds disbursed	\$306,017	\$254,104	\$300,000	\$468,000	\$300,000	\$500,000



# **West Virginia Conservation Agency**

## **Mission**

The State Conservation Committee/West Virginia Conservation Agency provides technical, financial and administrative assistance to citizens of West Virginia through the 14 conservation districts; secures the assistance of various federal government agencies to cost share programs and to provide additional technical assistance; disseminates conservation information statewide; provides state funding for conservation program, education and support activities; coordinates with federal agencies in emergency flood recovery and flood protection efforts; and assures proper operation and maintenance of flood control structures and properties.

## **Operations**

**The West Virginia Conservation Agency coadministers federal, state and local funds through the 14 conservation districts to provide assistance to the citizens of West Virginia through various conservation programs, projects and activities.**

- Provide executive level guidance and direction.
- Provide administrative support that includes preparing, monitoring and providing management reports related to federal, state and local appropriations and funding, procurement of supplies and equipment, internal auditing, accounts receivable and payable, grants administration and independent audits of co administered accounts.
- Demonstrating appropriate land use practices including non point source, agricultural, and construction industry initiatives.
- Protecting the tax base by conserving soil and water resources, and providing direct technical assistance to farmers and other landowners to implement best management practices for the conservation of soil and water resources.
- Providing technical, logistical, equipment, financial and educational resources assistance for major flood control projects.
- Supporting the conservation districts and the West Virginia Envirothon Education Program in delivery of conservation education programs to landowners, agriculture producers, construction industry, and elementary and secondary schools.

## Programs

### ***Agricultural Lime Incentive Program***

#### **Mission**

The mission of the Lime Incentive Program is to provide incentive to local farmers for the maintenance of permanent grasses and/or legumes on grasslands.

#### **Goals/Objectives**

- Provide soil and watershed protection through grassland erosion reduction.
- Reduce grassland water, air, and soil pollution originating from nonpoint sources.
- Create habitat for wildlife aquatic systems and healthier riparian areas that will enhance water quality.
- Improve nutrient management from land application of animal waste and other nutrient source by-products.
- Reduce soil erosion from wind and water resulting in fewer flood occurrences.

#### **Performance Measures**

This is a new program established June 2005. Performance measures will be established during FY 2006.

### ***Emergency Watershed Protection/Stream Protection and Restoration***

#### **Mission**

The Emergency Watershed Protection/Stream Protection and Restoration mission is to minimize damage from floodwaters and related debris and sediment deposition, repair and maintain flood damaged streams and other waterways, conserve the soil and water resources of the state.

#### **Goals/Objectives**

- Provide stream restoration and emergency flood recovery for waterways of West Virginia.
- Implement the strategic Statewide Flood Protection (now available at <[www.wvca.gov](http://www.wvca.gov)>).

#### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Stream protection sites with federal fund match	0	0	10	9	10	10
Stream protection sites with 100% state funding	75	9	80	150	80	80
Flood recovery sites	85	200	300	350	375	400

### ***Grasslands Program***

#### **Mission**

The mission of the Grasslands section is to improve the quality of the state's existing and potential pasture and hay lands through identification and implementation of grassland management plans with landowners through conservation districts.





## Goals/Objectives

- Increase to 175 the number of farms provided with forage sampling technical support in FY 2006.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Individuals provided grassland technical assistance	619	633	700	735	725	725
Grassland demonstration farms	14	14	14	14	14	14
Grassland field days and pasture walks	20	28	33	36	35	35
Farms assisted with forage sampling	80	110	135	150	175	175
Federal funds provided (in thousands)	\$200	\$400	\$400	\$400	\$400	\$400

## ***Landowner Stream Access Permitting***

### Mission

The Landowner Stream Access Permitting program provides guidance and assistance to landowners in West Virginia who are seeking the proper permit to establish an approved plan to remove debris and deposits of silt and rock from established stream channels.

## Goals/Objectives

- Coordinate permitting activities between landowners, resource agencies, and the Army Corps of Engineers to allow landowners to work in streams on their property.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Applications processed for landowner stream access	229	360	400	446	450	450
Citizens receiving followup technical assistance	40	60	65	50	70	70
Federal fund match provided (in thousands)	\$100	\$130	\$150	\$150	\$150	\$150

## ***Operation, Maintenance and Repair of Flood Control Structures***

### Mission

The State Conservation Committee and the 14 conservation districts, in partnership with county and local municipal sponsors, have primary responsibility for the maintenance of the 171 impoundments and channels throughout the state and are directed toward compliance with state and federal dam safety requirements. Coordinate identification and subsequent project plans for flood control structure rehabilitation with USDA Natural Resources Conservation Service (NRCS).

*Department of Agriculture  
West Virginia Conservation Agency Programs*

## Goals/Objectives

- Conduct annual and quarterly inspections on 171 flood control structures statewide, coordinating funds needed for repairs to ensure safety and function of dams, channels, and water reservoirs throughout West Virginia.
- Appraise by the end of FY 2006 all local contribution agreements that provide funding match per conservation district.
- Coordinate water gauge installations and operation and maintenance inspections with the United States Geological Service during FY 2006.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Flood control structures inspected, and repaired or maintained	168	169	169	169	171	171
Rehabilitation site plans/reviews	N/A	N/A	N/A	N/A	4	4

## ***Water Quality Protection Program and Land Use Program***

### Mission

The mission of Water Quality Protection Program is to assess, develop and manage state and 319 projects to reduce the impact from non point source pollution from the agriculture and construction industries by providing assistance and guidance to landowners, citizens, watershed groups, and agricultural and construction industries.

## Goals/Objectives

- Provide technical assistance with agricultural best management practices to 550 farmers in both FY 2006 and FY 2007.
- Develop 100 nutrient management plans in both FY 2006 and FY 2007.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Agricultural loans processed	16	4	20	12	10	10
Individuals receiving construction technical assistance	495	41	285	221	300	300
Program presentations made to local government groups	22	22	20	20	20	20
Farmers provided with agricultural technical assistance	491	620	525	425	550	550
Nutrient management plans developed	106	100	120	85	100	100

## ***Water Resource Infrastructure***

### Mission

The mission of Water Resource Infrastructure program is to stimulate water resource development through countywide water resource assessments and to develop plans that will result in additional water supply.

*Department of Agriculture  
West Virginia Conservation Agency Programs*

**Goals/Objectives**

- Coordinate actions and financial sponsorship of state, federal, and local sponsors to develop water resource infrastructure plans for qualifying counties of West Virginia.
- Develop a potable water source plan for Hardy County in FY 2006.
- Begin in FY 2006 the development of a potable water source plan for Berkley County, working with local entities and officials.

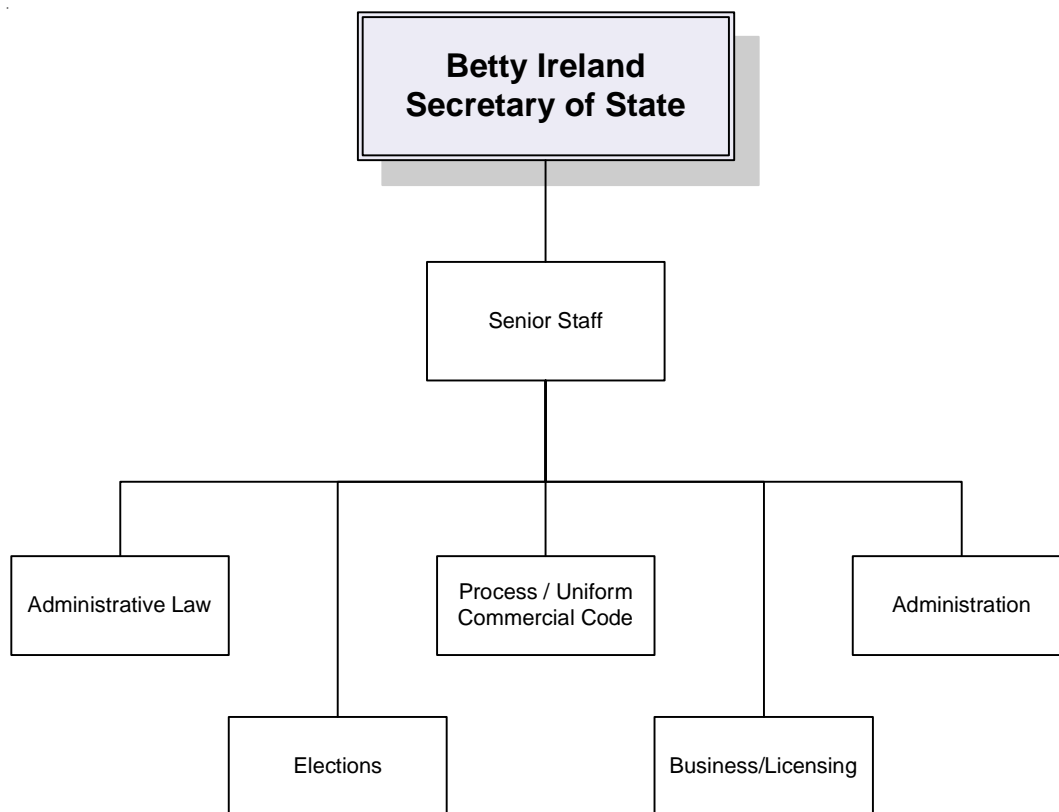
**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Federal funds available for watershed structure rehabilitation (in millions)	\$1.2	\$0.8	\$0.8	\$2.0	\$1.2	\$2.0





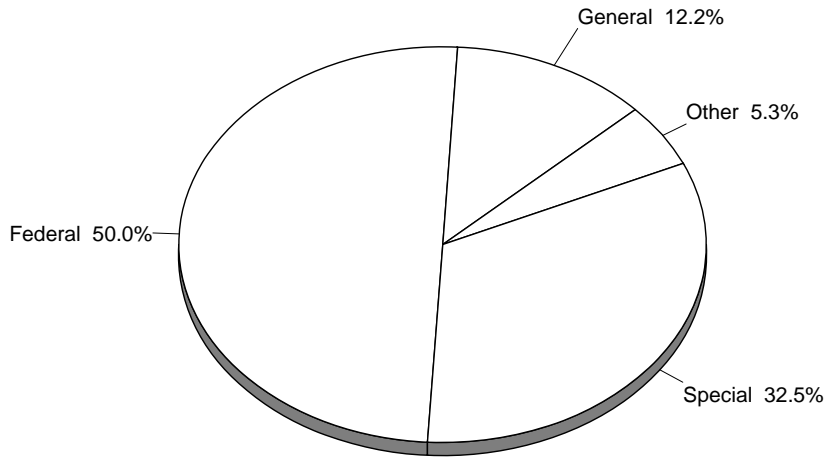
# Secretary of State's Office



Secretary of State's Office  
**Revenues and Expenditures**

**Total Available Funds**

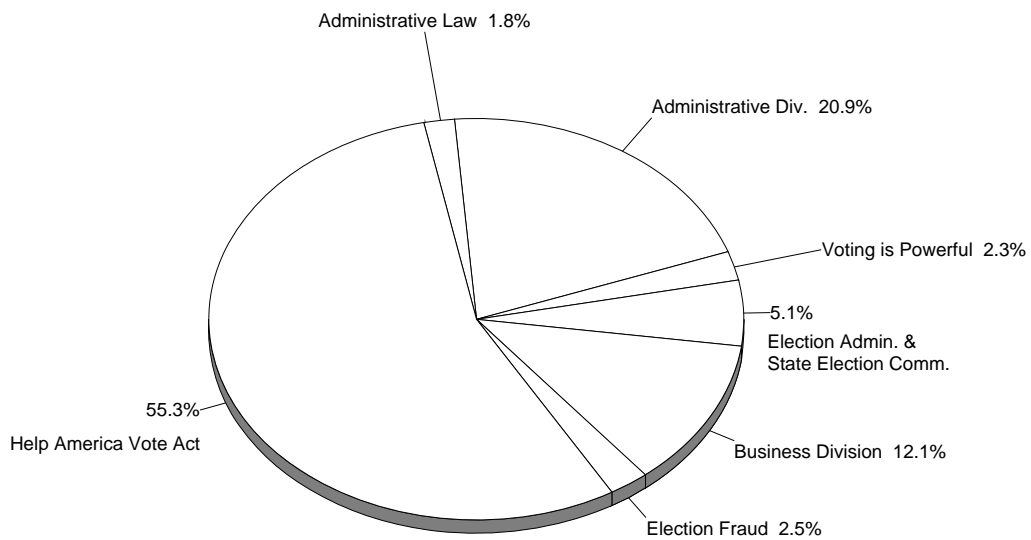
Fiscal Year 2007  
 \$9,235,080\*  
 (Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
 \$8,708,485



# Secretary of State's Office

## Mission

The Office of the West Virginia Secretary of State strives to ensure that West Virginia citizens are able to participate in clean and fair elections conducted in compliance with the Help America Vote Act; have access to excellent voter education, thereby increasing voter registration and turnout; and have access to efficient business registration and licensing, as mandated as part of the statutory duties of the Secretary of State's Office.

## Goals/Objectives

- Accomplish timely, efficient, and fair compliance with the Help America Vote Act.
- Fight election fraud on all levels.
- Increase the high-level use of technology in order to make the office more user-friendly and efficient for business.
- Have an efficient, well-trained, and contented work force that delivers excellent customer service.
- Seek out and utilize best practices from other states to increase voter education, voter registration, and voter turnout.
- Effectively execute the statutory duties of the Secretary of State's office.



**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Division	17.00	\$770,730	\$1,648,222	\$1,767,989	
Business Division - Business & Licensing	11.00	513,498	690,430	696,659	
Business Division - Service of Process & Uniform Commercial Code	8.00	322,888	300,000	351,934	
Public Division - Administrative Law	3.00	143,040	157,236	155,784	
Public Division - Election Administration*	5.00	1,487,785	2,818,288	435,593	
Public Division - Help America Vote Act	3.00	392,056	15,300,000	4,819,616	
Public Division - State Election Commission	0.00	7,975	10,275	10,275	
Public Division - Voting is Powerful	4.00	276,992	262,363	203,897	
Public Division - Election Fraud Unit	5.00	95,000	250,000	214,022	
Less: Reappropriated		(196,266)	(3,062,635)	0	
<b>TOTAL BY PROGRAM</b>	<b>56.00</b>	<b>3,813,698</b>	<b>18,374,179</b>	<b>8,655,769</b>	<b>8,708,485</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		27.00	23.30	23.30	23.30
Total Personal Services		680,149	702,755	689,375	709,445
Employee Benefits		230,288	236,436	236,436	236,436
Other Expenses		257,069	2,439,464	176,829	176,829
Less: Reappropriated		(196,266)	(2,262,635)	0	0
<b>Subtotal: General Fund</b>		<b>971,240</b>	<b>1,116,020</b>	<b>1,102,640</b>	<b>1,122,710</b>
<b>Federal Fund</b>					
FTE Positions		0.00	2.70	1.50	1.50
Total Personal Services		28,948	91,530	70,000	71,530
Employee Benefits		10,817	35,278	28,030	28,308
Other Expenses		352,291	14,375,000	4,721,586	4,721,586
<b>Subtotal: Federal Fund</b>		<b>392,056</b>	<b>14,501,808</b>	<b>4,819,616</b>	<b>4,821,424</b>
<b>Appropriated Special Fund</b>					
FTE Positions		29.00	29.00	29.00	29.00
Total Personal Services		776,042	1,086,900	1,060,800	1,086,900
Employee Benefits		232,776	312,645	307,907	312,645
Other Expenses		1,234,332	1,935,306	1,135,306	1,135,306
Less: Reappropriated		0	(800,000)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>2,243,150</b>	<b>2,534,851</b>	<b>2,504,013</b>	<b>2,534,851</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	1.00	1.00	1.00
Total Personal Services		0	35,000	35,000	35,000
Employee Benefits		0	15,000	15,000	15,000
Other Expenses		207,252	171,500	179,500	179,500
<b>Subtotal: Nonappropriated Special Fund</b>		<b>207,252</b>	<b>221,500</b>	<b>229,500</b>	<b>229,500</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>56.00</b>	<b>56.00</b>	<b>54.80</b>	<b>54.80</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$3,813,698</b>	<b>\$18,374,179</b>	<b>\$8,655,769</b>	<b>\$8,708,485</b>

\* Includes General Revenue funding for the 2005 Pension Bond Amendment cost.



*Secretary of State's Office*  
**Administrative Division**

## **Mission**

The administrative and senior staff provide support and planning for personnel and all operations of the Secretary of State's Office.

## **Operations**

- Supports the Secretary of State regarding daily functions, planning, and carrying out of duties.
- Provides support on information technology functions and Web site.
- Provides administrative support to Board of Public Works.
- Plans, prepares, and implements annual budget for the Secretary of State and the State Election Commission.
- Performs all purchasing, payroll, and accounting functions.
- Manages revenue transactions, prepaid accounts, and refunds.
- Manages hiring, policy, staff development, and personnel matters.
- Coordinates legal and contractual services.
- Coordinates reception and publication of information and forms.
- Coordinates special projects as it relates to the Secretary of State's Office.
- Receives, indexes, and files executive orders, proclamations, appointments, bonds, extraditions, and other official documents of the Governor.
- Receives original legislative acts, and provides certified copies.
- Prepares the *Executive Journal*.
- Manages imaging and records archives.
- Maintains supplies and equipment inventory.
- Provides media and public relations services for the office.

## **Goals/Objectives**

- Submit appropriation and expenditure schedules to the State Budget Office by established deadlines.
- Execute responsible budgetary management.
- Have administrative staff that provides a high level of customer service to West Virginia citizens.
- Provide staff sufficient support, materials, and training for them to perform day-to-day duties of the office.
- Continue to increase the use of technology.

## **Performance Measures**

- ✓ Submitted appropriation and expenditure schedules on time.
- ✓ Received positive feedback from customers on the professionalism of the staff.
- ✓ Increased the use of technology by implementing wireless Internet access, increased use of e-mail, updating of on-line databases, and continued upgrades to Web site appearance and functionality.



*Secretary of State's Office*  
**Public Division**

**Mission**

The Public Division provides voting and election compliance for the benefit of West Virginia citizens, as well as compliance for the Administrative Procedures Act.

**Operations**

The Public Division is composed of departments that primarily work directly with West Virginia citizens providing efficient and timely services to the public.

- \* Administrative Law
- \* Election Administration
- \* Help America Vote Act (HAVA)
- \* State Election Commission
- \* Voting is Powerful (VIP)
- \* Election Fraud Unit

# Programs

## Administrative Law

### Mission

Administrative Law serves as the official filing and information office for all rules and other information required under the Administrative Procedures Act, assisting agencies with the act and providing convenient access of filed information to the public.

### Goals/Objectives

- Continue to provide (as a result of appropriated funding), free access to all on-line information, including the Code of State Rules.
- Effectively manage the increase of electronic correspondence resulting from free on-line service with no addition to staff with response within 24-hours.
- Effectively manage a record number of new filings and publish in the State Register, Code of State Rules and Index
- Provide all agency approved and modified rules on the Internet by 2006.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Decrease in revenue due to on-line services	(9%)	(1%)	(5%)	(13%)	(5%)	(5%)
Responses to requests (phone, paper, e-mail)	1,900	2,300	2,500	3,000	2,800	2,850
New rules filed	215	232	245	329	250	300

## Election Administration

### Mission

The Election Administration serves West Virginia citizens by facilitating extensive voter registration opportunities; organizing, directing, and supervising elections; providing consistent, accessible, and official candidate filing procedures; and managing election law education for election officials, candidates, and the public.

### Goals/Objectives

- Serve as part of the team to effectively implement HAVA.
- Administer the networked, statewide voter registration system implemented under HAVA of 2002.
- Provide a program to manage the increased number of registered voters due to the enactment and continued implementation of the National Voter Registration Act of 1993 by 2007.
- Provide an updated program by 2007 to efficiently manage the increased number of potential candidates filing for offices and campaign finance reports.
- Continually develop and enhance new procedures to effectively manage and respond to the ever-increasing number of inquiries via telephone, fax, personal appearance e-mail, and regular mail.
- Propose legislative initiatives to improve election procedures.
- Improve training for election officials.
- Improve correspondence and instruction to candidates regarding filing for office and campaign finance reporting requirements.
- Administer, maintain, and improve the on-line campaign finance filing for statewide, legislative, and multicounty candidates.

*Secretary of State's Office  
Public Division Programs*

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Voter registrations received	33,767	36,194	50,000	48,848	50,000	45,000
Candidates filing for office	N/A	813	N/A	N/A	400	N/A
Election inquiries	8,750	9,325	9,500	12,500	9,600	10,000
Training seminars conducted for election officials	3	3	1	6	5	2
Election materials mailed	N/A	N/A	N/A	4,125	5,725	4,125

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## Help America Vote Act

### Mission

This program implements the federal Help America Vote Act of 2002 and provides future guidance and support for the public regarding this act.

### Goals/Objectives

- Accomplish the objectives of West Virginia's HAVA plan by federal deadlines.
- Implement by May 2006 voting systems standards designed to inform voters of voting procedures during voting.
- Facilitate new training programs by May 2006 for voters, poll workers, and local voting officials.
- Provide grant funding by May 2006 to 25 counties to assist in improving access to voting precincts.
- Provide an increased level of support to each county for the statewide voter registration system by 2006.
- Provide by 2006 upgraded voting equipment for each county.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Statewide voter registration support calls	N/A	N/A	N/A	780	850	800
Counties receiving voting system upgrades	N/A	N/A	N/A	N/A	55	3
Counties that received HAVA grants for polling place upgrades	N/A	3	N/A	3	10	5

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## State Election Commission

### Mission

The State Election Commission shall have the power and duty to approve or disapprove applications for approval of any voting machine. The commission shall serve as advisor to the Secretary of State and shall prepare and distribute nonpartisan educational materials to inform voters of election laws and procedures.

### Goals/Objectives

- Review and approve new electronic voting systems in accordance to state law.
- Conduct hearings on alleged violations of the code of fair campaign practices and other campaign finance issues.
- Support the funding of training and instructional materials, investigation of election practices in other states, and other projects to improve the election process.

Secretary of State's Office  
Public Division Programs

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Commission meetings	N/A	N/A	4	4	6	4
Electronic voting systems evaluated	N/A	N/A	8	4	3	2
Electronic voting systems approved	N/A	N/A	N/A	4	3	2

## Voting Is Powerful (VIP)

### Mission

The VIP program promotes voter registration and voter education for all generations.

### Goals/Objectives

- Provide 350 voter registration opportunities per year by FY 2008, including registration opportunities at school visits.
- Establish two sustainable voter education/public awareness initiatives by the end of 2007.
- Visit 275 election officials per year by FY 2007 to assist and inform them of new voting procedures, acting as liaisons between the community, election officials, and the Secretary of State's office.
- Visit 100% of the high schools in West Virginia by 2007 to communicate the importance of voting, educating students on the election process, and conducting voter registration drives in conjunction with the county clerks.
- Visit 75 senior citizen organizations per year by the end of FY 2007 to educate senior citizens on voting procedures and the election process, as well as to offer senior citizens a chance to register to vote.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005*</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Voting registration opportunities	N/A	N/A	N/A	135	270	310
Voter education initiatives	N/A	N/A	N/A	N/A	1	2
Visits to election officials	N/A	N/A	N/A	125	250	275
School visitations	N/A	N/A	N/A	80	160	160
Visits to senior citizen organizations	N/A	N/A	N/A	30	60	75

\* Data is for only half of the fiscal year as this is a new program.

## Election Fraud Unit

### Mission

To investigate all complaints of election fraud within the State of West Virginia in a professional and thorough manner, and to educate the citizens of this state on how to detect and report election fraud.

### Goals/Objectives

- Conduct informational and educational meetings in a minimum of ten counties every three months to increase public awareness, understanding, and participation in the detection of election fraud.
- Decrease the occurrence of election fraud within West Virginia through effective documentation, investigation, and prosecution of reported and discovered election fraud.

Secretary of State's Office  
Public Division Programs

- Conduct educational seminars for political candidates to ensure that they fully understand about election fraud.
- Decrease voter apathy through the promotion of clean and fair elections by conducting thorough investigations into allegations of election fraud.
- Conduct informational meetings with officials from all counties and most larger cities to enlist assistance in the investigation of election fraud, thereby increasing the effectiveness of the investigation unit.

## Performance Measures

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005*</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Total complaints	N/A	N/A	N/A	72	288	432
Administrative complaints**	N/A	N/A	N/A	58	100	150
Investigations conducted ***	N/A	N/A	N/A	14	188	282

\* The election fraud investigation unit has only been in existence since April 2005, and these complaints have been received since the implementation of the Election Fraud Unit.

\*\* These are election fraud complaints considered to be invalid or could be dealt with through administrative measures by the legal counsel.

\*\*\* These are complaints requiring a detailed investigation and the submission of an investigative report.

*Secretary of State's Office*  
**Business Division**

## **Mission**

The Business Division serves the business, legal, banking, and consumer communities through an array of services that secure the legal status of various types of businesses, trade names, and trademarks; and provides a permanent archival record of business filings for public access.

## **Operations**

### **Business Area**

- Assists citizens in the process of starting various types of businesses, including corporations, limited liability companies, limited partnership, and voluntary associations.
- Authorizes out-of-state companies to conduct business in West Virginia.
- Provides certificate of existences and certified copies of businesses that are on file in the office of Secretary of State.
- Registers charitable organizations and professional fund-raisers to protect West Virginia citizens by requiring full public disclosure by persons and organizations soliciting funds from the public.

### **Licensing Area**

- Responsible for licensing of private investigators, security guards, athlete agents, and persons who perform marriages, making sure that every qualification requirement mandated in the West Virginia Code is met.
- Issues notary public commissions to qualified individuals, and maintains those records.
- Reviews complaints received on notaries and notarizations.

### **Service of Process**

- The Secretary of State is the constitutive attorney-in-fact for all corporations with operations in the state, processing legal documents involving corporations.
- Service of Process processes legal documents involving corporations within and outside the State of West Virginia.

### **Uniform Commercial Code**

- Uniform Commercial Code registers liens filed by a lender when a borrower takes out a loan using in-state commercial or farm property or consumer goods as collateral.

# Programs

## Business and Licensing

### Mission

The Business and Licensing division serves the business and consumer communities through a variety of efficient and professional services that secure the legal status of various types of businesses, trade names, and trademarks; register charitable organizations and professional fund-raisers; license private investigators, security guards, athlete agents, persons who perform marriages, and commission notary publics.

### Goals/Objectives

#### Business Section

- Make available additional on-line filings to the general public such as trade names, amendments, terminations and officer changes. (Currently, the only available on-line filings are new registrations of limited liability companies [LLC] and corporations, as well as annual report filings for limited liability companies.
- Network with other state agencies to provide an exchange of information that could be used throughout the other agencies.
- Create and upgrade computer programs and software during FY 2007.
  - \* Upgrade the Business and Licensing database to provide a more user-friendly, searchable database that the general public can access.
  - \* Upgrade the annual report renewal program.
- Continue to process charitable registration in a 24-hour turnaround time and to pursue fines and settlements when necessary.
- Provide additional information on the charities on-line database to ensure the public has as much information as possible when determining to what charities they would like to donate money. (This will be completed on a daily basis by extracting specific financial information from the charities' initial registration and renewal applications.)

#### Licensing Section

- Submit legislation in 2006 to clarify specific sections of the West Virginia Code regarding private investigators and security guards.
- Continue to process registrations in a timely and efficient manner.
- Submit legislation in 2006 to clean up the 2001 legislation relating to people who perform marriages.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Fines and settlements*	\$36,740	\$33,105	\$30,000	\$34,020	\$30,000	\$30,000
Revenue from charity registrations	\$77,950	\$83,415	\$75,000	\$75,425	\$85,000	\$80,000
All corporate filings**	3,818	4,711	4,500	3,908	4,800	4,200
Revenue generated from LLC filings	\$401,048	\$515,646	\$475,000	\$527,647	\$635,000	\$650,000
LLC reports filed on-line	N/A	N/A	N/A	1,873	3,000	5,000
On-line filings from new businesses	N/A	1	N/A	967	1,250	1,500
New registrations of:						
Private investigators and security guards	34	32	45	50	40	55
Athlete agents	22	29	4	27	40	50
Persons authorized to perform marriages	792	788	820	802	800	850
Revenue from notary applications	\$207,588	\$209,931	\$220,000	\$207,602	\$210,000	\$210,000
Revenue from processing notary changes	\$1,657	\$1,980	\$2,000	\$1,472	\$1,000	\$1,500

\* Settlement agreements with organizations found to be soliciting without registration

\*\* Due to LLC's becoming the first choice of entities for new business owners, the number of business owners forming corporations is expected to decrease in FY 2007.





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## Service of Process

### Mission

Service of Process processes legal documents involving domestic (formed in West Virginia) and foreign organizations (formed outside of West Virginia).

### Goals/Objectives

- Reconcile the number of insurance companies and their principal office address and name and address of registered agent that are maintained in the Secretary of State's Office database to what is on file with the Insurance Commissioner. (This is an ongoing process achieved by a monthly exchange of data between the Secretary of State's Office and the Insurance Commissioner, as well as obtaining address and agent updates directly from the insurance companies.)
- Maintain a 24-hour turnaround time on processing any legal notices (primarily summons and complaints), as well as any changes in officers, business addresses, or registered agents.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Process cases received	11,831	13,092	12,000	7,285	14,000	14,250

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## Uniform Commercial Code

### Mission

Uniform Commercial Code registers liens filed by a lender when a borrower takes out a loan using in-state commercial or farm property or consumer goods as collateral.

### Goals/Objectives

- Start a new automatic expiration system on lapsed filings.
- Introduce lien searches on the Internet.
- Begin the electronic filing of liens.
- Continue work on the bulk sale of the uniform commercial code data.

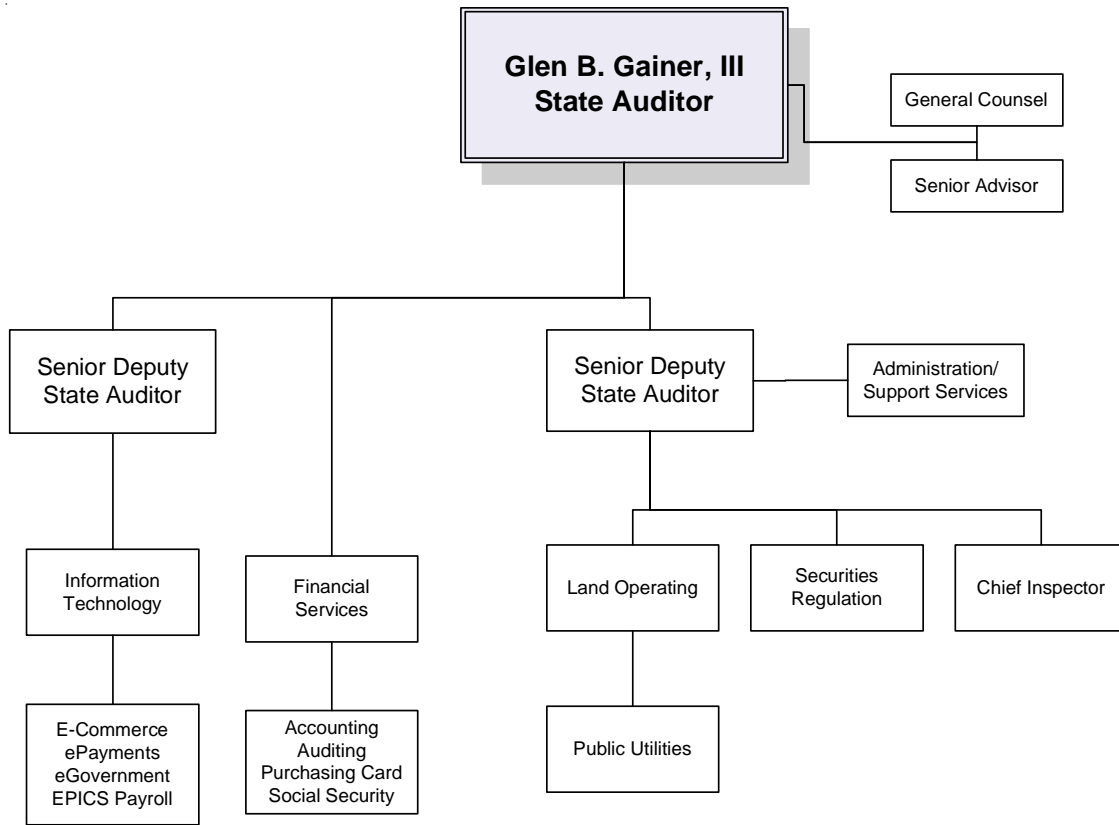
### Performance Measures

- ✓ Made changes to the uniform commercial code database to provide options on what searches show, such as terminated or lapsed filings.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Uniform commercial code filings	22,964	23,607	30,000	23,312	31,000	32,000
Uniform commercial code searches	4,892	4,977	6,000	5,056	6,000	6,000



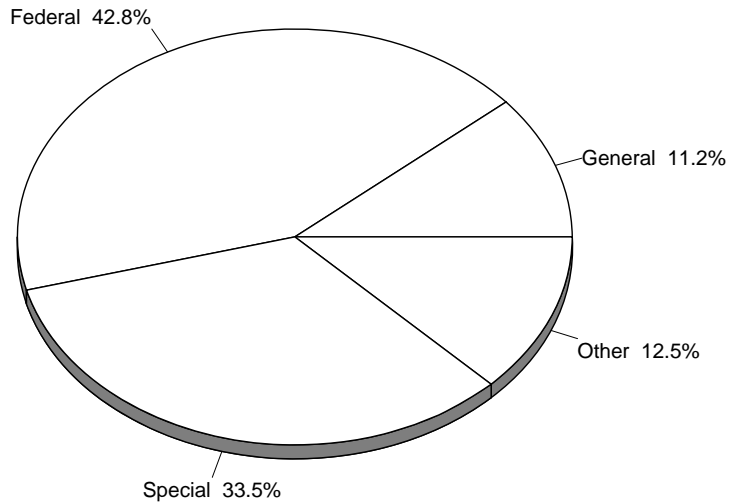
# State Auditor's Office



State Auditor's Office  
**Revenues and Expenditures**

**Total Available Funds**

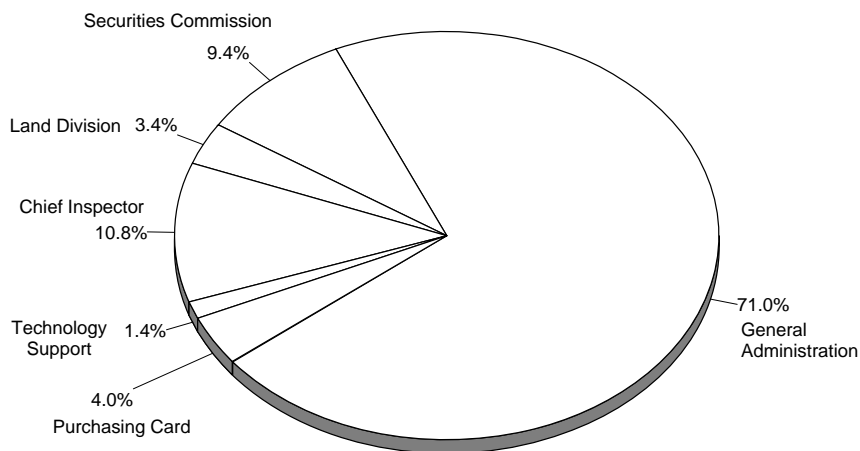
Fiscal Year 2007  
\$32,761,477\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Program**

Fiscal Year 2007  
\$30,165,472



# State Auditor's Office

## Mission

The State Auditor's Office reviews, processes, and reports the results of the payment of liabilities and collection of revenues of state agencies made on the behalf of the citizens of West Virginia.

## Operations

- Ensure accurate and timely financial reporting of the State.
- Provide prompt payment to all vendors.
- Maintain fund ledgers and expenditure and revenue subledgers on the WVFIMS in accordance with the West Virginia Code and applicable legislation.
- Provide efficient oversight of local governments through the Chief Inspector Division.
- Annual review and approval of local governments' budgets and tax levy rates.
- Annual review of compliance with state and federal regulations by local governments.
- Return delinquent land through land sales to the county tax rolls.
- Provide information to citizens concerning securities and other investment products.
- Provide regulation and/or registration of the buying and selling of stocks, bonds, partnership interest, and other securities.
- Registration of broker/dealers and investment advisors and their agents/representatives.
- Enforcement and investigation of state securities, commodities, land sales, timeshares, and oil and gas law violations.
- Administer the purchasing card program by monitoring card use and providing controls to ensure compliance with purchasing card policies and procedures.
- Process all payrolls for state employees.

## Recommended Improvements

- ✓ Additional spending authority of \$188,348 in the Land Operations Special Revenue Fund.
- ✓ Additional spending authority of \$607,131 in the Purchasing Card Administration Special Revenue Fund.

State Auditor's Office

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
General Administration	68.00	\$14,927,702	\$21,381,924	\$20,382,075	
Chief Inspector Division	44.00	2,740,667	2,800,000	2,800,000	
Land Division	7.00	943,370	1,013,926	1,036,926	
Purchasing Card Program	8.00	540,090	600,000	600,000	
Securities Commission	24.00	2,473,027	2,831,455	2,831,455	
Technology Support	0.00	811,886	1,147,368	1,147,368	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>151.00</b>	<b>22,436,742</b>	<b>29,774,673</b>	<b>28,797,824</b>	<b>30,165,472</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		67.00	58.85	58.85	58.85
Total Personal Services		2,155,266	2,234,633	2,199,905	2,251,997
Employee Benefits		678,484	769,039	769,039	769,039
Other Expenses		737,965	639,107	639,107	639,107
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>3,571,715</b>	<b>3,642,779</b>	<b>3,608,051</b>	<b>3,660,143</b>
<b>Federal Fund</b>					
FTE Positions		2.00	1.34	1.34	1.34
Total Personal Services		60,799	60,359	58,954	60,359
Employee Benefits		12,955	14,586	14,586	14,586
Other Expenses		9,135,856	13,927,422	13,927,402	13,927,422
<b>Subtotal: Federal Fund</b>		<b>9,209,610</b>	<b>14,002,367</b>	<b>14,000,942</b>	<b>14,002,367</b>
<b>Appropriated Special Fund</b>					
FTE Positions		92.00	85.12	85.12	89.12
Total Personal Services		3,283,688	3,542,981	3,476,273	3,724,852
Employee Benefits		1,023,851	1,118,110	1,096,430	1,172,610
Other Expenses		3,201,502	3,637,810	2,885,178	3,849,550
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>7,509,041</b>	<b>8,298,901</b>	<b>7,457,881</b>	<b>8,747,012</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		5.00	5.69	5.69	5.69
Total Personal Services		257,898	280,039	291,921	291,921
Employee Benefits		75,939	75,246	99,381	99,381
Other Expenses		1,812,539	3,475,341	3,339,648	3,364,648
<b>Subtotal: Nonappropriated Special Fund</b>		<b>2,146,376</b>	<b>3,830,626</b>	<b>3,730,950</b>	<b>3,755,950</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>166.00</b>	<b>151.00</b>	<b>151.00</b>	<b>155.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$22,436,742</b>	<b>\$29,774,673</b>	<b>\$28,797,824</b>	<b>\$30,165,472</b>

# Programs

## General Administration

### Mission

The processing of transactions in order to provide accurate and meaningful financial data to state, federal, and private entities.

### Goals/Objectives

- Develop, support, and maintain the budgetary controls of the centralized accounting system.
- Prepare the annual *West Virginia State Dollar Report* within six months of the close of the fiscal year.
- Maintain payment processing at three days or less.
- Provide training to all state agencies on payment procedures, policies, and other areas as necessary—including an annual payment processing seminar.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Documents received for WVFIMS processing	734,244	725,967	740,000	714,217	730,000	710,000
Documents rejected	14,916	12,930	13,320	14,464	13,000	13,500
Late payment interest paid to vendors	9	1	10	5	5	6

## Chief Inspector Division

### Mission

Perform financial and compliance audits, oversee the audit procurement process of local governments by independent certified public accountants, provide efficient and effective training, technical assistance, and oversight to local governments within the state.

### Goals/Objectives

- Conduct financial and compliance audits of local governments in the most effective and efficient manner.
- Streamline audit programs and procedures.
- Provide regional training on an annual basis to local governments for the Governmental Accounting Standards Board statement (GASB 34) financial reporting model and other accounting issues.
- Provide training and technical assistance as part of the auditing process to local officials on preparing financial statements, and accounting, budgeting, and auditing issues.

### Performance Measures

- ✓ 95% of Circular A-133 audits of local governments were conducted within nine months after the end of the fiscal year. These federally-required audits were conducted by the Chief Inspector Division and independent certified public accountants.

## Land Division

### Mission

The collection and distribution of delinquent taxes and public utilities taxes on behalf of the state, county, and municipal governments.

### Goals/Objectives

- Maintain the on-line database of delinquent and nonentered lands.
- Improve the Web page for the delinquent lands and add forms for use by county officials, and individuals.
- Increase the number of delinquent land sales conducted by the State Auditor's Office.
- Decrease the number of delinquent properties under the auspices of the State Auditor's Office.
- Provide public utility property value allocations to state, county, and municipal governments in a timely and accurate manner.
- Prepare and mail tax statements by July 15 of each year.
- Prepare and mail receipts to utilities within 24-hours of receiving them.
- Distribute tax collections on a monthly schedule to state, county, and municipal governments and to county school boards.
- Continue to seek ways to utilize the Internet for communication with the public.
- Continue to seek ways of making all records held by this division available via the Internet.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Delinquent taxes remitted to the counties (millions)	\$1.50	\$1.86	\$1.60	\$1.18	\$1.60	\$1.50
Properties returned to active tax rolls	2,910	2,545	2,800	2,386	2,600	2,400
Public utility taxes distributed (in millions)	\$134.25	\$136.18	\$136.00	\$138.15	\$136.20	\$138.00

## Purchasing Card Program

### Mission

Administer the State of West Virginia Purchasing Card Program.

### Goals/Objectives

- Promulgate a rule to increase the maximum threshold of the state purchasing card and to increase the flexibility of the payment frequency for state agencies.
- Reduce processing costs for invoice payments.
- Streamline procurement methods for small dollar transactions by reducing the time and paperwork associated with the use of purchase orders.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Purchasing card transactions processed	457,478	474,300	500,000	529,094	525,000	600,000
Payments using the purchasing card (in millions)	\$103.72	\$114.80	\$120.00	\$135.00	\$126.00	\$150.00
Average amount per transaction	\$226	\$242	\$225	\$255	\$272	\$300



## Securities Commission

### Mission

Enforce and administer the West Virginia Uniform Securities Act, the Uniform Commodities Act, and the West Virginia Real Estate Time Sharing Act.

### Goals/Objectives

- Maintain a communication network to receive and review reports of fraud.
- Educate the public in financial matters—administering a Seniors Against Investment Fraud program and conducting monthly seminars for Money Matter Financial Literacy Education.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Fraud complaints resolved	86%	78%	85%	77%	90%	94%
Money Matter Financial Literacy Education attendees	4,550	7,039	4,600	3,105	11,000	11,000
Brokers, dealers, and agents registration	73,622	84,432	89,920	88,476	90,157	92,088

## Technology Support

### Mission

Develop and maintain electronic payment systems the state uses for payments.

### Goals/Objectives

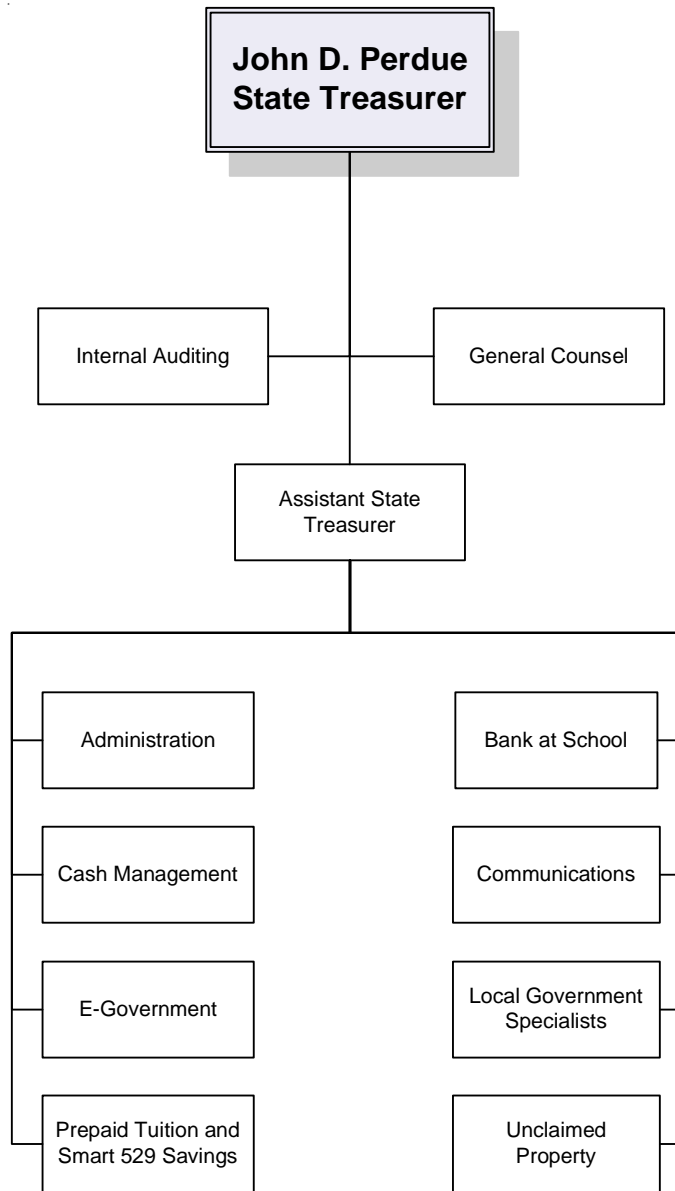
- Convert as many paper systems as possible to electronic payment systems.
- By FY 2006, all direct deposits will be initiated by the Electronic Commerce division.
- Provide multiple direct deposit deductions to state employees.  
Provide an on-line signup form for direct deposit via the State Auditor's Web site.
- Assist in making information available over the Internet.
- Develop, maintain, and provide enhancements to EPICS, WVFIMS, and VISTA (Vendor Inquiry System to the Auditor).

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Direct deposit conversions for payroll	85%	92%	95%	97%	95%	100%
Computer system uptime	99%	99%	100%	100%	100%	100%



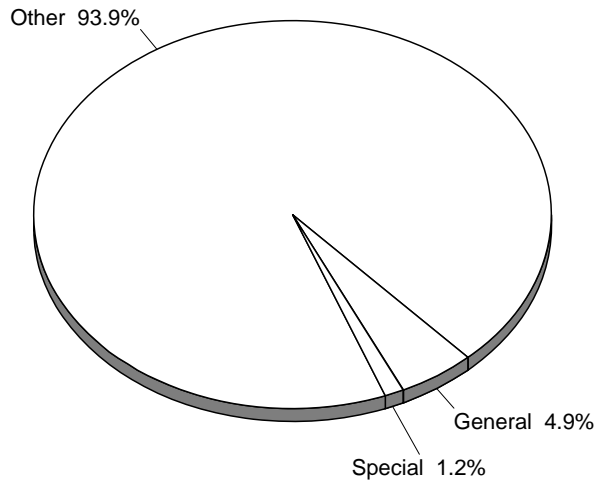
# Treasurer's Office



Treasurer's Office  
**Revenues and Expenditures**

**Total Available Funds**

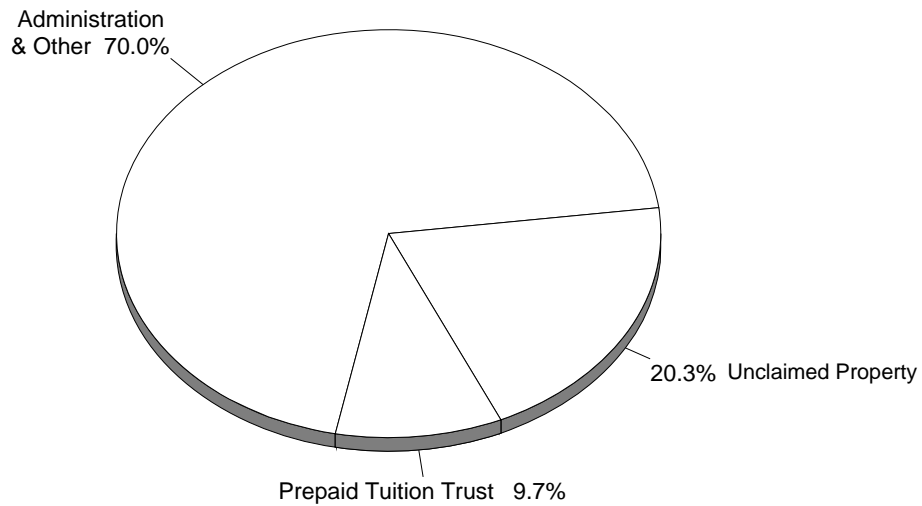
Fiscal Year 2007  
\$97,122,766\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Program**

Fiscal Year 2007  
\$81,698,750



# Treasurer's Office

## Mission

The mission of the West Virginia State Treasurer's Office is to serve the citizens of the State of West Virginia by overseeing the assets held in the state treasury; by improving the management of the State's financial resources, including methods for processing receipts; reporting of the State's debt and debt capacity; placement and collection of unclaimed property; and development of the Prepaid College Plan.

## Operations

- Develop and maintain internal operations so treasury functions occur on a timely basis as prescribed by the West Virginia Code.
- Develop and maintain modern systems for the collection, disbursement, and management of the State's money.
- Carry out the intent of the Uniform Unclaimed Property Act.
- Establish a trust fund to assist West Virginia students and their families with the costs of higher education through prepaid tuition contracts.

*Treasurer's Office*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration & Cash Management	80.90	\$84,247,987	\$56,259,316	\$56,120,605	
College Prepaid Tuition & SMART529 Savings Program	0.00	1,712,857	5,642,337	7,926,482	
School Financial Education	0.00	17,763	25,000	25,000	
Unclaimed Property	51.35	5,136,944	16,590,078	16,590,078	
Less: Reappropriated		(616,583)	(994,565)	0	
<b>TOTAL BY PROGRAM</b>	<b>132.25</b>	<b>90,498,968</b>	<b>77,522,166</b>	<b>80,662,165</b>	<b>81,698,750</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		43.15	42.65	42.15	42.15
Total Personal Services		2,010,499	2,163,463	2,146,881	2,175,462
Employee Benefits		624,707	666,979	688,626	688,626
Other Expenses		1,166,724	1,925,653	901,634	1,909,638
Less: Reappropriated		(616,583)	(994,565)	0	0
<b>Subtotal: General Fund</b>		<b>3,185,347</b>	<b>3,761,530</b>	<b>3,737,141</b>	<b>4,773,726</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	2.50	2.50
Total Personal Services		0	0	116,994	116,994
Employee Benefits		0	0	35,494	35,494
Other Expenses		319,620	475,000	974,464	974,464
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>319,620</b>	<b>475,000</b>	<b>1,126,952</b>	<b>1,126,952</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		85.20	89.60	87.10	87.10
Total Personal Services		2,960,496	3,803,033	3,810,367	3,810,367
Employee Benefits		962,482	1,241,492	1,275,282	1,275,282
Other Expenses		83,071,023	68,241,111	70,712,423	70,712,423
<b>Subtotal: Nonappropriated Special Fund</b>		<b>86,994,001</b>	<b>73,285,636</b>	<b>75,798,072</b>	<b>75,798,072</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>128.35</b>	<b>132.25</b>	<b>132.75</b>	<b>131.75</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$90,498,968</b>	<b>\$77,522,166</b>	<b>\$80,662,165</b>	<b>\$81,698,750</b>

*Treasurer's Office*  
**Programs**

## ***Administration***

### **Mission**

The Administration Division provides support to staff employed by the State Treasurer's Office who conduct the daily operations of the office.

### **Goals/Objectives**

- Maintain a State Auditor's Office invoice rejection rate of less than 1.73% annually.
- Have zero findings from all internal audits of Administration activities.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Invoice transactions rejected by the State Auditor's Office	N/A	N/A	N/A	1.48%	1.45%	1.45%
Internal audit findings	N/A	N/A	N/A	5	3	2

## ***Financial Education***

### **Mission**

The mission of Financial Education services, including the Bank At School program, is to work with educators, financial institutions, non-profit organizations and businesses to help students learn money management skills through formal instruction and hands-on activities in their classrooms and extra-curricular activities. The program emphasizes teaching methods of saving and investing, budgeting skills and the wise use of credit.

### **Goals/Objectives**

- Further the teaching of financial education lessons at all grade levels.
- Enroll schools and financial institutions in the Bank at School program.
- Provide high quality teacher-training activities to support teaching financial education at all grade levels.
- Find and promote the best free educational resources for presenting financial education units in the classroom.
- Provide support and encouragement to all schools through a regular communication program.
- Promote the merits to the whole community of financial education in the schools.

### **Performance Measures**

<u>School Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Schools supported in financial education lessons	273	286	290	266	275	300
Number of financial institution branch offices involved	128	145	140	142	140	140

## Cash Management

### Mission

The West Virginia State Treasurer's Office Cash Management division is charged with the responsibility of developing and maintaining an efficient, modern system for the collection, disbursement, and management of the State's money.

### Goals/Objectives

#### *Debt Management and Capacity*

**Ensure that all general obligation debt is processed efficiently.**

- Provide for the timely payment of all general obligation debt service.
- Provide services for the registration of all general obligation bonds.
- Maintain a bona fide debt service fund for matching available funds to debt service on all safe road bonds.
- Develop a system to report and monitor the State's debt.
- Monitor and work to improve the State's debt rating.
- Work with various state agencies to report on the State's ability to meet future debt service payments and its ability to incur new debt while striving to maintain favorable and manageable debt levels.
- Make recommendations on the capacity to issue tax-supported debt based on various ratios.

#### *Receipts and Disbursements Processing*

**Provide state agencies with paper lockbox collections, electronic lockbox collections, and electronic disbursements for efficiencies and improved cash flows.**

- Expand the number of automated clearinghouse transactions by 10% for FY 2007.

### Performance Measures

<b>Fiscal Year</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Estimated 2005</b>	<b>Actual 2005</b>	<b>Estimated 2006</b>	<b>Estimated 2007</b>
<i>Automated clearinghouse activity*</i>						
Total transactions (in millions)	1.86	2.04	3.13	2.26	2.6	2.8
Total amount (in millions)	\$6,601	\$11,093	\$17,000	\$12,635	\$15,000	\$16,000
<i>Electronic government: e-WV On-line</i>						
Total credit card and electronic check transactions	24,706	36,933	40,000	107,941	135,000	170,000
Total amount collected (in millions)	\$8.49	\$21.45	\$33.00	\$47.30	\$60.00	\$70.00
<i>Receipts processing</i>						
Lockbox collections (in millions)	\$788	\$965	\$1,062	\$1,022	\$370	\$400

\* Automated clearinghouse activity includes e-WV On-line electronic check transactions.

## College Prepaid Tuition and Savings Program

### Mission

The mission of the West Virginia College Prepaid Tuition and Savings Program Board of Trustees and its SMART529 savings plans is to establish a nationally competitive, tax-advantaged college savings and prepaid tuition program that will assist West Virginia students and their families in preparing for the costs of higher education; increase the awareness of higher education's importance, making postsecondary education a higher priority among West Virginians; and promote increased enrollments at West Virginia public and private postsecondary institutions.



## Goals/Objectives

- Earn the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) for the West Virginia College Prepaid Tuition and Savings Program's FY 2005 Comprehensive Annual Financial Report (CAFR).
- Manage a plan of college savings products that meets the needs of West Virginians.
- Maintain the actuarial soundness of the Prepaid Tuition Trust Fund.

## Performance Measures

- ✓ Earned the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for six consecutive years for the program's CAFR (FY 1999 through FY 2004).

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
<i>Prepaid Tuition Trust Fund (plan closed to new accounts)</i>						
Annual investment yield	5.4%	15.5%	7.3%	10.7%	7.3%	7.0%
Actuarial soundness-percent funded	86%	89%	95%	94%	95%	95%
<i>Savings Plan Trust</i>						
New accounts opened	16,564	24,648	14,000	18,126	10,000	8,000
Total trust assets (in millions)	\$147	\$368	\$500	\$553	\$650	\$750

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## Unclaimed Property

### Mission

The mission of the Unclaimed Property division is to communicate, educate, and implement programs, seminars, and procedures necessary to most effectively and efficiently carry out the provisions of the Uniform Unclaimed Property Act.

The intent of the act is to protect the property rights of the owners, relieve holders of their liability to the owners, provide a custodial service for owners' abandoned property, and to return the highest level of property to the owners, as well as enhance revenue collections for the State of West Virginia.

## Goals/Objectives

### *Claims Section*

- Process all claims according to prescribed procedures to return property to the rightful owners.
- Recover and record stale dated warrants.
- Maintain an average of 45-days turnaround time from receipt of all necessary claim documentation to approval for payment.

### *Compliance Section*

- Ensure compliance with the Uniform Unclaimed Property Act by holders domiciled in the state.
- Communicate the intent of the act to holders and the general public.
- Design electronic reporting forms and instructions—make available for electronic filing on the Web page.

### *Law Enforcement Section*

- Continue development of law enforcement training regarding found property and weapons.

## Treasurer's Office Programs

### *Unclaimed Property Receipts Section*

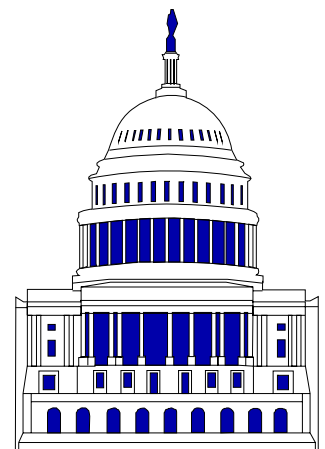
- Process all unclaimed property submitted to the division.
- Communicate receipt information to other sections of Unclaimed Property in a timely fashion.
- Accept electronic funds from holders.

## Performance Measures

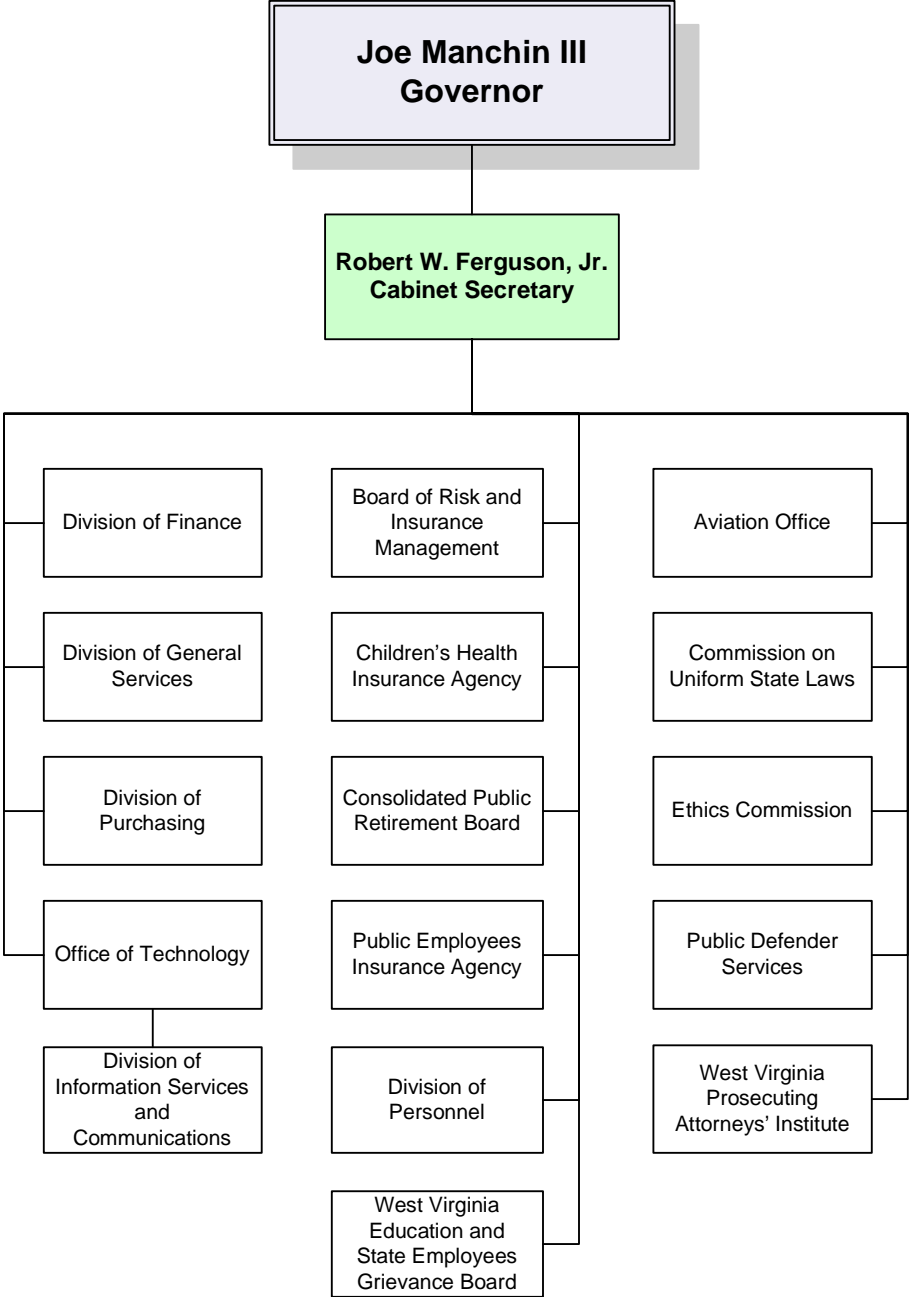
<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Claim inquiries	10,526	9,952	10,000	8,399	9,500	9,500
Claims paid	13,747	21,860	12,000	15,089	17,000	17,000
Amount of claims paid (in millions)	\$8.4	\$7.8	\$8.0	\$6.2	\$7.5	\$7.5
Law enforcement reports received	225	130	125	122	125	125
Weapons received	495	519	500	869	500	500
Weapons destroyed	445	595	400	286	400	400
<i>Unclaimed Property Receipts Section</i>						
Accounts received	65,615	89,590	60,000	93,778	105,000	115,000
Amount received (in millions)	\$14.71	\$12.00	\$12.00	\$10.35	\$12.00	\$12.00
Value of stock shares received (in millions)	\$1.4	\$1.2	\$1.2	\$3.9	\$4.0	\$4.0



DEPARTMENT  
OF  
ADMINISTRATION



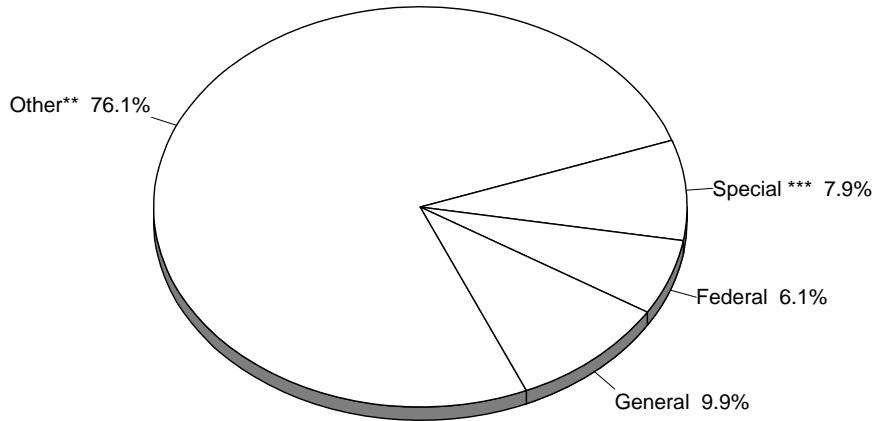
# Department of Administration



Department of Administration  
**Revenues and Expenditures**

**Total Available Funds**

Fiscal Year 2007  
**\$627,510,733\***  
 (Estimated)



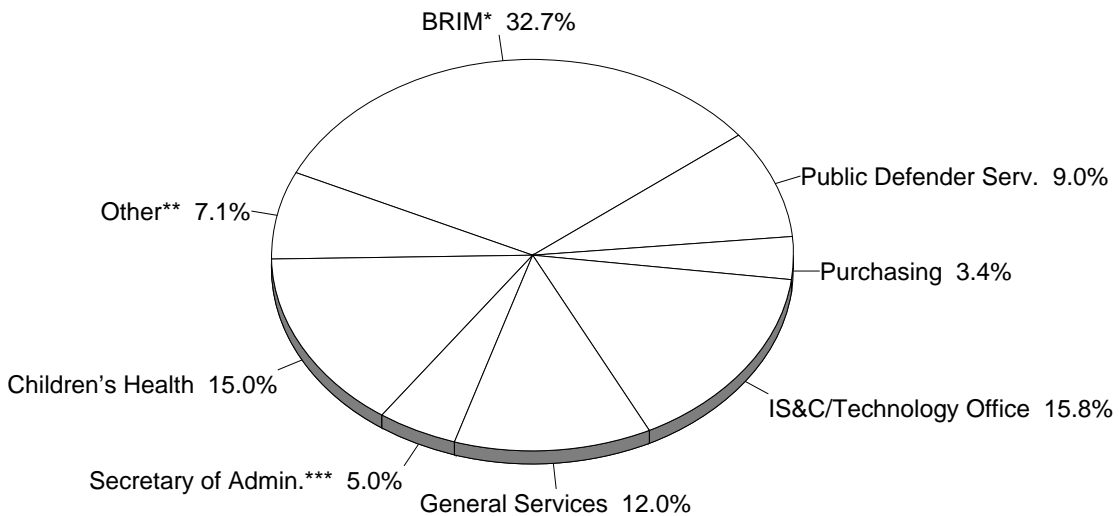
\* Beginning balance plus revenues

\*\* Does not include annuity payments or insurance claims

\*\*\* Does not include Tobacco Settlement Funds managed by Secretary of Administration

**Recommended Expenditures by Division**

Fiscal Year 2007  
**\$324,018,762**



\* Includes special insurance and trust funds held by the Board of Risk and Insurance Management.

\*\* Does not include pension funds managed by the Consolidated Public Retirement Board or insurance premium funds managed by the Public Employees' Insurance Agency.

\*\*\* Does not include Tobacco Settlement Funds.



# Department of Administration

## Mission

The Department of Administration's mission is to provide quality support services for state agencies and employees, safeguard the financial resources of the citizens of West Virginia, and promote the ethical expenditure of public funds.

## Goals/Objectives

### **Streamline processes to optimize services.**

- Review the services provided by the department to identify streamlining opportunities for overlapping activities.
- Replace paper exchange throughout state government with imaging/intranet solutions.

### **Allocate human resources efficiently to optimize productivity and customer satisfaction.**

- Develop and amend on a continuing basis a long-term capital improvement plan that reflects historic preservation standards, accessibility under the federal Americans with Disabilities Act of 1990, and federal General Services Administration standards for individual work spaces.
- Fully implement a mandatory training and development program for managers and supervisors by FY 2007.

### **Allocate physical resources to optimize productivity and customer satisfaction.**

- Identify opportunities to consolidate office space and transfer ownership from private to state.
- Construct new parking garage at the state capitol complex by end of FY 2007.
- Complete renovation of the Governor's mansion by the end of FY 2007.
- Complete capitol dome restoration and repair of parapet wall by end of FY 2006.

### **Identify opportunities for the State to reduce costs or improve financial stability.**

- Continue to review the possibilities of issuing pension bonds and tobacco securitization bonds.
- Review consolidation possibilities within the Department of Administration.

### **Provide career development opportunities for employees.**

- Provide career development and vocational, technical, and professional training opportunities. Provide tuition reimbursement in each agency/division.
- Promote awareness programs for managers and supervisors that emphasize employee empowerment, foster independent creative thought and actions, and include training on reward and recognition techniques.
- Support the State's affirmative action program by establishing clear goals and implementing procedures to recruit, hire, and retain members of protected classes.

### **Improve management of risk programs.**

Department of Administration

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Office of the Secretary	2.13	\$40,606,735	\$43,219,919	\$41,689,275	
Less: Reappropriated		0	(1,000,000)	0	
<b>TOTAL BY PROGRAM</b>	<b>2.13</b>	<b>40,606,735</b>	<b>42,219,919</b>	<b>41,689,275</b>	<b>41,691,237</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		2.43	2.13	2.13	2.13
Total Personal Services		128,482	156,323	155,035	156,997
Employee Benefits		40,239	43,521	43,521	43,521
Other Expenses		15,038,014	17,090,739	16,090,719	16,090,719
Less: Reappropriated		0	(1,000,000)	0	0
<b>Subtotal: General Fund*</b>		<b>15,206,735</b>	<b>16,290,583</b>	<b>16,289,275</b>	<b>16,291,237</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		25,400,000	25,929,336	25,400,000	25,400,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund **</b>		<b>25,400,000</b>	<b>25,929,336</b>	<b>25,400,000</b>	<b>25,400,000</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>2.43</b>	<b>2.13</b>	<b>2.13</b>	<b>2.13</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$40,606,735</b>	<b>\$42,219,919</b>	<b>\$41,689,275</b>	<b>\$41,691,237</b>

\*Includes lease rental payments.

\*\*Tobacco Settlement Funds transferred to Department of Health and Human Resources.



*Department of Administration*

# Board of Risk and Insurance Management

## Mission

The mission of the Board of Risk and Insurance Management division (BRIM) is to provide a comprehensive risk management program to qualifying participants assuring customer satisfaction by the ethical and cost conscious expenditure of public funds.

## Operations

BRIM provides insurance for various programs:

- \* State entity program—Property and casualty insurance to state agencies
- \* Mine subsidence program—Administers a coal mine subsidence reinsurance program for damage caused by the collapse of underground coal mines
- \* Senate Bill 3 program—Property and casualty insurance to boards of education, other governmental entities, and nonprofit organizations
- \* Patient Injury Compensation—A fund to provide additional compensation to injured parties

### *Administrative/Finance*

- Overall management of the agency including handling accounts payable/accounts receivable and preparing required budgetary documents.
- Answers inquiries from the press and public regarding claims and general information pertaining to the BRIM program.
- Oversees the annual completion of the audit of BRIM's financial statements.
- Coordinates financial plans and premium projections with the independent actuary.

### *Claims*

- Directly handles first party property and mine subsidence claims, utilizing the services of independent adjusters and engineers.
- Oversees the handling of State and Senate Bill 3 liability claims by a third party administrator.
- Oversees the handling of nontransferring medical malpractice claims (House Bill 601) by a third party administrator.
- Assists customers by aiding in the submission of claims and in answering questions regarding the agency and the various insurance programs.

### *Loss Control*

- Analyzes losses that BRIM customers have incurred, and communicates the data to them.
- Provides recommendations for root causes of losses and actions to eliminate or reduce future losses.

### *Underwriting*

- Handles the premium calculation function for the State and Senate Bill 3 programs.
- Handles the collection of information through the mailing of a renewal questionnaire.
- Maintains the customer database for the BRIM program.
- Processes all requests for changes to customer accounts.
- Maintains the mine subsidence policy count information and database.

## Goals/Objectives

### **Achieve solvency in each individual line of business (State, Senate Bill 3, and mine subsidence).**

- Maintain or achieve positive retained earnings in each line of business by FY 2015.

### **Prepare and present the FY 2005 Comprehensive Annual Financial Report (CAFR).**

- Earn the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the FY 2005 CAFR.
- Produce a CAFR that has an unqualified opinion from the independent auditors.

## Performance Measures

- ✓ Earned from the Government Finance Officers Association the Certificate of Excellence in Financial Reporting for production of the FY 2004 CAFR. This award has been received for the last ten consecutive years (FY 1995 through FY 2004).
- ✓ Unqualified audit opinions for FY 1996 through FY 2005.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
State retained earnings (in thousands)	(\$26,942)	(\$15,691)	(\$8,234)	\$7,194	\$8,000	\$9,100
SB 3 retained earnings (in thousands)	(\$26,468)	(\$29,572)	(\$28,500)	(\$27,197)	(\$25,000)	(\$22,000)
Mine subsidence retained earnings (in thousands)	\$16,829	\$17,357	\$18,000	\$19,729	\$19,750	\$19,975
Medical malpractice retained earnings (in thousands)	(\$2,666)	\$520	\$800	\$801	\$805	\$810

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Risk & Insurance Management	26.05	\$109,865,987	\$92,770,876	\$106,024,732	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>26.05</b>	<b>109,865,987</b>	<b>92,770,876</b>	<b>106,024,732</b>	<b>106,024,732</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		2,000,000	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions	26.05		26.05	26.05	26.05
Total Personal Services		970,598	1,166,182	1,167,582	1,167,582
Employee Benefits		278,859	340,204	340,465	340,465
Other Expenses		106,616,530	91,264,490	104,516,685	104,516,685
<b>Subtotal: Nonappropriated Special Fund</b>		<b>107,865,987</b>	<b>92,770,876</b>	<b>106,024,732</b>	<b>106,024,732</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>26.05</b>	<b>26.05</b>	<b>26.05</b>	<b>26.05</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$109,865,987</b>	<b>\$92,770,876</b>	<b>\$106,024,732</b>	<b>\$106,024,732</b>

# Commission on Uniform State Laws

## Mission

The mission of the Commission on Uniform State Laws is to develop, promulgate, and encourage passage of statutes in West Virginia that are uniform and compatible with those of other states so as to avoid conflicts of law and to preempt federal legislation in as many areas as possible. The commission counsels and confers with the West Virginia Legislature and participates in a national conference.

## Operations

The Commission on Uniform State Laws consists of three bipartisan members appointed by the Governor pursuant to the terms of W.Va. Code §29-1A-4. This commission works with similar commissions that serve each of the 50 states and the territorial possessions of the United States. Its members serve on drafting committees of the national conference, special and select committees of that body, and annually meet in a national conference to promulgate uniform laws that are made available to State legislative bodies.

## Goals/Objectives

- Represent West Virginia at the annual meeting of the National Conference of Commissioners on Uniform State Laws, participate in its deliberations and debate, and cast West Virginia's vote on proposed uniform acts.
- Throughout the year attend meetings of standing committees, drafting committees, and study committees of the national conference.
- Work with the West Virginia Joint Commission on Interstate Cooperation and other committees to promote uniform acts within our state.
- Maintain West Virginia's strong representation to the National Conference of Commissioners on Uniform State Laws.

## Performance Measures

In addition to service on the West Virginia Commission on Uniform State Laws, the commissioners serve on drafting and other committees of the national organization, the National Conference of Commissioners on Uniform State Laws.

- ✓ Over the last several years, one commissioner has served as chair of the national legislative committee, chair of the scope and program committee, chair of the executive committee, and president of the national conference, an honor in the legal profession second only to that of president of the American Bar Association.
- ✓ Another commissioner has served as a member of the scope and program committee, has served on two drafting committees, chaired a review committee, and chaired a committee of the whole during conference deliberations.
- ✓ A third commissioner served has served as secretary of the national conference and member of the executive committee, has served 20 years as chair of the Atlantic Division of the legislative committee, serves on four other standing committees, and has served on numerous drafting committees.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
New acts promulgated by the national conference	8	3	N/A	4	5	4
Uniform acts recommended by the commission	6	3	N/A	3	4	3
Uniform acts introduced to the Legislature	7	3	N/A	5	N/A	2
Uniform acts enacted by the Legislature	2	0	N/A	1	N/A	1

## Recommended Improvements

- ✓ Additional \$1,705 for routine operational costs.

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Uniform State Laws	0.00	\$28,922	\$29,295	\$29,295	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>0.00</b>	<b>28,922</b>	<b>29,295</b>	<b>29,295</b>	<b>31,000</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		28,922	29,295	29,295	31,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>28,922</b>	<b>29,295</b>	<b>29,295</b>	<b>31,000</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$28,922</b>	<b>\$29,295</b>	<b>\$29,295</b>	<b>\$31,000</b>

# Consolidated Public Retirement Board

## Mission

The West Virginia Consolidated Public Retirement Board earnestly manages the collection and investment of the members' contributions and guarantees that all transactions are completed according to the law and in a timely and accurate manner by a staff that is discerning, honest and responsible.

## Operations

- Collect and credit employee and employer contributions for each particular retirement system.
- Collect and credit service information for each member of each system.
- Make monthly retirement payments to retirees and beneficiaries.
- Choose and monitor appropriate investment options for members of the State's teachers' defined contribution plan and the 457 deferred compensation plan.
- Educate staff, members, and payroll locations about West Virginia Code and legislative rules regarding the following retirement systems:
  - \* Public Employees Retirement System
  - \* Teachers' Retirement System
  - \* Teachers' Defined Contribution Retirement System
  - \* Division of Public Safety Death, Disability, and Retirement Fund
  - \* State Police Retirement System
  - \* Retirement System for Judges of Courts of Record
  - \* Deputy Sheriff Retirement System
  - \* Government Employees Deferred Compensation plan

## Goals/Objectives

- Enhance customer service through all staff returning phone calls within one business day.
- Conduct compliance audits on all plans by FY 2008.
- Enhance CPRB's Web site for members and employers
- Secure remittance of all contributions either by ACH debit/credit or lockbox in FY 2008.
- Educate employers on the efficiencies of on-line Web reporting.
- Increase to 78% the number of retirees receiving monthly annuities by direct deposit versus paper checks in FY 2007.
- Implement a database to consolidate multiple existing networks.
- Secure defined benefit member access to annual statement through the Web site.
- Add beneficiary information to retirement statements.
- Redesign loan system computer coding by the end of FY 2007.
- Conduct member satisfaction surveys.
- Obtain adequate office space to allow flexibility in physical workflow design.
- Conduct annual one day training for all payroll clerks.
- Develop retirement planning seminars and outreach efforts to focus on young and midcareer employees.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Completion of compliance audits on all plans	N/A	N/A	N/A	N/A	10%	50%
Remittance of PERS contributions by ACH	N/A	N/A	N/A	79%	85%	90%
Remittance of TRS contributions by ACH	N/A	N/A	N/A	N/A	30%	60%
Remittance of TDC contributions by ACH	N/A	N/A	N/A	N/A	30%	60%
Remittance of DSRS contributions by ACH	N/A	N/A	N/A	N/A	30%	60%
Annuities received through direct deposit	N/A	N/A	N/A	76%	77%	78%
Completion of loan system computer coding redesign	N/A	N/A	N/A	5%	50%	100%

Consolidated Public Retirement Board

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Consolidated Public Retirement Bd	68.00	\$787,339,530	\$902,061,245	\$842,439,602	
Less: Reappropriated		0	(2,000,000)	0	
<b>TOTAL BY PROGRAM</b>	<b>68.00</b>	<b>787,339,530</b>	<b>900,061,245</b>	<b>842,439,602</b>	<b>842,439,602</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		225,000,000	60,000,000	0	0
Less: Reappropriated		0	(2,000,000)	0	0
<b>Subtotal: General Fund</b>		<b>225,000,000</b>	<b>58,000,000</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		66.00	68.00	68.00	68.00
Total Personal Services		2,436,463	2,598,604	2,730,002	2,730,002
Employee Benefits		813,029	910,870	934,599	934,599
Other Expenses		2,672,748	3,201,771	3,425,001	3,425,001
Annuity Payments		556,417,290	835,350,000	835,350,000	835,350,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>562,339,530</b>	<b>842,061,245</b>	<b>842,439,602</b>	<b>842,439,602</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>66.00</b>	<b>68.00</b>	<b>68.00</b>	<b>68.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$787,339,530</b>	<b>\$900,061,245</b>	<b>\$842,439,602</b>	<b>\$842,439,602</b>



Department of Administration

# Division of Personnel

## Mission

The Division of Personnel is responsible for providing personnel management, training, and development for state government agencies and employees in order to create an environment that engenders trust and confidence at all levels and promotes personal and professional growth.

## Operations

### *Director's Office*

- Provide overall management of the division.

### *Classification and Compensation Section*

- Establish and maintain classification plans for the classified and classified-exempt services.
- Develop and maintain compensation plans that take into account responsibility and difficulty of work, labor market competition, and internal equity.

### *Employee Communications and Information Section*

- Provide timely and relevant information to employees and administrators on topics of statewide interest and importance through regularly published newsletters and other publications.
- Establish and maintain employee information systems and records for all employees.
- Assure compliance with merit system standards and other applicable rules, policies, and procedures through a system of audits.
- Provide administrative and fiscal support services for the division and the State Personnel Board.

### *Employee Relations Section*

- Formulate and interpret consistent personnel policies and procedures for employees and employers throughout state government.
- Provide technical assistance and consultation to employers and employees in grievance and disciplinary matters.

### *Organization and Human Resource Development Section*

- Provide training on management, supervision, and other relevant topics for employees of all departments and agencies.
- Assist agencies by providing technical advice and consulting services for agency-specific training and development programs.

### *Staffing Services*

- Recruit and screen applicants for employment or promotion in state government.
- Provide agencies with lists of qualified applicants to fill vacancies.



*Division of Personnel*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	3.90	\$812,597	\$828,133	\$829,248	
Center for Quality Government	0.00	0	10,318	10,318	
Classification and Compensation Section	7.00	370,224	428,726	430,922	
Employee Communications Section	12.28	522,581	793,427	727,995	
Employee Relations Section	8.00	481,455	511,010	513,415	
Organization & Human Resources Development Section	8.00	457,169	370,935	372,608	
Staffing Services Section	28.00	1,718,659	1,631,614	1,640,272	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>67.18</b>	<b>4,362,685</b>	<b>4,574,163</b>	<b>4,524,778</b>	<b>4,593,684</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		66.80	67.18	67.18	67.18
Total Personal Services		2,528,390	2,702,647	2,644,327	2,702,647
Employee Benefits		768,284	897,359	905,942	916,528
Other Expenses		1,066,011	974,157	974,509	974,509
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>4,362,685</b>	<b>4,574,163</b>	<b>4,524,778</b>	<b>4,593,684</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>67.18</b>	<b>67.18</b>	<b>67.18</b>	<b>67.18</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$4,362,685</b>	<b>\$4,574,163</b>	<b>\$4,524,778</b>	<b>\$4,593,684</b>

# Programs

## Center for Quality Government

### Mission

The Center for Quality Government provides training and development programs for senior managers, mid-level managers, and experienced and new supervisors in order to increase the effectiveness of West Virginia state government managers.

### Goals/Objectives

- Develop, coordinate, and deliver training and development programs for managers and supervisors in state government.
- Annually conduct the “Managing for Excellence” class for 25 to 50 new mid-level managers.
- Annually conduct the “Managing for Excellence II” class for 120 mid-level managers.
- Conduct twice annually the “Managing for Excellence III” class.
- Annually conduct the “Total Quality Supervision” class for 150 supervisors.
- Annually conduct the “Fundamentals of Supervision” class for all newly-appointed supervisors.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Managers/supervisors participating in training programs	2,316	1,582	1,600	688	1,600	1,600

## Classification and Compensation Section

### Mission

The Classification and Compensation Section develops and maintains the position classification and compensation plans for the classified and classified-exempt services in order to support the personnel function of state government.

### Goals/Objectives

- Develop new job classifications from agency proposals, new programs, and legislative mandates consistent with professional standards and practices.
- Maintain equitable pay relationships through evaluation of pay grade assignments consistent with professional standards and practices.
- Evaluate and recommend all position allocations to the director of personnel.
- Maintain a salary information database by conducting salary surveys with public and private sectors consistent with professional standards and practices.
- Provide information and training in classification and pay issues to employees, managers, and the public.
- Maintain the automated job posting system for user agencies, and develop enhancements as appropriate.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2002</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Vacant positions posted to automated system the same day received	N/A	N/A	95%	95%	95%	95%

## **Employee Communications and Information Section**

### **Mission**

The Employee Communications and Information Section has three major and distinct areas of responsibility. It provides accurate, timely, and relevant information regarding the division and its areas of responsibility to public employees, public officials and organizations, and the general public to increase their knowledge and understanding of state human resource matters. It also establishes and maintains current and historical employee information to provide accurate data for documentation, compliance review, analysis, projection, comparison, and evaluation for employees, employers, and other public officials and organizations. In addition, it provides centralized administrative and fiscal support for the division and the State Personnel Board.

### **Goals/Objectives**

**Provide timely and accurate information regarding work-related issues to state employees.**

- Publish and distribute 8,000 hard copy and 16,500 Web-based monthly issues of the newsletter Stateline.
- Review employee handbook for necessary updates at least every other year, and coordinate development and distribution of revisions as required.

**Provide timely and accurate information regarding personnel policies, procedures, regulations, grievance decisions, and relevant opinions and court decisions to state government managers.**

- Publish Web-based updates of relevant human resource information and notify state government managers of updates.
- Publish Web-based policies and administrative rules as needed and notify state government managers of updates.

**Provide centralized administrative/fiscal support for the division and the State Personnel Board.**

**Assure that all transactions affecting employee payrolls are in compliance with all applicable statutes, regulations, policies, procedures, and compensation plans.**

- Make payroll audit activities more accurate and efficient.
- Conduct regular meetings to communicate to agency personnel/payroll employees any changes that will affect their work and to provide training in new procedures.

**Administer an automated human resource information system covering all state employees.**

- Provide an automated database for management reports, including retention trends in hard-to-fill classifications, cost projections on proposals, demographics, etc.
- Decrease transaction processing time.
- Provide working reports for payroll/personnel employees.
- Eliminate manual processing of personnel transactions.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Accurate calculations made for user agencies to determine order of layoff and back-pay settlements	100%	100%	100%	99%	100%	100%
Payroll-related transactions processed within payroll deadlines	100%	100%	100%	99%	100%	100%

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## **Employee Relations Section**

### **Mission**

The Employee Relations Section provides personnel policy support to employees and employers to ensure consistent human resource administration within state government.

### **Goals/Objectives**

- Provide technical assistance and counseling in personnel policy and administrative rule interpretation, matters of discipline, grievance processing, and general human resource management.
- Research, analyze, and formulate drafts of uniform personnel guidelines, policies, and rules.
- Provide technical assistance to agencies regarding allegations of wrongdoing.
- Coordinate and monitor the development and implementation of apprenticeship training programs for all state agencies.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Instances of direct assistance provided to agencies on policies/ regulations/general human resource management (excluding disciplinary assistance)	2,842	2,885	3,500	3,202	3,500	3,500
Instances of assistance provided to agencies regarding grievances and grievance procedures	342	348	400	498	500	500

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## **Organization and Human Resource Development Section**

### **Mission**

The Organization and Human Resource Development Section provides training and development programs for state government employees in order to increase the efficiency and effectiveness of state government.

### **Goals/Objectives**

- Provide training and development programs to state agencies and employees.
- Assess the training and development needs of agencies and employees.
- Establish and maintain training and development partnerships with agencies throughout state government.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Employees participating in training/development programs	2,740	1,919	5,000	4,602	5,000	5,000

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## Staffing Services Section

### Mission

The Staffing Services Section uses employee selection techniques based on merit principals and scientific methods to assure that employees of the highest ability and integrity are employed to provide governmental services for the citizens of West Virginia.

### Goals/Objectives

- Provide agencies with lists of qualified applications to be considered in filling vacancies.
- Screen and measure the qualifications of applicants for employment or promotion within state government.
- Assure observance of personnel statutes and regulations by promptly reviewing personnel transactions for compliance.
- Recruit qualified applicants for positions in state government.
- Provide career information to current employees and to applicants for state government.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Referral lists issued to agencies within four workdays	95%	95%	95%	98%	95%	95%
Written examinations scored within three workdays*	97%	96%	95%	37%	60%	95%
Personnel transactions processed within one workday	99%	99%	99%	99%	99%	99%

\* The scoring, notification, and referral system is undergoing conversion during FY 2005 and FY 2006. In spite of running dual systems, which greatly increases the processing time, 70% of written examinations were scored within five workdays, and the remaining 30% were scored within ten workdays.

*Department of Administration*  
**Ethics Commission**

**Mission**

The Ethics Act creates a code of conduct for all public officials and employees and establishes the Ethics Commission to educate and advise public servants on their responsibilities under the West Virginia Code so they can act in accordance with Ethics rules and preserve the public's confidence in the integrity and impartiality of governmental actions.

**Operations**

- Educate and advise public servants about their responsibilities under the Ethics Act via answers to phone queries, written material, presentations, and classes.
- Render formal advisory opinions in response to requests from individuals covered by the act.
- Administer the registration and reporting of lobbyists, and publish an annual directory of lobbyists.
- Provide for the distribution and filing of financial disclosure statements for candidates and other public servants who must file.
- Oversee the processing, investigation, and adjudication of formal complaints of Ethics Act violators.
- Answer inquiries from the press and public regarding lobbyist registration, financial disclosure filing, and general interpretation of the Ethics Act.
- Render formal advisory opinions to governing bodies of public agencies and advise public officials on compliance with the Open Meetings Act.
- Issue formal advisory opinions to members of county boards of education, members-elect, and candidates or potential candidates on eligibility to serve while holding a second public position.
- Administer a code of conduct for state administrative law judges by conducting training, rendering formal written advisory opinions and informal oral or written guidance, and adjudicating complaints alleging violations.

**Goals/Objectives**

- Improve ethics climate by implementing 2005 legislative changes that strengthened standards of conduct, improved financial disclosure reporting requirements, and increased lobbyist expenditure reporting requirements.
- Develop training programs and materials for mandatory ethics training for public officials and lobbyists by end of June 2006.
- Implement enhanced training programs on open meetings law using Internet modules by the end of 2006.
- Process all lobbyist registrations within one business day of receipt.
- Answer all informal written advisory requests within ten days of receipt.
- Answer all formal written advisory requests within 60 days of receipt.
- Develop and institute by the end of June 2007 a process for access to on-line lobbyist registration and reporting.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Lobbyist registrations processed within one business day	N/A	N/A	N/A	90%	100%	100%
Formal advisory opinion requests answered within 60 days	N/A	N/A	N/A	100%	100%	100%
Financial disclosures filed	2,743	3,978	2,600	2,860	3,600	2,950

*Ethics Commission*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Ethics Commission	5.55	\$325,010	\$706,081	\$703,651	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>5.55</b>	<b>325,010</b>	<b>706,081</b>	<b>703,651</b>	<b>707,296</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions	4.05		5.55	5.55	5.55
Total Personal Services		177,929	322,824	320,494	324,139
Employee Benefits		48,856	94,410	94,679	94,679
Other Expenses		81,202	288,847	288,478	288,478
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>307,987</b>	<b>706,081</b>	<b>703,651</b>	<b>707,296</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		17,023	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>17,023</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>4.05</b>		<b>5.55</b>	<b>5.55</b>	<b>5.55</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$325,010</b>	<b>\$706,081</b>	<b>\$703,651</b>	<b>\$707,296</b>



Department of Administration

# Finance Division

## Mission

The Finance Division provides financial management of the resources of the State through implementation of improved financial and budgetary accounting information systems, through the preparation of a Comprehensive Annual Financial Report (CAFR), and by requiring an annual independent audit of the State's financial records so that the financial resources of the State are more effectively utilized.

## Operations

### *Accounting Section*

- Provide payroll services for all divisions of the department.
- Provide accounting services that include: accounts payable, procurement, cost accounting, billing, budgetary reporting, schedule preparation, and budgetary and accounting consulting for all divisions in the department except Public Defender Services, Public Employees Insurance Agency, Board of Risk and Insurance Management, Education and State Employees Grievance Board, Children's Health Insurance Agency, and Consolidated Pension and Retirement Boards.
- Prepare the generally accepted accounting principles (GAAP) financial statements for and participate in the internal and external audit of internal service funds.
- Provide transaction processing services for agencies that do not use WVFIMS on-line.
- Provide report writing technical assistance, and prepare reports for agencies on a statewide basis.

### *Financial Accounting and Reporting Section (FARS)*

- Maintain the centralized statewide accounting system—WVFIMS.
- Maintain controls over the official state accounts payable vendor file and coordination of statewide issuance of Internal Revenue Service (IRS) Form 1099.
- Maintain the official chart of accounts for the State.
- Establish statewide accounting policies and procedures.
- Establish and maintain adequate internal accounting controls.
- Issue a comprehensive annual financial report in accordance with GAAP.
- Coordinate the audit of the general purpose financial statements and single audit of the State.
- Require certain component units (such as the Workers' Compensation Fund, the Public Employees Insurance Agency, and others) to prepare annual financial statements in accordance with GAAP and to have annual independent audits by outside certified public accountants.



*Finance Division*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Accounting Section	1.30	\$257,765	\$275,488	\$275,488	
FARS - Comprehensive Annual Financial Report & WVFIMS	8.60	790,356	1,211,349	908,039	
Single Audit	6.75	1,280,426	1,437,151	1,432,631	
Less: Reappropriated		(43,811)	(298,570)	0	
<b>TOTAL BY PROGRAM</b>	<b>16.65</b>	<b>2,284,736</b>	<b>2,625,418</b>	<b>2,616,158</b>	<b>2,623,268</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		9.58	9.90	9.90	9.90
Total Personal Services		393,054	524,670	520,248	527,358
Employee Benefits		112,858	152,417	152,464	152,464
Other Expenses		542,210	809,750	510,815	510,815
Less: Reappropriated		(43,811)	(298,570)	0	0
<b>Subtotal: General Fund</b>		<b>1,004,311</b>	<b>1,188,267</b>	<b>1,183,527</b>	<b>1,190,637</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		6.75	6.75	6.75	6.75
Total Personal Services		230,089	322,301	318,664	318,664
Employee Benefits		62,700	100,583	99,922	99,922
Other Expenses		987,636	1,014,267	1,014,045	1,014,045
<b>Subtotal: Nonappropriated Special Fund</b>		<b>1,280,425</b>	<b>1,437,151</b>	<b>1,432,631</b>	<b>1,432,631</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>16.33</b>	<b>16.65</b>	<b>16.65</b>	<b>16.65</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$2,284,736</b>	<b>\$2,625,418</b>	<b>\$2,616,158</b>	<b>\$2,623,268</b>

Finance Division  
**Programs**

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## **Accounting Section**

### **Mission**

The Accounting Section provides centralized accounting, budgetary and other services for the Department of Administration to ensure compliance with GAAP and state and federal rules and regulations.

### **Goals/Objectives**

- Eliminate the mailing and handling of paper invoices by developing and implementing a paperless billing process by the end of FY 2007.
- Improve the process of archiving files and records, thus reducing the division's cost of storage.
- Obtain and maintain an accounts receivable collection rate of 95%.
- Review and update, by the end of FY 2006, written policies and procedures documenting job duties and responsibilities.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Accounts receivable collection rate	91%	90%	95%	88%	90%	92%
Rejection rate of transactions sent to State Auditor's Office	2%	3%	3%	3%	2%	2%
Rejection rate of WV-11s	6%	11%	3%	10%	7%	5%

\* Beginning FY 2004, individual agencies in the Department of Administration were responsible for WV-11 submissions rather than the Finance Division.

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## **FARS—Comprehensive Annual Financial Report**

### **Mission**

The mission of the Comprehensive Annual Financial Report (CAFR) program is to produce the CAFR for the citizens, decision-makers, and other interested parties and to provide valid financial information to allow for sound financial decision-making.

### **Goals/Objectives**

**Produce a complete, comprehensive, consistent, audited annual financial report, as well as provide proper accounting controls that are integral to fiscal management.**

- Produce the FY 2005 CAFR that meets the criteria of the Government Finance Officers Association and provides improved reporting of the State's annual financial report.
- Complete and submit the CAFR document by December 31 each year (six months after the close of the State's fiscal year).
- Produce a CAFR that has an unqualified opinion from the independent auditors.
- Implement internal control recommendations from independent auditors.

### **Performance Measures**

- ✓ FARS has earned the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for nine consecutive years for the State of West Virginia's CAFR (FY 1995 through FY 2003).

## Finance Division Programs

(Performance Measures continued)

	<b>Submission Date</b>
FY 2002 CAFR	2/28/03
FY 2003 CAFR	2/28/04
FY 2004 CAFR	2/28/05
(FY 2004 CAFR restated and reissued)	8/31/05

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## **FARS—WVFIMS**

### **Mission**

The mission of the WVFIMS is to provide accounting and technical services and oversight for the centralized accounting system for state agencies, vendors, decision-makers, and other interested parties in order to provide system functionality per their requests; to assist with the CAFR production; and to ensure the validity of the financial information.

### **Goals/Objectives**

- Revise 148 training materials and present on the division's Web site by the end of FY 2007.
- Create by December 31, 2006, an informational database user group to recommend suggestions for possible implementation.
- Web-enable WVFIMS beginning with the purchasing card module by the end of FY 2006, with additional module implementation to come.
- Coordinate issuance of WVFIMS agency IRS Form 1099 for 100% of state agencies by FY 2007.
- Receive zero noncompliance fines for IRS Form 1099 from the Internal Revenue Service.

### **Performance Measures**

<b>Fiscal Year</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Estimated 2005</b>	<b>Actual 2005</b>	<b>Estimated 2006</b>	<b>Estimated 2007</b>
Training materials revised and placed on Web site	2%	2%	N/A	6%	75%	100%
Agencies using WVFIMS 1099 module	98%	98%	98%	98%	98%	100%
Noncompliance fines received for IRS Form 1099	0	0	0	0	0	0

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## **Single Audit**

### **Mission**

The Single Audit includes procuring, coordinating, and finalizing the single audit report and preparing the statewide cost allocation plan for submission to the federal government and state agencies to ensure compliance with federal rules and regulations.

### **Goals/Objectives**

Comply with the federal Single Audit Act of 1996, U.S. Office of Management and Budget (OMB) circular A-133.

- Procure audit services from an independent certified public accounting firm for all funds received and disbursed by the State, including federal awards.
- Ensure the audit is conducted in accordance with General Accounting Office yellow book guidelines.
- Reduce the findings in the single audit report to 50 or less in FY 2006.
- Coordinate the State's resolution of audit findings in response to federal government requests.

*Finance Division Programs*

**Publish and submit each year the single audit package to the Federal Audit Clearinghouse by March 31 (nine months after the close of the State's fiscal year).**

The single audit package includes:

- \* Auditors' reports
- \* Schedule of Expenditures of Federal Awards (SEFA)
- \* Findings and questioned costs
- \* Corrective action plan
- \* Summary schedule of prior year audit findings

**Comply with the federal OMB circular A-87.**

- Develop and submit each year the statewide cost allocation plan to the federal government by December 31 (six months after the close of the State's fiscal year).
- Provide information to state agencies for inclusion in departmental cost allocation plans.

**Performance Measures**

	<b>Issuance or Submission Date</b>
FY 2002 single audit	3/29/03
FY 2003 single audit	3/31/04
FY 2004 single audit	3/31/05
FY 2002 statewide cost allocation plan	3/29/03
FY 2003 statewide cost allocation plan	6/30/04
FY 2004 statewide cost allocation plan	N/A

<b><u>Fiscal Year</u></b>	<b><u>Actual</u></b> <b><u>2003</u></b>	<b><u>Actual</u></b> <b><u>2004</u></b>	<b><u>Estimated</u></b> <b><u>2005</u></b>	<b><u>Actual</u></b> <b><u>2005</u></b>	<b><u>Estimated</u></b> <b><u>2006</u></b>	<b><u>Estimated</u></b> <b><u>2007</u></b>
Findings in the statewide single audit report	76	72	50	N/A	50	50



*Department of Administration*  
**General Services**

## **Mission**

Provide a positive, safe, and comfortable environment for the public and state employees in all buildings owned and operated by the State of West Virginia, Department of Administration. This task shall be accomplished through the efficient utilization of available assets to provide quality facility management to include plant operation and maintenance, repairs and alterations, architectural and engineering services, custodial and grounds maintenance, energy management, and other support services. In addition, the General Services Division supports other state agencies through statewide asbestos coordination.

## **Operations**

- Operation, maintenance, and renovation of the capitol building.
- Maintain all buildings owned and operated by the Department of Administration located at the capitol complex and other locations within the state.
- Efficient housekeeping and grounds maintenance.
- Provide and maintain parking facilities for visitors and employees.
- Provide engineering, architectural, construction, and construction management services for tenant agencies.
- Support state agencies in statewide asbestos abatement assistance.
- Support state agencies in resolving indoor air quality issues.



*General Services*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Maintenance of Buildings & Grounds	96.95	\$39,029,177	\$40,517,361	\$38,932,624	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>96.95</b>	<b>39,029,177</b>	<b>40,517,361</b>	<b>38,932,624</b>	<b>38,952,631</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		23.23	23.43	23.43	23.43
Total Personal Services		468,147	556,912	543,574	563,581
Employee Benefits		213,231	233,869	231,448	231,448
Other Expenses		858,879	619,377	621,798	621,798
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>1,540,257</b>	<b>1,410,158</b>	<b>1,396,820</b>	<b>1,416,827</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		9,996,988	10,000,000	10,000,000	10,000,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund*</b>		<b>9,996,988</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>10,000,000 *</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		79.77	73.52	73.52	73.52
Total Personal Services		2,538,125	2,994,823	2,862,734	2,862,734
Employee Benefits		891,414	1,077,905	1,102,355	1,102,355
Other Expenses		24,062,393	25,034,475	23,570,715	23,570,715
<b>Subtotal: Nonappropriated Special Fund</b>		<b>27,491,932</b>	<b>29,107,203</b>	<b>27,535,804</b>	<b>27,535,804</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>103.00</b>	<b>96.95</b>	<b>96.95</b>	<b>96.95</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$39,029,177</b>	<b>\$40,517,361</b>	<b>\$38,932,624</b>	<b>\$38,952,631</b>

\*Lottery Funds for debt service.

General Services  
**Programs**

**Maintenance of Building and Grounds**

**Mission**

The mission of Maintenance of Buildings and Grounds is to provide a comfortable, safe working environment for employees and visitors at the State capitol complex through the efficient utilization of divisional personnel and money, thus ensuring a pleasant visitor experience and maximum employee productivity.

**Goals/Objectives**

**Restoration of the State capitol building.**

- Continue repairs and restoration of the stone and masonry (parapet wall)—to be completed in FY 2006.
- Clean the outside of the main capitol building—to be completed during FY 2007.
- Fix skylight bulkheads on the main capitol building—to be completed during FY 2007.
- Restore/replace light posts at the capitol complex.
- Complete the dome restoration in FY 2006.

**Construct new state office buildings.**

- \* Weirton—to be completed in FY 2006
- \* Clarksburg—to be completed in FY 2007
- \* Logan—to be completed in FY 2007

**Improve visitor/employee access.**

- Continue to repair and/or replace sidewalks and pavers—ongoing project.
- Continue upgrade of all 40 elevators on the capitol complex—to be completed in FY 2006.
- Construct new parking garage with funds appropriated by the Legislature to replace the garage demolished on California Avenue—construction to be complete by the end of FY 2007.

**Provide quality customer service.**

- Provide 24-hour response to customer maintenance requests.
- Provide timely response to customer renovation requests.

**Performance Measures**

- ✓ Completed construction of ADA ramp on the East Wing of the capitol building in FY 2005.
- ✓ Completed construction of the DEP building in Kanawha City during FY 2005.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Parapet wall repairs	N/A	5%	60%	75%	100%	100%
Capitol dome restoration	N/A	N/A	55%	95%	100%	100%
Elevator upgrade project	N/A	N/A	100%	65%	100%	100%
Construction of Weirton office building	N/A	N/A	75%	75%	100%	100%



*Department of Administration*

# Information Services and Communications

## Mission

The mission of Information Services and Communications (IS&C) is to provide information technology services to state agencies and other entities, to reduce costs, and to improve the efficiency of state government in applying technology to business applications. Through quality, efficient, and effective customer service provided by a professional, accountable, and enthusiastic workforce in a supported working environment, our goal is that our customers are satisfied and West Virginia citizens benefit by the ethical and cost-conscious expenditures of public funds.

## Operations

### *Administrative Services*

- Provides overall leadership and management to division personnel leading to quality, cost-effective information technology solutions.
- Responsible specifically for the administration and accounting of grants and donations.

### *Central Mail Operations*

- Responsible for the State's mail services (incoming and outgoing).

### *Client Services*

- Responsible for maintaining the operation of the help desk for state agencies.
- Provides assistance with information technology (IT) problems such as hardware and software support for state agency local area networks (LANs).
- Provides assistance on distributed services and training to state agency employees in the use of desktop and mainframe computer applications.

### *IT—Bureau of Employment Programs*

- Provides technical support for the Bureau of Employment Programs' infrastructure, the local area network and personal computer operations, both hardware and software; printing and Web development services; and application software development and ongoing maintenance.

### *IT—Workers' Compensation Commission*

- Provides technical support for the Workers' Compensation Commission infrastructure, the local area network and personal computer operations, both hardware and software; printing and Web development services; and application software development and ongoing maintenance.

### *Information Security*

- Develops and promotes information security policies, best practices, and training to ensure the State's electronic information is secure.

### *Information Systems*

- Provides state agencies with application software development/support and database development/support for all platforms including the enterprise server, Web servers, midrange servers, and the desktop—includes technical support of the State of West Virginia Financial Information Management System (WVFIMS).
- Provides enterprise computing services and statewide/interstate teleprocessing support on behalf of state agencies and other entities in order to assist in meeting their information processing missions cost-effectively and in compliance with West Virginia Code.

### *Information Technology Operations*

- Maintains the operation of the capitol complex communications network for all connected agencies.
- Maintains West Virginia portal and capitol wide area network.



## *Information Services and Communications*

- Provides cost-effective telecommunication services to state agencies, educational institutions, and political subdivisions.
- Provides services designed to allow agencies to effectively meet their missions and assure compliance with West Virginia Code.

### *Telecommunications Billing Unit*

- Provides payment of legitimate uncontested invoices for telecommunications services to the providers within ninety days of receipt of these invoices.



# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Services	41.09	\$6,516,470	\$6,171,617	\$7,682,394	
Central Mail Office	7.20	5,405,820	5,663,482	5,719,992	
Client Services	17.00	1,268,997	1,220,701	1,391,787	
Information Security	3.00	220,000	220,000	220,000	
Information Systems	71.80	8,673,319	12,924,829	12,146,661	
Information Technology Operations	15.00	1,353,650	1,636,139	1,374,617	
IT Support-Bureau of Employment Programs	38.00	1,699,205	2,871,002	2,047,396	
IT Support-Workers' Compensation Comm	45.00	2,287,795	3,212,466	2,490,222	
Telecommunications Billing Unit	0.00	7,693,510	15,999,642	16,005,000	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>238.09</b>	<b>35,118,766</b>	<b>49,919,878</b>	<b>49,078,069</b>	<b>49,317,313</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		229.99	230.89	230.89	203.89
Total Personal Services		9,376,063	10,662,033	10,462,242	10,664,733
Employee Benefits		2,819,164	3,146,950	3,153,835	3,190,588
Other Expenses		1,768,016	3,955,058	3,440,000	3,440,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>13,963,243</b>	<b>17,764,041</b>	<b>17,056,077</b>	<b>17,295,321</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		7.20	7.20	7.20	7.20
Total Personal Services		177,922	216,762	216,762	216,762
Employee Benefits		67,313	88,582	90,230	90,230
Other Expenses		20,910,288	31,850,493	31,715,000	31,715,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>21,155,523</b>	<b>32,155,837</b>	<b>32,021,992</b>	<b>32,021,992</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>237.19</b>	<b>238.09</b>	<b>238.09</b>	<b>211.09</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$35,118,766</b>	<b>\$49,919,878</b>	<b>\$49,078,069</b>	<b>\$49,317,313</b>

# Programs

## Administrative Services

### Mission

The mission of Administrative Services is to provide quality leadership and management to the division personnel leading to quality, cost-effective information technology solutions.

### Goals/Objectives

- Improve user agencies' perception of IS&C as a service organization.
- Ensure employees have the necessary skills and tools to provide state-of-the-art services to user agencies.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Customer agency visits	15	15	25	27	25	25

## Central Mail Office

### Mission

The mission of the Central Mail Office is to provide incoming and outgoing mail services to state agencies.

### Goals/Objectives

- Provide the following services to state agencies:
  - \* Weighing, rate-shopping and/or metering of outgoing letters, flats and parcels
  - \* Sorting and distributing of incoming postal mail and interdepartmental mail
  - \* Special mail services such as certified mail, business reply mail, and permit mail
- Add an additional vendor to rate shop procedures by FY 2006 to promote competition and reduce the shipping prices paid by state agencies.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Vendors as part of rate shop procedures (cumulative)	2	2	3	2	3	3

## Client Services

### Mission

The Client Services Center provides for state agencies a help desk, hardware and software support for personal computers and LANs, and training to employees in the use of desktop and mainframe computer applications.

### Goals/Objectives

- Provide prompt and quality service in response to all help desk calls.
- Provide agencies with quality technical support (hardware and software) via a highly trained technical staff.
- Increase the number of state employees receiving computer application training.

## Performance Measures

✓ Responded to 72,703 Help Desk calls in FY 2005.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Help desk calls resolved in same day	72%	83%	75%	83%	80%	80%
Employees trained	3,400	2,010	2,000	2,764	3,000	3,000

## Information Security

### Mission

The Information Security department's mission is to develop and promote information security policies, best practices, and training to ensure the integrity, confidentiality, security, and accountability of the State's electronic information.

### Goals/Objectives

- Expand overall security awareness within all state agencies by conducting three security seminars per year.
- Oversee and coordinate existing and future information security projects, and provide special services for state agency information security projects, as may be requested or required.
- Improve the overall information security of government through compliance with current laws and regulations governing information security.
- Conduct state agency security surveys in FY 2006 and FY 2007 to determine a strategic security approach.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Computer related viruses or infiltrations*	N/A	N/A	N/A	N/A	5	5
Security seminars conducted for state agencies	N/A	N/A	N/A	N/A	3	3

\* Actual infiltration occurrences could be significantly more or less than the estimates.

## Information Systems

### Mission

Information Systems provides state agencies with application software development/support and database development/support for all platforms including the enterprise server, Web servers, midrange servers, and the desktop, including technical support of the WVFIMS. Information Systems also provides enterprise computing services and statewide/interstate teleprocessing support on behalf of state agencies and other entities in order to assist in meeting their information processing missions cost-effectively and in compliance with West Virginia Code.

### Goals/Objectives

- Deliver projects on time and on or under budget
- Bill above 60% of all hours worked by FY 2008.

## Information Services and Communications Programs

- Fully equip the enterprise mainframe computer to meet the requirements of the State's technology master plan.
- Reduce overall processing costs while providing more functionality.
- Provide disaster recovery planning assistance, and provide data backups.
- Provide print distribution services.
- Provide for the electronic payment of invoices.
- Improve the central processing unit performance of WVFIMS transactions.
- Maintain a response time of less than one second over all WVFIMS transactions.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Projects delivered on time	88%	91%	95%	95%	95%	95%
Projects completed within budget	80%	88%	90%	90%	90%	90%
Projects billed above 60% of all hours worked	N/A	45%	50%	48%	50%	50%
Maintained system availability at 99% or greater	100%	100%	100%	100%	100%	100%
Response time over all transactions (in seconds)	0.400	0.200	0.300	0.042	0.035	0.030

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## Information Technology Operations

### Mission

The mission of the Information Technology section is to maintain the operations of the capitol complex communications network and assist with the operations of the State communications network for all connected state agencies—provide Web, e-mail, and domain name server hosting services for state government; maintain the State's server farm (e.g., Web servers, database servers, and media servers); provide cost-effective telecommunications services such as consulting services and configuration and troubleshooting assistance; provide wide area network connectivity consulting and troubleshooting assistance to state agencies, educational institutions, and political subdivisions; provide cabling services (e.g., copper, fiber, in conduit, aerial) for state agencies; and provide services designed to allow agencies to effectively communicate with each other, meet their missions, and assure compliance with West Virginia Code.

### Goals/Objectives

- Maintain the capitol complex backbone, including implementation, maintenance, security, and integrity.
- Implement/administer the West Virginia State Portal project and the server farm.
- Continue to support statewide communications applications.
- Provide technical telecommunications support (voice, video, and data).
- Notify user agencies within 30 minutes of any security violations or unauthorized access attempts.
- Maintain a capitol complex backbone downtime of less than one percent (i.e., minimum of 99% uptime).
- Maintain a server farm downtime of less than five percent.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Agency security notifications within 30 minutes	100%	100%	100%	100%	100%	100%
Backbone downtime	100%	100%	100%	100%	100%	100%
Server farm downtime	100%	100%	100%	100%	100%	100%

## ***IT Support–Bureau of Employment Programs***

### **Mission**

The mission of the IT Support–Bureau of Employment Programs unit is to provide technical support for the Bureau of Employment Programs’ infrastructure, LAN and personal computers operations (both hardware and software), printing and Web development services, application software development, and ongoing maintenance.

### **Goals/Objectives**

- Support the agency’s infrastructure, and provide IT technical support (hardware and software).
- Continue to administer the division’s disaster recovery program.
- Continue to support agency applications.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Average turnaround time for help desk calls (in hours)	N/A	N/A	1.5	2.0	1.5	1.5
Software development requests completed	N/A	N/A	255	205	255	230
Forms designed or updated	N/A	N/A	824	1,073	824	746

## ***IT Support–Workers’ Compensation Commission\****

### **Mission**

The mission of the IT Support – Workers’ Compensation Commission unit is to provide technical support for the Workers’ Compensation Commission’s infrastructure, LAN and personal computers operations (both hardware and software), printing and Web development services, application software development, and ongoing maintenance.

### **Goals/Objectives**

- Support the agency’s infrastructure, and provide IT technical support (hardware and software).
- Continue to administer the agencywide disaster recovery program.
- Continue to support agency applications.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006*</u>	<u>Estimated</u> <u>2007*</u>
Average turnaround time for help desk calls (in hours)	N/A	N/A	1.5	2.0	N/A	N/A
Software development requests completed	N/A	N/A	1,226	1,225	N/A	N/A
Claims received via the Internet	N/A	N/A	12,410	14,738	N/A	N/A

\* Workers’ Compensation Commission will become a private company beginning January 1, 2006.

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## Telecommunications Billing Unit

### Mission

The mission of the Telecommunications Billing Unit is to provide payment of legitimate uncontested invoices for telecommunications services to the providers within ninety days of receipt of these invoices. This requires allocating the services to all spending units within thirty days of receiving the legitimate uncontested invoices.

### Goals/Objectives

- Provide telecommunications billing electronically to customers.
- Release a procurement document for a master agreement for all telecommunications services currently being administered by four different contracts.
- Generate invoices within 30 days of receipt.
- Pay legitimate, uncontested invoices in 90 days.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Invoices generated within 30 days of receipt	N/A	N/A	75%	30%	95%	95%
Invoices paid in 90 days	N/A	N/A	100%	25%	100%	100%



*Department of Administration*

# Office of Technology

## Mission

The West Virginia Office of Technology will provide highly reliable, secure, and cost effective administration, leadership, and oversight for all activities relating to information technology within West Virginia state government agencies. We will enable state agencies to better serve West Virginia citizens, businesses, and other interested infrastructure through the efficient utilization of information technology in order to improve access to information, attract business for West Virginia, and enhance educational opportunities for West Virginia's citizens, children, and future generations.

## Operations

### *Administrative Services*

- Provides overall leadership and management to the division personnel in the areas of office administration, procurement and RFP/RFQ development, financial reporting, telecom billing, and grant development.
- Acts as a liaison to the Legislature.



Office of Technology  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Services	8.00	\$0	\$2,030,405	\$2,022,961	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>8.00</b>	<b>0</b>	<b>2,030,405</b>	<b>2,022,961</b>	<b>2,030,405</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	8.00	8.00	8.00
Total Personal Services		0	707,944	702,500	707,944
Employee Benefits		0	260,144	258,144	260,144
Other Expenses		0	1,062,317	1,062,317	1,062,317
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>2,030,405</b>	<b>2,022,961</b>	<b>2,030,405</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$0</b>	<b>\$2,030,405</b>	<b>\$2,022,961</b>	<b>\$2,030,405</b>



# Programs

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## Administration

### Mission

The mission of administration is to provide quality leadership and management to the division personnel leading to quality, cost-effective, information technology solutions and to provide consulting services to state agencies in the evaluation of their information technology needs, to provide technical review services to the Office of Technology, to audit vendor invoices and generate billings to agencies for telecommunications services, and to provide assistance to the Purchasing Division for the acquisition of statewide contracts for information technology.

### Goals/Objectives

#### **Consolidate IT infrastructure.**

- Consolidate all infrastructure responsibilities into one organizational unit, i.e., move infrastructure support employees from other agencies into a central organization. Keep agency-specific application development and support distributed within the agencies by June 2007, pending legislative approval.

#### **Centralize IT, security, disaster recovery, and asset management projects and initiatives.**

- Establish a central point of information security contact and implement a proper chain-of-custody, regulating security response, procedures by June 2006.
- Develop a common disaster recovery plan for the distributed server environment by June 2007.
- Conduct a statewide audit of IT assets and leverage existing assets to the maximum extent possible, regardless of current ownership by June 2007.

#### **Standardize IT architecture, applications/data-sharing, and on-line/e-portal services.**

- Increase the efficiency of government through business process reengineering, expanding interoperability, and sharing of applications and data systems across agencies by June 2007.
- Select common (standard) hardware, software, and service providers for network, client, and computing environments in order to develop a consistent technology architecture and standards baseline across all agencies and divisions. Achieve a total cost of computing reduction of 10% (\$7.6 million) by 2009.

#### **Develop a strategic approach to portal delivery to all state employees and the citizens and businesses throughout West Virginia that promotes a wide breadth of on-line services to automate government-to-citizen, government to-business, and government-to-government transactions, promoting a single face of state government by June 2009.**

- Implement virtual office concepts to enhance mobility and productivity, e.g., a centrally administered e-mail system; data, voice, and video conferencing; instant messaging; support the development of advanced high-speed (broadband) communications infrastructures; and leverage the industry trend toward converged voice, data, and video communications with the development and implementation of standards and policies by June 2009.

#### **Integrate IT and Purchasing Processes.**

- Revamp the technology purchasing process by June 2006, pending legislative approval.
- Assist the Secretary of State's Office with rules, processes, and vendors for implementing secure digital signatures by June 2007.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Completion of IT infrastructure consolidation	N/A	N/A	N/A	N/A	100%	N/A
Completion of IT, security, disaster recovery, and asset management centralization	N/A	N/A	N/A	N/A	50%	100%
Completion of IT architecture, application/data sharing, and on-line/e-portal services standardization	N/A	N/A	N/A	10%	33%	60%
Completion of IT and purchasing processes integration	N/A	N/A	N/A	N/A	85%	100%

# Public Employees Insurance Agency

## Mission

Administer affordable insurance-oriented programs and quality services that protect, promote, and benefit the health and well-being of our members.

The Public Employees Insurance Agency (PEIA) works to achieve this by:

- \* Improving benefits and choices for members;
- \* Offering exceptional and caring customer service;
- \* Providing education and awareness related to insurance and health care;
- \* Advocating for members in matters that enhance being a PEIA member;
- \* Implementing improved processes and updating documented policies;
- \* Assisting members regarding insurance and health care benefits;
- \* Administering effective and efficient programs and services;
- \* Collaborating with others to improve PEIA programs and services;
- \* Ensuring that claims and other requests are processed promptly and accurately; and
- \* Working with providers to ensure ample access to medical services at reasonable cost.

## Operations

### *Administration*

- Prepare annual budget.
- Solicit, review, and administer contracts for third party administrators, consultants, managed care plans, optional programs, and other outside services.
- Coordinate strategic planning for PEIA.
- Develop legislative agenda, and address legislative issues and needs.
- Implement a fair and equitable rate structure.
- Prepare monthly financial statements for the PEIA Finance Board, complete annual federal reporting requirements, and assist actuary with necessary reporting.

### *Premium Accounts*

- Receive, post, and audit premium payments for all billed accounts.
- Coordinate system design changes needed in eligibility and billing systems.
- Coordinate development of electronic reconciliation of monthly billing to amounts paid through the EPICS system, as well as with other significant payers (e.g., boards of education).

### *Member Services*

- Administer eligibility guidelines for PEIA programs.
- Administer enrollment procedures for new and transferring enrollees.
- Administer retiree assistance program.
- Administer out-of-state waiver program.
- Provide customer service to PEIA members.
- Monitor administration of life insurance, managed care, and flexible benefits.

### *Health Benefits and Clinical Administration*

- Review third party administrator's claim payments for accuracy.
- Review and coordinate third-level member and provider appeals with director and medical director.
- Recommend changes in benefits and benefit design based on market and technology changes.
- Monitor organ transplant network utilization and savings.
- Monitor provider billing and reimbursement methodology changes and recommend action.
- Monitor administration of the prescription drug program.
- Develop policies and procedures for health benefits and clinical administration.

## Public Employees Insurance Agency

- Develop and coordinate member-centered, community-based, culturally competent, health and wellness efforts in collaboration with employer agencies, payers, and other interested parties.
- Coordinate reimbursement methodology development.
- Coordinate functions with other state agency health programs and payers for integrated services.

### **Operations**

- Coordinate communication with customers.
- Manage internal and interfaced communications/information system.
- Document and improve operating procedures.
- Assess information systems needs for entire agency with focus on efficient use of resources with the elimination of paper.
- Oversee daily operational needs.

## Goals/Objectives

### **Provide the best possible benefit packages to our members and increase health awareness while maintaining the inherent fiduciary responsibilities of public funds administration.**

- Use PEIA's buying power in conjunction with other state agencies to develop an integrated care delivery system.
- Continue PEIA's participation in and expansion of a multistate drug purchasing pool. PEIA's goal is to maximize buying power by joining other states' health plans and achieving a five percent drop in drug costs through collaboration.
- Expand out-of-state provider networks for more access to in-network services for out-of-state retirees.
- Develop a new eligibility, premium accounting, and agency accounting system.
- Develop care management plans for persons diagnosed with certain diseases, such as the Face to Face diabetes program recently offered statewide.
  - \* Enroll all PEIA members with diabetes.
  - \* Improve the health status of members in the program.
  - \* Reduce by 20% the health care costs of the program members.

### **Improve customer service and member communications.**

- Continue to seek member and provider feedback.
- Administer more communication with retired employees through town hall meetings to convey the implications of the Medicare Part D plan.
- Explore further means of providing excellent customer service.
- Increase the on-line open enrollment system participation from approximately 13% to 25% by the end of FY 2007.

### **Increase agency accountability.**

- Complete audits on both drug and medical third party administrators (TPA) during FY 2006.
- Pay 92% of claims within 12 working days.
- Correctly pay at least 99.0% of the claim dollars (financial accuracy).
- Correctly pay at least 98.0% of the claims.
- Earn the GFOA Certificate of Achievement for Excellence in Financial Reporting for the FY 2005 CAFR.

## Performance Measures

- ✓ PEIA implemented an online open enrollment system last year with approximately 13% participation.
- ✓ PEIA has earned the Certificate of Achievement for the Comprehensive Annual Financial Report from the GFOA for four consecutive years (FY 1999 through FY 2003) and is awaiting judgment of the FY 2004 CAFR.

Public Employees Insurance Agency

(Performance Measures continued)

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Claims inventory*	65,327	71,803	70,000	78,691	70,000	70,000
Financial accuracy (dollars) of claims paid	99.29%	99.45%	99.00%	99.37%	99.00%	99.00%
Correctly paid claims	98.11%	98.25%	98.00%	98.38%	98.00%	98.00%

\* The claims inventory data is from the last report near the end of each fiscal year.

Public Employees Insurance Agency

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	58.60	\$596,743,323	\$659,328,007	\$720,436,240	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>58.60</b>	<b>596,743,323</b>	<b>659,328,007</b>	<b>720,436,240</b>	<b>720,436,240</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		58.60	58.60	58.60	58.60
Total Personal Services		2,113,776	2,512,075	2,510,973	2,510,973
Employee Benefits		694,322	843,411	859,517	859,517
Other Expenses		1,845,763	2,500,824	2,577,100	2,577,100
Benefits and Claims		592,089,462	653,471,697	714,488,650	714,488,650
<b>Subtotal: Nonappropriated Special Fund</b>		<b>596,743,323</b>	<b>659,328,007</b>	<b>720,436,240</b>	<b>720,436,240</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>58.60</b>	<b>58.60</b>	<b>58.60</b>	<b>58.60</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$596,743,323</b>	<b>\$659,328,007</b>	<b>\$720,436,240</b>	<b>\$720,436,240</b>



Department of Administration  
**Purchasing Division**

## **Mission**

The mission of the Purchasing Division is to provide valued services to our customers by making sound and effective decisions in accordance with state laws. As a customer-driven organization, we strive to exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion; to continually improve the services we offer to maximize the efficiency of state government; and to provide leadership and guidance to our customers—state agencies, vendors, legislators, and the general public—in building lasting business relationships.

## **Operations**

### *Acquisition and Contract Administration Section*

- Administer formal bid process for acquisitions over \$10,000.
- Educate agencies on state purchasing rules and regulations.
- Monitor delegated purchasing procedures less than \$10,000 through quality assistance program.
- Assist all agencies with “best value purchasing” procedures.

### *Administration and Inspection Section*

- Encumber and distribute all purchase orders awarded by state purchasing.
- Register vendors and collect registration fees.
- Maintain records of purchasing documents.
- Disseminate bid packages to requesting vendors.
- Receive bids for solicitations from interested bidders.
- Educate and encourage new business relationships with the state.
- Ensure that proper purchasing practices and procedures are being followed accordingly.
- Actively participate in the Committee for the Purchase of Commodities and Services from the Handicapped

### *Communication and Technical Services Section*

- Maintain an automated purchasing system.
- Provide, on the division’s Web site, valuable information that is timely and accurate.
- Enhance information on programs, purchasing laws, regulations, and procedures with state agencies and vendors through training and professional development.
- Provide accurate and timely communication with customers to clarify, educate, or inform them of programs, procedures, and upcoming events.

### *Program Services Section*

- Oversee the automated inventory system.
- Provide transportation services for all executive branch agencies, except those statutorily exempt.
- Manage the disposition of state surplus property.
- Acquire and transfer federal property to eligible agencies.
- Administer the Governor’s travel regulations.

## **Recommended Improvements**

- ✓ Additional \$541,680 to increase staffing levels and functionality of the division.



Purchasing Division  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration Unit	4.22	\$730,463	\$714,313	\$714,313	
Acquisition and Contract Administration	11.53	213,929	228,037	228,037	
Aviation Division	8.00	1,566,416	3,408,692	1,313,679	
Business Travel Services	2.35	129,900	127,557	127,557	
Committee for the Purchase of Commodities and Services from the Handicapped	0.00	4,733	5,046	5,046	
DOH Reimbursement	3.50	100,000	250,000	150,000	
Federal Surplus Property	0.00	8,532,091	5,411,325	5,411,325	
Fleet Management	14.39	10,623	26,075	26,075	
Local Government Reimbursement	0.00	1,967,563	2,677,541	1,742,519	
Seminar and Classes	0.00	360,603	338,495	253,538	
State Surplus Property	22.52	265,667	297,878	297,878	
Vendor Registration	3.02	5,792	72,600	72,600	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>69.53</b>	<b>13,887,780</b>	<b>13,557,559</b>	<b>10,342,567</b>	<b>10,898,872</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		15.66	15.75	15.75	23.75
Total Personal Services		604,078	641,526	634,222	924,097
Employee Benefits		199,722	200,333	200,505	292,255
Other Expenses		145,325	115,287	112,669	287,349
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>949,125</b>	<b>957,146</b>	<b>947,396</b>	<b>1,503,701</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		47.09	53.78	53.78	53.78
Total Personal Services		1,526,952	1,880,443	1,742,488	1,742,488
Employee Benefits		569,283	636,351	626,972	626,972
Other Expenses		10,842,420	10,083,619	7,025,711	7,025,711
<b>Subtotal: Nonappropriated Special Fund</b>		<b>12,938,655</b>	<b>12,600,413</b>	<b>9,395,171</b>	<b>9,395,171</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>62.84</b>	<b>69.53</b>	<b>69.53</b>	<b>77.53</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$13,887,780</b>	<b>\$13,557,559</b>	<b>\$10,342,567</b>	<b>\$10,898,872</b>

Purchasing Division  
**Programs**

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**Administration Unit**

**Mission**

The Administration Unit provides professional services and training to the Purchasing Division staff, agencies, and vendors.

**Goals/Objectives**

- Enhance communication with agencies and vendors through technology via the Internet, teleconferences, purchasing conferences, and ongoing in-house training.
- Encumber purchase orders awarded by the Purchasing Division over \$10,000 on the WVFIMS purchasing order encumbrance module.
- Distribute purchase orders awarded by the Purchasing Division to the respective agencies, successful vendors, and the State Auditor's Office.
- Index and scan all purchase orders and supporting documentation issued by the Purchasing Division and all vendor registration forms and other purchasing documents.
- Continue to train agencies and Purchasing Division staff on the WVFIMS purchase order encumbrance system.
- Publish the West Virginia Purchasing Bulletin on a weekly basis, and make available electronically at the division's Web site with secured access.
- Mail bid packages to vendors upon request.
- Receive, time stamp, and file all incoming bids.
- Maintain the automated purchasing system in order to process purchasing transactions electronically.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Purchase orders/change orders processed (other than Higher Education)	3,414	3,462	3,462	3,561	3,561	3,561
Bid requests received	8,868	7,267	7,267	6,750	6,750	6,750
Bids received	3,642	3,579	3,579	3,763	3,763	3,763
Purchase orders/change orders reviewed and encumbered for Higher Education*	1,181	992	992	0	0	0

\* Since FY 2005 estimates, the purchase orders listed for Higher Education have been zero as a result of HB 169 which exempted Higher Education from encumbrance through the Purchasing Division.

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**Acquisition and Contract Administration**

**Mission**

Acquisition and Contract Administration Section administers the formal competitive bid process for all commodities and services over \$10,000. This section is committed to providing its services to state agencies in an efficient and ethical manner that will reduce cost, maximize competition, promote good customer and vendor relations, protect public funds, ensure compliance with the West Virginia Code, and preserve the integrity and consistency of the process.

## Goals/Objectives

**Continue to improve working relationships with agencies and vendors, and ensure quality products and services are received at the best prices possible.**

- Internal customer initiatives:
  - \* Work with agencies to improve written specifications to clearly state bid expectations and requirements.
  - \* Improve the proficiency of agency personnel to minimize errors and reduce return of paper work for corrections.
  - \* Continue to expedite purchases and improve acquisition cycle days.
- External customer initiatives:
  - \* Continue to improve vendor communications, education, and understanding of the process.
  - \* Reduce formal protests through dispute resolution and process education.
  - \* Improve vendor outreach and encourage new business relations through the New Business Development Office.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Documented average procurement cycle (in days*)	23	23	23	24	24	24

\* Days in the cycle that are in the control of the Purchasing Division.

## Aviation Division

### Mission

The purpose of the Aviation Division is to enhance the efficiency and effectiveness of state government by providing safe, secure, reliable, and professional air transportation. The Aviation Division exists as a service to the Governor and the administration.

### Goals/Objectives

**Establish technological upgrades and improvements.**

- Improve in-flight telecommunications between pilots and ground personnel with the installation of a dedicated state frequency, radio and antenna system.
- Renovate state hangar facilities (as necessary) to meet aviation consolidation initiatives.
- Obtain high-speed Internet service to state hanger facility.
- Continue to improve safety and reliability of aviation service by upgrading the current fleet of aircraft.

**Continue to improve aviation training, safety, and education.**

- Attend annual pilot and maintenance training courses.
- Continue with an active employee education program.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Total flight hours	247	325	325	607	1,100	1,100

## ***Business Travel Services***

### **Mission**

Business Travel Services acts as administrator and overseer of the Governor's travel regulations to comply with the West Virginia Code; approves travel abnormalities and coordinates with the authorized travel agency all travel-related activities, including air and surface and rail travel, hotel reservations, and vehicle rental for both in-state and out-of-state travel; administers contracts with the authorized corporate credit card vendor, car rental carrier, and travel agency; and ensures that the traveler on state business gets first rate services at a cost equal to or below the current market price.

### **Goals/Objectives**

- Provide state employees traveling on behalf of the state with guidelines in which reimbursement will be made in a timely manner.
- Develop and ensure compliance with regulations.

### **Performance Measures**

- ✓ Travel training assistance is provided on an as needed basis to agency travel coordinators.

## ***Committee for the Purchase of Commodities and Services from the Handicapped***

### **Mission**

The Committee for the Purchase of Commodities and Services from the Handicapped monitors the activities of the central nonprofit agency to assure that the interests of the state's handicapped citizens are being advanced by the agency.

### **Goals/Objectives**

- Determine the fair market price of all commodities, printing, and services procured by nonprofit workshops.
- Monitor the performance of the central nonprofit agency to see that the commodities and services produced meet state specifications as to quality and delivery.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Clients employed	940	1,158	1,158	1,158	1,158	1,158

## ***DOH Reimbursement***

### **Mission**

The Purchasing Division provides dedicated buyer services to the Division of Highways (Department of Transportation) for the acquisition of all commodities and services in excess of \$10,000, excluding highway construction.

## Goals/Objectives

- Continue to provide dedicated buyer services.
- Provide technical advice and assistance to Division of Highways procurement staff.
- Continue the high level of efficient and professional services provided.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Documented average procurement cycle* (in days**)	31	26	26	26	26	26

\* Includes all transaction types and bid times.

\*\* Days in the cycle that are in the control of the Purchasing Division.

## Federal Surplus Property

### Mission

Federal Surplus Property acquires from the federal government, property that may be utilized by state agencies, political subdivisions, other public agencies, and certain nonprofit organizations deemed eligible by the Code of Federal Regulations (CFR) 101-44.1 and by W.Va. Code §5A-3-44.

### Goals/Objectives

- Locate property at various federal sites and bring to West Virginia for distribution.
- Warehouse and assure accurate inventory of property.
- Transfer property to eligible agencies.
- Inspect use of certain equipment for compliance with federal regulations.

### Performance Measures

- ✓ Streamlined screening process by making use of electronic screening in lieu of physical screening.
- ✓ Ensured 100% of participating customers met federal eligibility requirements, allowing the program to continue and customers to receive equipment at discounted prices.
- ✓ Conducted on-site compliance review for all motor vehicles and/or items with an original acquisition value of \$5,000 or more—these successful reviews assure equipment is properly used and satisfies federal auditors.

## Fleet Management

### Mission

Fleet Management provides overall management services for approximately 1,500 vehicles and ensures that these vehicles are appropriate to the transportation needs of the users. This office interfaces with all levels of state government and coordinates the involvement of state agencies that lease vehicles from the Purchasing Division.

### Goals/Objectives

- Overhaul the new and retired vehicle process to ensure efficiency and accountability. Evaluate the current fleet to determine vehicles that are five years old that need to be retired and replaced with new vehicles.

## Purchasing Division Programs

- Monitor the maintenance/service contract for all vehicles.
- Establish a direction for Fleet Management services into FY 2006, and develop several strategies to be followed.
- Continue to update Web site to include more information on the fleet management program.

### Performance Measures

- ✓ Several agencies, including the West Virginia State Police and some of the institutions of higher education, have continued to participate in the division's vehicle lease/maintenance program even though these agencies are exempt from this program.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Vehicle purchases in model year	162	162	162	102	150	150

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## Local Government Reimbursement

### Mission

The Purchasing Division establishes and administers statewide contracts offering commonly used products and services for the use and convenience of state agencies and local governments. Statewide contracts are now available on the division's Web site, making access easier for users. Thus, the need was eliminated for copying and mailing contracts requested by governmental agencies. Because of these cost savings, the division was pleased to eliminate the annual fee assessed for the use of the contracts.

### Goals/Objectives

- Continue to offer more than 60 statewide contracts at the division's Web site at no charge to governmental agencies throughout the state.
- Gather usage data through contracted vendors to be considered during the solicitation of bids for new contracts, thus enhancing the buying power and reducing prices.

### Performance Measures

- ✓ Mail requested contracts assuring that customers receive timely information regarding discounted goods and services.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005*</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Active members in cooperative purchasing program	N/A	115	115	115	N/A	N/A

\*As a result of offering statewide contracts on division's Web site in April of 2005, subscriptions and fees to this program ceased.

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## Seminars and Classes

### Mission

The Purchasing Division provides training to its customers, including state agencies and the vendor community. Workshop sessions targeting purchasing-related topics are addressed, with ample opportunity for questions to be answered. Networking opportunities is another benefit of training events where individuals may meet and discuss one-on-one issues relative to their job.

## Purchasing Division Programs

### Goals/Objectives

- Educate and inform agency purchasing representatives on policies, procedures, and processes by conducting an annual purchasing conference.
- Educate and inform vendors on how to do business with the state.
- Provide networking opportunities for the division's agency partners and the business community.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Participants at agency conference*	214	N/A	N/A	N/A	225	225
Participants at vendor conference	136	N/A	N/A	N/A	N/A	N/A

\* The 2004 annual purchasing conference was cancelled due to legislative session and renovation project. No purchasing conference was scheduled during FY 2005.

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## State Surplus Property

### Mission

The mission of State Surplus Property is to manage the effective and efficient disposition of obsolete or unneeded property in accordance with West Virginia Code by:

- \* Receiving surplus property from state agencies.
- \* Making property available to other state agencies.
- \* Selling property to eligible organizations, public agencies, and the general public.

### Goals/Objectives

- Receive and pick up unneeded property from state agencies.
- Conduct sealed bids for sale of property located around the state.
- Conduct sealed bids for property located at State Surplus Property on a weekly basis.
- Conduct monthly public auctions (approximately ten months of the year) to dispose of property not sold by other methods.
- Continue to train agencies on the WVFIMS fixed asset system, assuring agencies are in compliance with established rules and policy on inventory management by certifying to the Purchasing Division that all fixed assets with an acquisition value of \$1,000 or more are entered into the WVFIMS fixed asset system.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Revenue from negotiated sales (governmental and nonprofit) (in thousands)	\$779.8	\$605.6	\$605.6	\$340.8	\$190.0	\$106.0
Revenue from public sales, both auctions and sealed bids (in thousands)*	\$1,898.9	\$1,009.1	\$1,009.1	\$878.9	\$772.0	\$679.0

\*Revenue for FY 2003 includes the sale of nearly 200 vehicles from the Governor's Vehicle Reduction Sale.

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## Vendor Registration

### Mission

The Vendor Registration unit registers all vendors who wish to sell goods and/or commodities to the State of West Virginia in accordance with the West Virginia Code.

### Goals/Objectives

**Register new vendors, update current vendor status as required, and collect and deposit fees for this registration on a daily basis.**

- Review all forms same day as received.
- Process forms and deposit checks within 24-hour period from receipt.
- Return incomplete forms back to the vendor with detailed instructions for completion within two days.

**Internal customer satisfaction.**

- Educate agencies on the vendor registration process during the annual purchasing conference and throughout the year as needed.
- Reduce the number of data entry errors.

**External customer satisfaction.**

- Assist vendors on the vendor registration process.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Vendor forms and renewals processed	10,150	10,346	10,346	10,220	10,220	10,220



*Department of Administration*

# West Virginia Children's Health Insurance Agency

## Mission

The mission of the West Virginia Children's Health Insurance Agency is to provide quality health insurance to eligible children and to strive for a health care system in which all West Virginia children have access to health care coverage.

## Operations

The West Virginia Children's Health Insurance Program leverages existing processes for determining eligibility through the Department of Health and Human Resources and for enrolling members and administering claims through the Public Employees Insurance Agency and its contractors.

## Goals/Objectives

- Maintain program integrity and provide necessary medical, dental, and pharmacy benefits to all eligible children while containing program costs.
- Oversee transition to closed drug formulary starting January 1, 2006, in order to curb increased pharmacy benefit costs by approximately \$1.1 million annually.
- Change from outreach practices to establishing sound prevention and health promotion practices.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Children enrolled in program (monthly average)	21,797	23,594	24,600	24,558	25,500	26,500
Annualized cost per child	\$1,369	\$1,447	\$1,475	\$1,604	\$1,760	\$1,930

<u>Calendar Year</u>	<u>Actual 2003</u>	<u>Estimated 2004</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Enrolled children with a primary care visit	90.10%	90.50%	91.38%	91.00%	91.50%	91.75%
Enrolled children with a wellness visit	69.58%	70.50%	93.70%	94.00%	94.00%	94.25%
Enrolled children with a dental visit	96.46%	96.50%	95.69%	97.00%	97.00%	97.25%



West Virginia Children's Health Insurance Agency

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Children's Health Insurance Program	8.60	\$40,364,025	\$40,954,415	\$40,945,665	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>8.60</b>	<b>40,364,025</b>	<b>40,954,415</b>	<b>40,945,665</b>	<b>48,535,042</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		8.60	2.00	2.00	2.00
Total Personal Services		343,446	69,061	67,961	69,761
Employee Benefits		104,772	23,304	23,677	23,677
Other Expenses		639,721	607,551	603,647	603,647
Claims		6,034,715	6,429,303	6,432,734	9,909,857
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>7,122,654</b>	<b>7,129,219</b>	<b>7,128,019</b>	<b>10,606,942</b>
<b>Federal Fund</b>					
FTE Positions		0.00	6.60	6.60	6.60
Total Personal Services		0	303,029	296,989	303,029
Employee Benefits		0	102,069	102,941	102,941
Other Expenses		3,000,901	2,640,463	2,638,283	2,638,283
Claims		30,240,470	30,779,635	30,779,433	34,883,847
<b>Subtotal: Federal Fund</b>		<b>33,241,371</b>	<b>33,825,196</b>	<b>33,817,646</b>	<b>37,928,100</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>8.60</b>	<b>8.60</b>	<b>8.60</b>	<b>8.60</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$40,364,025</b>	<b>\$40,954,415</b>	<b>\$40,945,665</b>	<b>\$48,535,042</b>



# West Virginia Education and State Employees Grievance Board

## Mission

The Grievance Board's mission is to equitably, consistently, and quickly resolve employment problems between employees and county boards of education, higher education institutions, and state agencies so that good morale may be maintained, effective job performance may be enhanced, and the citizens of West Virginia may be better served.

## Operations

- Schedules and conducts level four hearings and prehearing conferences in grievances filed by public employees.
- Issues binding, written decisions with findings of fact and conclusions of law, subject to limited judicial review in the circuit courts.
- Provides mediation services to actively assist employers and employees in identifying, clarifying, and resolving issues at any time prior to a level four hearing.
- Administers levels two, three, and four of both grievance procedure laws - one that covers county boards of education employees and one that covers higher education and state employees.
- Prepares transcripts and certifies records to circuit courts when decisions are appealed.

## Goals/Objectives

- Process grievances in a fair, objective manner, according respect and courtesy to all parties.
- Assist the parties in settling grievances through prehearing conferences and mediation.
- Issue decisions within 30 working days after the cases are ready for decision, as required by law.
- Issue readable decisions based upon a consistent application and interpretation of law and policy.
- Promptly publish decisions and case summaries on the Internet for all interested persons.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Decisions mailed within 30 working days* (statutory compliance)	88%	89%	80%	72%	65%	65%
Decisions mailed within 60 working days*	99%	97%	95%	97%	85%	85%
Mediation sessions held resulting in resolved grievances	55%	60%	60%	72%	60%	60%

\* In the past five years, the number of administrative law judges has decreased from ten to five.

## Recommended Improvements

- ✓ Additional \$10,000 for routine operational costs.

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Grievance Board	10.05	\$849,036	\$900,504	\$895,074	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>10.05</b>	<b>849,036</b>	<b>900,504</b>	<b>895,074</b>	<b>913,219</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions	10.05		10.05	10.05	10.05
Total Personal Services		533,384	576,720	571,290	579,435
Employee Benefits		154,564	174,968	173,167	173,167
Other Expenses		161,088	148,816	150,617	160,617
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>849,036</b>	<b>900,504</b>	<b>895,074</b>	<b>913,219</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>10.05</b>	<b>10.05</b>	<b>10.05</b>	<b>10.05</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$849,036</b>	<b>\$900,504</b>	<b>\$895,074</b>	<b>\$913,219</b>

*Department of Administration*

# West Virginia Prosecuting Attorneys Institute

## Mission

The mission of the West Virginia Prosecuting Attorneys Institute is to improve the quality of and continue professionalizing the quality of the government components of the criminal justice system in the State of West Virginia.

## Operations

### *Appalachia High Intensity Drug Trafficking Area (HIDTA)*

- Provide assistance to the 11 designated West Virginia counties in criminal matters involving marijuana trafficking and cultivation and drug-related violent crime.
- Assistance with prosecution.
- Training and assistance to law enforcement.

### *Forensic Medical Examination Fund Administration*

- Provide payment to medical facilities for forensic medical examinations for victims of alleged sexual assault.
- Administer all aspects of the Forensic Medical Examination Fund.
- Develop and maintain a database for use by law enforcement, prosecutors, and others.

### *Institute*

- Provides specialized training for prosecutors.
- Provides specialized training for all law enforcement entities and government investigative agencies.
- Provide for special prosecuting attorneys to pursue criminal matters.
- Provide legal research, technical assistance, and technical and professional publications to prosecutors.
- Prepare manuals for use by prosecutors.
- Establish and implement uniform reporting procedures for prosecutors.
- Identify experts and other resources for prosecutors.
- Make recommendations to the Legislature in regard to uniform processing of juvenile cases.
- Provide all other information requested and directed by the executive council.

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Appalachia HIDTA	2.30	\$243,417	\$334,092	\$283,240	
Forensic Medical Examination Fund	1.09	146,054	147,633	140,612	
Institute	5.04	407,118	787,505	542,537	
Less: Reappropriated		(163,443)	(298,034)	0	
<b>TOTAL BY PROGRAM</b>	<b>8.43</b>	<b>633,146</b>	<b>971,196</b>	<b>966,389</b>	<b>971,823</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		2.09	2.14	2.14	2.14
Total Personal Services		108,534	93,754	92,800	94,681
Employee Benefits		31,590	35,249	35,861	35,861
Other Expenses		167,818	149,701	95,723	95,723
Less: Reappropriated		(85,470)	(53,066)	0	0
<b>Subtotal: General Fund</b>		<b>222,472</b>	<b>225,638</b>	<b>224,384</b>	<b>226,265</b>
<b>Federal Fund</b>					
FTE Positions		1.25	1.25	1.25	1.25
Total Personal Services		50,708	77,184	77,016	77,184
Employee Benefits		12,396	23,597	23,037	23,597
Other Expenses		18,425	98,890	99,415	98,890
<b>Subtotal: Federal Fund</b>		<b>81,529</b>	<b>199,671</b>	<b>199,468</b>	<b>199,671</b>
<b>Appropriated Special Fund</b>					
FTE Positions		7.00	5.04	5.04	5.04
Total Personal Services		151,063	273,149	270,314	273,149
Employee Benefits		45,507	94,246	75,072	75,072
Other Expenses		210,548	423,460	197,151	197,666
Less: Reappropriated		(77,973)	(244,968)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>329,145</b>	<b>545,887</b>	<b>542,537</b>	<b>545,887</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>10.34</b>	<b>8.43</b>	<b>8.43</b>	<b>8.43</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$633,146</b>	<b>\$971,196</b>	<b>\$966,389</b>	<b>\$971,823</b>

# Programs

## Appalachia HIDTA

### Mission

The Appalachian High Intensity Drug Trafficking Area program calls for an assistant prosecutor to complement drug-related investigations by working with the HIDTA to prosecute traffickers, cultivators, and drug-related violent offenders.

### Goals/Objectives

- Effective and efficient prosecution of drug offenses in federal court and the designated HIDTA counties—Boone, Braxton, Cabell, Gilmer, Lewis, Lincoln, Logan, Mason, McDowell, Mingo, and Wayne.
- Seizure and forfeiture of equipment, property, and currency assets from drug-related offenders.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Assisting designated counties (in hours)	976	960	1,000	2,000	1,000	2,000

## Forensic Medical Examination Fund

### Mission

The mission of the Forensic Medical Examination Fund is to provide an appropriate mechanism for the payment of forensic medical examinations conducted in conjunction with a law enforcement investigation of cases involving alleged sexual assault.

### Goals/Objectives

- Ensure that the victims of alleged sexual assaults are treated appropriately.
- Ensure that medical facilities are paid for conducting forensic medical examinations.
- Provide important evidence to law enforcement personnel in the investigation of sexual assault cases.
- Provide adequate and appropriate evidence to prosecutors in order to effectively prosecute individuals alleged to have committed sexual assault.
- Improve the overall investigation and prosecution of sexual assault cases.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Forensic exams paid for	107	224	250	223	250	250
Properly completed invoices processed within 21 days of receipt	N/A	N/A	N/A	N/A	100%	100%



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## ***Institute***

### **Mission**

The Institute provides training, manuals, technical expertise, and other services to prosecutors' offices across the state and to those state government agencies that house employees with prosecutorial and investigative authority. It is the only central information and expertise repository for the 55 constitutional prosecutors' offices and, in addition, provides training to state and local law enforcement agencies regarding the criminal justice system and its procedures.

### **Goals/Objectives**

**Provide for special prosecuting attorneys in criminal matters upon disqualification of the prosecutor within 21 days of receipt of disqualification notice.**

**Offer additional training to prosecutors, law enforcement agencies, and others in the criminal justice system.**

- Increase the general legal education hours offered to prosecutors from 31 hours to at least 33 hours per year in FY 2006.
- Increase the specialized legal education hours offered to prosecutors to 38 hours per year by FY 2007.
- Increase continuing education hours offered to law enforcement personnel from eight hours to 16 hours in FY 2006.
- Increase basic education offered annually to law enforcement personnel from 162 hours to 216 hours (four classes at 54 hours each) in FY 2006.

### **Performance Measures**

<b><u>Fiscal Year</u></b>	<b><u>Actual</u></b> <b><u>2003</u></b>	<b><u>Actual</u></b> <b><u>2004</u></b>	<b><u>Estimated</u></b> <b><u>2005</u></b>	<b><u>Actual</u></b> <b><u>2005</u></b>	<b><u>Estimated</u></b> <b><u>2006</u></b>	<b><u>Estimated</u></b> <b><u>2007</u></b>
Special prosecutors appointed within 21 days	N/A	N/A	N/A	N/A	100%	100%
General legal education hours offered to prosecutors	N/A	N/A	N/A	31	34	33
Specialized legal education hours offered to prosecutors	N/A	N/A	N/A	32	36	38
Prosecutors and assistants trained	340	340	250	278	300	300
Continuing education hours offered to law enforcement personnel	N/A	N/A	N/A	8	16	16
Basic education hours offered to law enforcement personnel	N/A	N/A	N/A	162	216	216
Law enforcement officers trained	820	820	800	1,250	800	1,000



# West Virginia Public Defender Services

## Mission

Public Defender Services provides funds to attorneys and other service providers who defend indigents accused of crimes and other wrongdoing in order to ensure that constitutionally-required due process protections are afforded to all citizens regardless of wealth.

## Operations

### Accounting/Voucher Processing Division

- Account for all expenditures, including payroll, benefits, central office, public defender corporations, and appointed counsel payments.
- Prepare financial reports for all receipts and expenditures.
- Prepare and monitor expenditure schedules and appropriation requests.
- Prepare year end reporting for the State of West Virginia's CAFR.
- Maintain and request changes in user profiles for agency users of WVFIMS.
- Maintain and prepare agency's IRS Form 1099 production for paid vendors.
- Consult with IS&C on appointed counsel claims tracking system.
- Review vouchers submitted by appointed counsel and other service providers for mathematical errors, sufficient justification of expenses, duplicate billings (duplicate time from voucher to voucher, as well as duplication of entire bill), and whether proceeding is eligible.
- Produce and issue written instructions detailing payment procedures.
- Process all claims and reimbursements for payment using WVFIMS.
- Keep detailed financial records regarding each voucher submitted, balancing monthly to WVFIMS, the state auditor, and the appointed counsel claims tracking system.
- Send to each provider detailed statements of cases paid by each warrant issued.
- Collect and maintain data for annual report detailing appointed counsel statistical information by types of expenses and hours worked in each county and each circuit.
- Answer inquiries from service providers regarding payment, filling out of forms, status of payments, and eligibility for payment.

### Administration/Public Defender Operations Division

- Order supplies and make purchases for central office.
- Process all central office invoices using WVFIMS.
- Process for deposit all receipts from Criminal Law Research Center activities.
- Maintain records of all personnel actions, including sick and annual leave and disciplinary actions.
- Establish operating practices for Public Defender Services office and public defender offices.
- Notify and advise staff of all Division of Personnel policies, employee benefits, and other employee-related matters.
- Maintain payroll records and prepare requests for changes in personal services, benefits, or other withholdings.
- Ensure payroll preparation is correct.
- Budget and monitor all administrative spending in office including payroll, benefits, and operating expenses.
- Maintain fixed asset inventory for office.
- Coordinate records management for office.
- Answer inquiries from office staff, outside vendors, administrative staff from other divisions, appointed counsel, other service providers, public defender corporation staff, and the general public.
- Prepare and negotiate budget with 18 public defender corporations.
- Maintain public defender corporation expenditure information and prepare monthly financial statements.
- Monitor public defender corporations' budgets, and issue monthly disbursements pursuant to contract and cash flow needs.
- Coordinate annual audits of public defender corporations (in conjunction with FARS) for reporting in the CAFR.
- Establish and coordinate public defender corporation operating policies for statewide consistency.

## West Virginia Public Defender Services

- Develop and maintain the Public Defender Corporation Manual.
- Visit Public Defender offices, provide assistance, and conduct training for daily business operations.
- Ensure proper case management and statistical reporting.
- Monitor production of public defender corporation statistical data for accuracy and completeness.
- Evaluate need for expansion of existing offices and creation of new offices.
- Answer inquiries and attend various public defender corporation board meetings as needed.
- Act as liaison between public defender corporations and other state agencies or private vendors.
- Establish income guidelines for eligibility for appointment of counsel by circuit courts.

### Appellate Advocacy Division

- Represent eligible clients upon appointment by circuit courts or by the Supreme Court of Appeals of West Virginia.
- Respond to inquiries from unrepresented persons, both incarcerated and general public.

### Criminal Law Research Center

- Write and publish *Criminal Law Digest*, a summary of recent Supreme Court of Appeals of West Virginia decisions relating to areas in which representation is provided.
- Write and publish criminal jury instructions and form motions.
- Develop and coordinate continuing legal education programs and services.
- Write and distribute a criminal law practice manual.
- Answer miscellaneous inquiries from attorneys and other service providers.
- Keep records of publications sold, and advise attorneys and others of need to update.
- Engage in marketing efforts to increase sales of publications and attendance at seminars.

## Goals/Objectives

- Increase the number of public defender corporations from 18 to 23 by FY 2009 to reduce current costs.
- Improve data collection for oversight of public defender corporations.
- Maintain public defender costs below appointed counsel costs.
- Review billings from appointed counsel for errors; reject inaccurate, duplicate, or inappropriate billings.
- Maintain rejection rate from the State Auditor's Office at or below one percent.
- When fully funded, process each appointed counsel voucher within five working days of receipt; make payment within 30 days of receipt (includes state auditor review).
- Produce and sell 100 volumes of research materials per year.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Billing reductions from voucher review (in thousands)	\$407.1	\$374.6	\$350.0	\$510.2	\$350.0	\$350.0
Funds saved by public defender operations (in millions)	\$7	\$7	\$6	\$6	\$5	\$4
Volumes of research materials sold	51	160	200	88	100	100

## Recommended Improvements

- ✓ Includes \$1,000,000 to establish new public defender corporations.

West Virginia Public Defender Services

# Expenditures

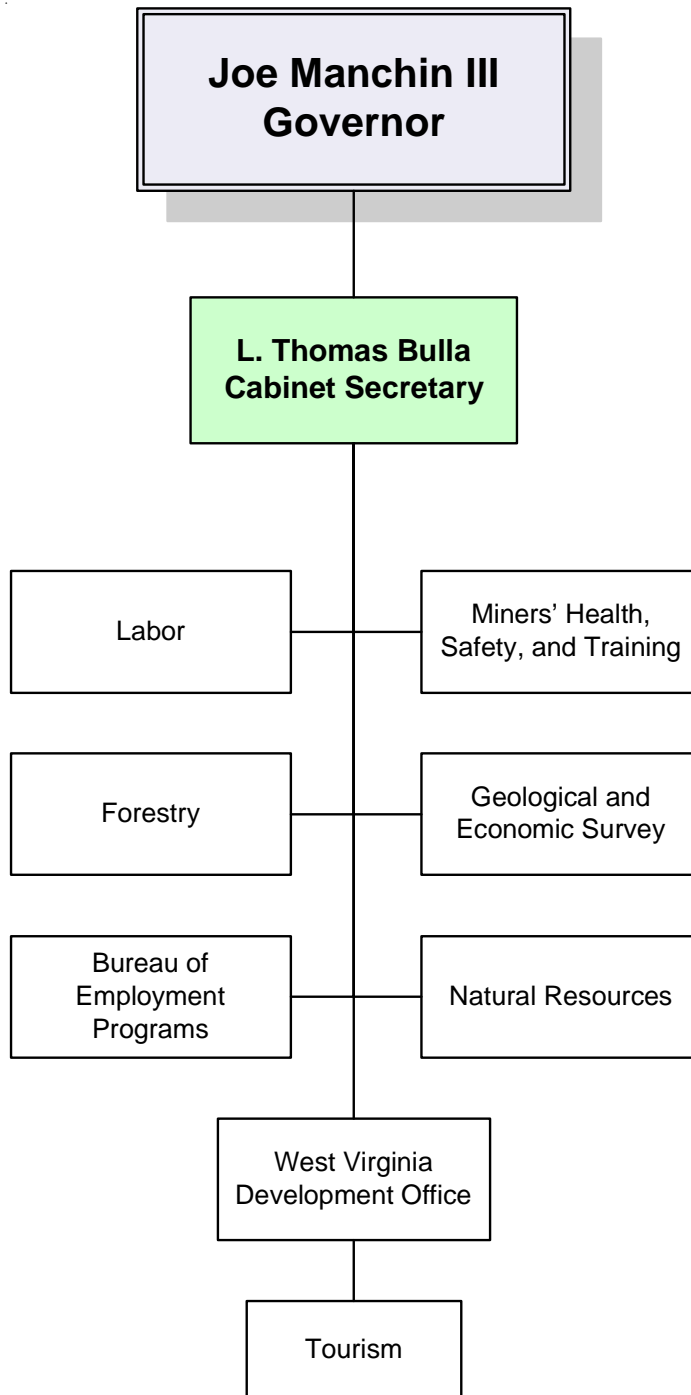
	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Public Defender Services	13.25	\$29,601,866	\$28,100,387	\$28,079,348	
Less: Reappropriated		(2,686,832)	(5,029)	0	
<b>TOTAL BY PROGRAM</b>	<b>13.25</b>	<b>26,915,034</b>	<b>28,095,358</b>	<b>28,079,348</b>	<b>29,091,048</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		13.00	13.25	13.25	13.25
Total Personal Services		505,412	535,198	527,758	539,458
Employee Benefits		179,043	189,695	189,335	189,335
Other Expenses		28,912,774	27,357,284	27,352,255	28,352,255
Less: Reappropriated		(2,686,832)	(5,029)	0	0
<b>Subtotal: General Fund</b>		<b>26,910,397</b>	<b>28,077,148</b>	<b>28,069,348</b>	<b>29,081,048</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		4,637	18,210	10,000	10,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>4,637</b>	<b>18,210</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>13.80</b>	<b>13.25</b>	<b>13.25</b>	<b>13.25</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$26,915,034</b>	<b>\$28,095,358</b>	<b>\$28,079,348</b>	<b>\$29,091,048</b>



# DEPARTMENT OF COMMERCE



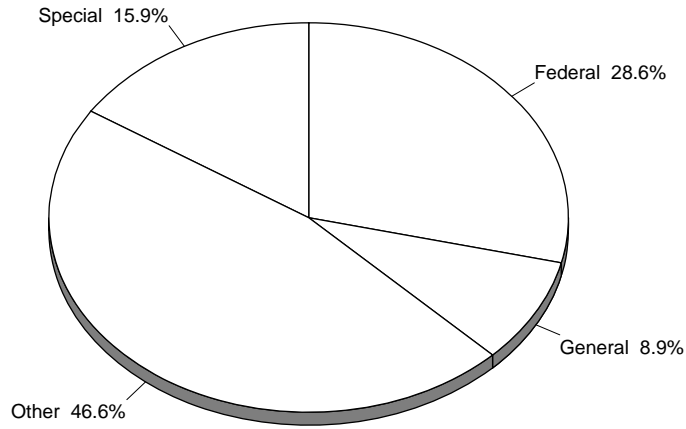
# Department of Commerce



Department of Commerce  
**Revenues and Expenditures**

**Total Available Funds**

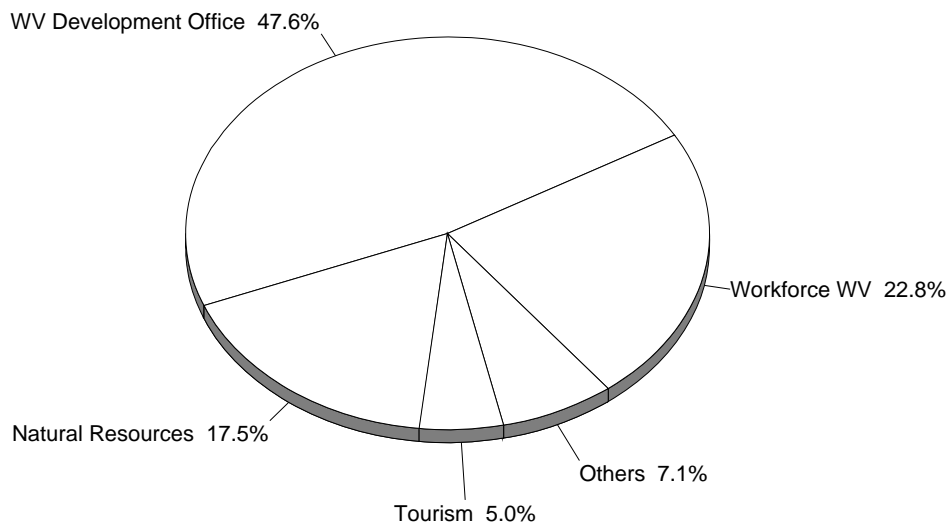
Fiscal Year 2007  
\$558,981,217\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
\$469,374,082



# Department of Commerce

## Mission

To preserve and enhance the well-being of the citizens of West Virginia by providing a cooperative interagency system that stimulates economic growth and diversity, promotes the efficient use of our state's abundant natural resources, and provides increased employment opportunities for all West Virginians.

## Goals/Objectives

### **Stimulate economic growth in West Virginia.**

- Expand existing businesses, and recruit new businesses to the state.
- Increase by 5% annually the economic impact of tourism through partnerships with the private sector in joint planning and decision-making.
- Enhance levels of hospitality and service at resort-style state parks that are continually upgraded through capital improvements.

### **Improve planning and coordination of infrastructure projects to address community water and sewer needs and to enhance opportunities for business and commercial development.**

- Adhere to the funding criteria established by the West Virginia Infrastructure and Jobs Development Council for these infrastructure projects.
- Funding decisions follow the comprehensive criteria so the greatest needs of both businesses and communities get priority.

### **Improve planning for infrastructure, tourism, and economic development through the use of an interagency council.**

- Integrate data from the Division of Forestry, the Division of Tourism, Geological and Economic Survey, the West Virginia Development Office (WVDO), and other sources to improve quality and quantity of planning.
- Foster planning methods and protocols that are compatible from agency to agency, making possible coordination and integration of plans.
- Conduct focused, mission-oriented research on West Virginia's fossil energy resources, develop inventories of all water resources in the state, and develop a long-range conservation and use plan.

### **Conserve, protect, and manage the state's natural resources.**

- Increase economic growth through outdoor recreation opportunities.
- Improve the quality and effectiveness of the fire protection program.
- Improve the quality and effectiveness of logging industry practices.

### **Improve worker/workplace protection programs in the logging and mining industries and in the Division of Labor programs for workplace safety and for wage and hour compliance.**

Secretary of Commerce  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Secretary of Commerce	4.00	\$0	\$401,200	\$400,000	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>4.00</b>	<b>0</b>	<b>401,200</b>	<b>400,000</b>	<b>401,800</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	4.00	4.00	4.00
Total Personal Services		0	301,200	300,000	301,800
Employee Benefits		0	83,413	83,413	83,413
Other Expenses		0	16,587	16,587	16,587
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>401,200</b>	<b>400,000</b>	<b>401,800</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>0.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$0</b>	<b>\$401,200</b>	<b>\$400,000</b>	<b>\$401,800</b>



# Board of Coal Mine Health and Safety

## Mission

The Board of Coal Mine Health and Safety is responsible for reviewing coal mine accidents and fatalities and determining whether additional laws and regulations are necessary to prevent a reoccurrence of that type of accident, thereby protecting the workers of the coal industry.

## Operations

The board is required by West Virginia Code to meet at least once each month. It is comprised of eight members—including the administrator, who is appointed by the Governor, and the chairman, who is appointed by the commissioner of the Bureau of Employment Programs.

## Goals/Objectives

- Review and evaluate coal mine fatalities and determine if any new regulations are needed to prevent a reoccurrence of that type of fatality.
- Work closely with the regulatory agencies (U.S. Mine Safety and Health Administration and West Virginia's Office of Miners' Health, Safety, and Training) to promote a safe working environment for coal miners.
- Review and evaluate new technologies in coal mining and determine if the technology promotes safety.
- Continually examine the mining laws to ensure that such laws are keeping pace with technology.
- Promote the state's coal industry without sacrificing the safety of the individual miners.
- Review site-specific mine variance requests and individual miner requests for variances when the West Virginia Code does not address the specific mining situation.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Mining company variance requests approved by the board	25	69	75	65	83	100
Miner metatarsal variance requests approved by the board	30	21	20	28	20	20



Board of Coal Mine Health and Safety

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Coal Mine Health & Safety	2.00	\$168,983	\$171,181	\$169,981	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>2.00</b>	<b>168,983</b>	<b>171,181</b>	<b>169,981</b>	<b>171,781</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		2.00	2.00	2.00	2.00
Total Personal Services		109,352	112,800	111,700	113,500
Employee Benefits		27,557	29,610	29,660	29,660
Other Expenses		32,074	28,771	28,621	28,621
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>168,983</b>	<b>171,181</b>	<b>169,981</b>	<b>171,781</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$168,983</b>	<b>\$171,181</b>	<b>\$169,981</b>	<b>\$171,781</b>



# Mine Safety and Technical Review Committee

## Mission

The Mine Safety and Technical Review Committee (TRC) assists the Board of Coal Mine Health and Safety in the development of technical data relating to mine safety issues, including related mining technology.

## Operations

The Technical Review Committee consists of two members along with an administrator, all of whom are appointed by the Governor. The major function of the committee is to provide technical information to the Board of Coal Mine Health and Safety regarding potential rule-making decisions.

## Goals/Objectives

- Assist the Board of Coal Mine Health and Safety in the development of technical data relating to mine safety issues, including related mining technology.
- Provide suggestions and technical data to the board, and propose rules and regulations with general mining industry application.
- Accept and review petitions submitted by individual mine operators or miners seeking site-specific rule-making pertaining to individual mines, and make recommendations to the board concerning such rule-making.
- Continue to provide a West Virginia coal forum to promote the use and advantages of West Virginia coal and to provide a public forum for discussion of general mining issues.
- Coordinate with state universities and U.S. Mine Safety and Health Administration officials to develop new technologies that will embrace coal productivity without any diminution of safety.
- Continue to focus on ways to reduce major injuries and accidents by focusing on major causes.
- Continue publishing the *Coal Forum* newsletter four times per year to keep labor and industry abreast of rapid changes.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Mining company variance requests approved by the TRC	35	30	75	75	83	84
Miner metatarsal variance requests approved by the TRC	30	35	20	20	20	21

Mine Safety and Technical Review Committee

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Mine Safety & Technical Review Committee	0.00	\$73,162	\$95,452	\$88,352	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>0.00</b>	<b>73,162</b>	<b>95,452</b>	<b>88,352</b>	<b>88,352</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		24,900	23,400	23,400	23,400
Employee Benefits		2,940	2,630	2,630	2,630
Other Expenses		35,512	62,322	62,322	62,322
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>63,352</b>	<b>88,352</b>	<b>88,352</b>	<b>88,352</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		9,810	7,100	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>9,810</b>	<b>7,100</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$73,162</b>	<b>\$95,452</b>	<b>\$88,352</b>	<b>\$88,352</b>

*Department of Commerce*

# **Office of Miners' Health, Safety, and Training**

## **Mission**

The West Virginia Office of Miners' Health, Safety, and Training is statutorily responsible for the supervision of the execution and enforcement of the various provisions of the state's mining laws and rules. Prime consideration is mandated for the protection of the health and safety of all persons employed within or at the mines of this state and, consistent with such prime consideration, the office is also statutorily charged with the protection and preservation of mining property and property used in connection therewith. The office pursues these mandates by impartially executing and enforcing the state's mining laws and rules in a cooperative spirit through a comprehensive approach that includes administration, inspection and enforcement, investigative and consultative activities, and the timely implementation of specifically functional training activities focused on all segments of the mining industry.

## **Operations**

### *Administration*

- Supervise and direct the execution and enforcement of state mining laws and rules.
- Implement inspection, enforcement, and training programs.
- Maintain the safety information computer system track to track production, employment, accidents, permits, ownership, assessments, inspections, programs, and grant activities.
- For purposes of administrative support and liaison with the Governor's Office, the following boards, committees, and commissions are included in the West Virginia Office of Miners' Health, Safety, and Training:
  - \* Board of Coal Mine Health and Safety
  - \* Coal Mine Safety and Technical Review Committee
  - \* Board of Miner Training, Education, and Certification
  - \* Mine Inspectors' Examining Board
  - \* Board of Appeals
  - \* Diesel Equipment Commission

### *Inspection and Enforcement*

- Conduct required inspections at all types of mines.
- Investigate serious accidents and fatalities.
- Conduct specific investigations as a result of complaints regarding dangerous conditions or noncompliance from miners or one of their authorized representatives.

### *Training*

- Establish and implement programs to reduce accidents and fatalities in the mining industry.

## **Recommended Improvements**

- ✓ Additional spending authority of \$629,300 for the Mine Inspection Support Environment Program Special Revenue Fund.

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	14.50	\$1,465,227	\$1,582,377	\$1,532,473	
Inspection & Enforcement	81.00	5,639,650	5,790,398	5,729,854	
Training	20.00	1,640,725	1,817,648	1,801,077	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>115.50</b>	<b>8,745,602</b>	<b>9,190,423</b>	<b>9,063,404</b>	<b>9,892,723</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		85.00	91.00	91.00	91.00
Total Personal Services		3,684,022	4,173,456	4,120,656	4,202,556
Employee Benefits		1,307,722	1,551,243	1,545,333	1,545,333
Other Expenses		892,283	258,500	262,610	262,610
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>5,884,027</b>	<b>5,983,199</b>	<b>5,928,599</b>	<b>6,010,499</b>
<b>Federal Fund</b>					
FTE Positions		15.00	15.00	15.00	15.00
Total Personal Services		491,539	615,800	639,050	639,050
Employee Benefits		152,202	199,387	218,395	218,395
Other Expenses		244,478	530,465	373,810	488,207
<b>Subtotal: Federal Fund</b>		<b>888,219</b>	<b>1,345,652</b>	<b>1,231,255</b>	<b>1,345,652</b>
<b>Appropriated Special Fund</b>					
FTE Positions		7.50	7.50	7.50	7.50
Total Personal Services		306,942	403,450	399,400	402,550
Employee Benefits		100,233	138,572	115,320	115,892
Other Expenses		951,365	925,250	948,830	1,578,130
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>1,358,540</b>	<b>1,467,272</b>	<b>1,463,550</b>	<b>2,096,572</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		2.00	2.00	2.00	2.00
Total Personal Services		442,317	87,050	87,250	87,250
Employee Benefits		142,591	28,915	28,980	28,980
Other Expenses		29,908	278,335	323,770	323,770
<b>Subtotal: Nonappropriated Special Fund</b>		<b>614,816</b>	<b>394,300</b>	<b>440,000</b>	<b>440,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>109.50</b>	<b>115.50</b>	<b>115.50</b>	<b>115.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$8,745,602</b>	<b>\$9,190,423</b>	<b>\$9,063,404</b>	<b>\$9,892,723</b>

# Programs

## Administration

### Mission

The mission of the Administrative operation is to efficiently supervise and direct the execution and enforcement of the state's mining laws and rules and implement the inspection, enforcement, and training programs of the office.

### Goals/Objectives

- Provide leadership, management, and control for all program levels (organization, planning, communication, motivation, accounting, budgeting, payroll, purchasing, etc.).
- Provide necessary state and federal reports accounting for expenditures of General, Special, and Federal Revenues.
- Support a liaison with the Governor's Office and the West Virginia Legislature with respect to revisions of existing statutes and rules and the implementation of new statutes and rules applicable to the state's mining industry.
- Modify the safety information computer system to accommodate the Social Security privacy standards.
- Add additional user security to the safety information computer system.
- Review within 72 hours the applications for new mining permits and certificates of approval.
- Provide to the Governor and the West Virginia Legislature by July 1st each year the Annual Report and Directory of Mines detailing all operations of the office as required by statute.
- Issue bulletins to the mining industry via the agency Web site regarding accident alerts and regulation changes.
- Post current information on the agency's Web site regarding agency actions, training, classes, and instructional materials.
- Establish a mine mapping program (with the West Virginia Division of Geological and Economic Survey) by FY 2010 to review and digitize additional maps of abandoned mines in West Virginia.
- Review at least review 125,000 mine maps in FY 2006.

### Performance Measures

- ✓ Published and distributed the 2004 Annual Report and Directory of Mines within the deadline.

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Permits closed	380	413	467	401	390	385
New permit approvals issued	274	339	347	438	450	475
Approval extensions issued	1,934	1,826	1,842	1,900	1,950	1,975
Site specific permits issued	936	856	1,020	1,040	1,050	1,055

## Inspection and Enforcement

### Mission

Reduce the number of mining fatalities and decrease the frequency and severity of injuries, accidents, and noncompliance with the mining laws and rules by conducting thorough inspections and comprehensive investigations in accordance with West Virginia mining mandates.

## Goals/Objectives

- Inspect all underground coal mines a minimum of four times each year.
- Inspect all surface coal mines, preparation plants, and quarry mines a minimum of twice each year.
- Electrical inspectors must inspect all operations assigned to them a minimum of once each year.
- Inspect all independent contractors performing services or construction at each mine site during each agency inspection.
- Issue appropriate notices and orders for each violation noted.
- Respond immediately (upon notification) to serious or fatal accidents.
- Respond promptly (within 48 hours of notification) to complaints from any miner, at any mine, relative to dangerous conditions or to noncompliance with pertinent laws or rules.
- Conduct a comprehensive investigation for each fatality or serious accident, making a formal written report to the director of the Office of Miners' Health, Safety, and Training, and placing a special emphasis on preventing reoccurrence. (A serious accident—e.g., fire, explosion, roof fall, inundation—is one that has the potential to cause a fatality.)
- Consult with management and labor in the development and approval of required mining plans (roof control, ventilation, comprehensive mine safety programs, etc.).
- Provide advice to the mining industry regarding the achievement and maintenance of compliance with mandatory standards.

## Performance Measures

- ✓ There were 12 mining fatalities in West Virginia in 2004, and eight in 2003.

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Total inspections (all types)	5,787	5,990	5,984	6,000	6,100	6,200
Investigations conducted at request of miners	267	N/A	289	270	275	280
Violations issued by mine inspectors	6,539	6,800	8,454	8,500	8,500	8,700
Lost time injuries of mining personnel*	1,138	1,175	1,075	1,200	1,225	1,250

\* Occasions when mining personnel were unable to work their next shift due to injuries.

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## Training

### Mission

Establish and implement aggressive programs to reduce the number of fatalities and to decrease the frequency and severity of injuries, accidents, and noncompliance with the mining laws and rules.

### Goals/Objectives

- Train coal miners and independent contractors in disciplines requiring state certifications (foreman, electrician, mine examiner, etc.).
- Monitor private sector training classes to ensure quantity and quality of training.
- Administer certification examinations in 29 specific areas to coal miners and independent contractors.
- Provide training to other mine emergency rescue teams throughout West Virginia in mine emergency operations; mine rescue; bench man; first-aid; emergency medical services; self-contained, self-rescuer devices; AC/DC electrical safety; and recognition of real and potential mine hazards.
- Preserve the annual certification status from the state and federal governments for individual members of two mine emergency rescue teams from the Office of Miners' Health, Safety, and Training. (Team members are required to participate in eight hours of mine emergency training every two months.)



*Office of Miners' Health, Safety, and Training Programs*

- Annually review and approve or modify site-specific comprehensive safety programs required of each entity in the mining industry.
- Conduct, sponsor, and/or judge approximately 50 mine rescue, first-aid, bench man, and preshift (pre-shift checks by mine foremen) contests throughout the summer at the local, state, and national levels to ensure the adequacy of emergency preparedness. (The national competition is once every two years.)

**Performance Measures**

- ✓ Enacted a rule governing safety training for clearing crews due to a recent fatal and nonfatal accidents.
- ✓ Developed a training course for clearing crews, with over 800 employees completing the course—eight hours of task specific instruction and eight hours of first aid and emergency procedures.
- ✓ Designed and equipped a mobile electrical training unit with various electrical simulation panels—training provided upon request to over 850 apprentice and certified mining electricians since the unit's completion.
- ✓ Developed and provided a four-day class each quarter to qualify diesel equipment instructors—over 75 employees have been trained. (These instructors can now train diesel equipment mechanics to perform maintenance, equipment testing, and reporting at the mine.)
- ✓ Reviewed, updated, and modified comprehensive safety programs for 2,054 independent contractors, 285 deep mines, 207 surface mines, 155 prep plants/load-outs, and 70 quarries.
- ✓ Participated in 50 mine rescue, first-aid, preshift, and/or bench man contests in FY 2005.

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Certification examinations administered	5,861	10,000	12,606	14,900	16,000	17,000
Total mining certifications issued	6,525	9,700	13,430	16,000	18,000	19,000
Supervisory mining certifications issued	433	390	534	596	620	550



Department of Commerce

# Division of Forestry

## Mission

The Division of Forestry's mission is to protect, nurture, and promote the wise utilization of the State's forest resources to ensure that they are a major contributor to the State's economy on a sustainable basis in the most practical, cost-efficient manner.

## Operations

### *Cooperative Forestry Assistance*

- Promote and increase forest management activities through use of private consultants.
- Provide technical assistance for several federal forestry cost-share programs.
- Provide environmental education to schools and other groups.
- Provide training to the forest industry to increase the utilization of the forest resource through improved operations.

### *Fire Mobilization and Suppression*

- Provide forest fire suppression.
- Train volunteers, volunteer fire departments, and others in forest fire suppression techniques.
- Investigate causes of forest fires.
- Maintain emergency fire tool caches.
- Provide prevention education through the Smokey Bear program.
- Provide homeowner assistance in the wildland/urban interface.

### *Forest Tree Nursery*

- Grow forest tree seedlings for sale to landowners for reforestation and reclamation purposes.
- Maintain forest tree seed production areas.

### *Technical Forestry Services*

- Perform forest fire prevention and preparedness activities.
- Provide technical assistance to nonindustrial private forest landowners.
- Administer Logging Sediment Control Act, including training, certification, and enforcement.
- Weigh and certify ginseng for export.
- Manage eight state forests for multiple uses.

### *Urban and Community Forestry*

- Assist urban residents with conservation education in proper care of shade and street trees.
- Assist communities with urban tree planting and maintenance programs.
- Conduct training for communities and tree care firms.
- Promote the National Arbor Day Foundation Tree City USA program to all cities with an urban forestry program.

## Recommended Improvements

- ✓ Additional spending authority of \$930,027 in Federal Funds for the USDA Forest Service Forestry Legacy program.

Division of Forestry  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Cooperative Forestry Assistance	4.00	\$364,654	\$2,410,178	\$2,413,456	
Fire Mobilization & Suppression	7.00	706,745	601,023	610,406	
Forest Tree Nursery	7.50	272,648	316,110	318,941	
Technical Forestry Services	100.00	5,866,891	7,517,361	7,071,440	
Urban & Community Forestry	4.00	218,934	289,857	212,864	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>122.50</b>	<b>7,429,872</b>	<b>11,134,529</b>	<b>10,627,107</b>	<b>11,656,837</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		55.00	54.00	54.00	54.00
Total Personal Services		1,533,906	1,709,440	1,678,390	1,725,190
Employee Benefits		614,897	816,188	796,577	796,577
Other Expenses		397,659	471,569	471,569	471,569
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>2,546,462</b>	<b>2,997,197</b>	<b>2,946,536</b>	<b>2,993,336</b>
<b>Federal Fund</b>					
FTE Positions		10.00	11.00	11.00	11.00
Total Personal Services		382,235	435,399	427,604	435,399
Employee Benefits		139,652	135,494	129,860	135,494
Other Expenses		1,113,797	2,648,742	2,648,742	3,574,911
<b>Subtotal: Federal Fund</b>		<b>1,635,684</b>	<b>3,219,635</b>	<b>3,206,206</b>	<b>4,145,804</b>
<b>Appropriated Special Fund</b>					
FTE Positions		57.50	57.50	57.50	57.50
Total Personal Services		1,664,224	2,109,786	2,106,312	2,109,786
Employee Benefits		360,286	815,803	796,470	815,803
Other Expenses		1,223,216	1,592,108	1,571,583	1,592,108
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>3,247,726</b>	<b>4,517,697</b>	<b>4,474,365</b>	<b>4,517,697</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	400,000	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>122.50</b>	<b>122.50</b>	<b>122.50</b>	<b>122.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$7,429,872</b>	<b>\$11,134,529</b>	<b>\$10,627,107</b>	<b>\$11,656,837</b>



Division of Forestry  
**Programs**

## **Cooperative Forestry Assistance**

### **Mission**

The mission of Cooperative Forestry Assistance is to assist in rural area development and improve the quantity and quality of forest resources on private land through federal cost-share program administration, as well as through technical and financial assistance provided by public and private foresters.

### **Goals/Objectives**

- Award 55 grants annually to forest landowners under the federal Forest Land Enhancement Program.
- Contract with and train 50 consultants annually to write forest management plans for forest landowners under the Federal Forest Stewardship Program.
- Provide 12 educational workshops annually for West Virginia registered professional foresters.
- Assist landowners with harvesting and marketing of forest products on at least 3000 acres annually, as funding allows.
- Provide planning and technical guidance for commercial reforestation of ten surface mined areas annually.
- Purchase conservation easements for forestland totaling approximately 1,500 acres annually using the USDA Forest Service Forestry Legacy program.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Forestry consultants placed under contract for stewardship plans	61	42	60	60	50	50
Forestland property harvested with technical assistance (in acres)	3,109	3,553	3,000	3,553	3,000	3,000
Forestland placed under conservation easement (in acres)	N/A	N/A	150	0	150	2,800

## **Fire Mobilization and Suppression**

### **Mission**

The mission of Fire Mobilization and Suppression is to reduce the wildfire occurrences and acreage burned in West Virginia.

### **Goals/Objectives**

- Alert the general public of current and projected levels of wildfire danger.
- Conduct a minimum of 575 wildfire prevention programs each year, primarily in elementary schools.
- Reduce the occurrence of human caused wildfires.
- Improve wildfire response time from one hour and ten minutes to one hour.
- Train volunteer fire department personnel for wildland fire suppression and provide them with lightweight fire fighting protective clothing.
- Supply volunteer fire departments with fire suppression equipment worth over \$1 million annually via the federal Excess Personal Property program.
- Educate forest landowners and the general public of the damage caused by wildfires.
- Rebid the aerial fire suppression contract by October 2006.

## Performance Measures

- ✓ Initiated the red flag fire danger alerting system in FY 2005.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Wildfire prevention programs conducted	613	601	575	585	575	575
Wildland fire suppression training	164	142	150	108	150	145

## Forest Tree Nursery

### Mission

Forest Tree Nursery provides a dependable source of quality forest tree seedlings for reforestation, Christmas tree production, reclamation, erosion control, and wildlife habitat improvement purposes.

### Goals/Objectives

- Operate a forest tree nursery to produce 1.5 million forest tree seedlings annually.
- Maintain the number of native tree seedlings produced at the nursery at 75% of total seedling production.
- Maintain a seed orchard for superior seed production of yellow poplar and white pine.
- Produce annually a minimum of 15,000 thousand American chestnut, chinquapin, and butternut seedlings to enhance the regeneration programs for these species.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Seedlings processed and shipped (in millions)	1.4	1.0	1.0	1.4	1.5	*1.2
A. Chestnut, Chinquapin, and butternut seedlings produced (in thousands)	33.49	27.06	20.00	19.89	22.74	22.51

\* Seedling production will be down because of failure of seed to germinate as expected.

## Technical Forestry Services

### Mission

Technical Forestry Services assists the forest landowners and industry to protect, manage, and utilize the forest resources of the state in an economically beneficial and environmentally sound manner so as to improve the health and productivity of the forest resources (mandated under W.Va. Code §§19 and 20).

### Goals/Objectives

- Develop forest land management plans for 250 landowners of forested acreage promoting active multiple use management (e.g., for timber products, nontraditional forest products, hunting, fishing, hiking, biking, wildlife habitat, bird watching).
- Limit the damage resulting from forest fires.
- Inspect each timber harvesting operation three times (i.e., during initial start, middle, and closeout) by 2012.
- Increase the utilization of forest resources through improved operational efficiency.

*Division of Forestry Programs*

- Conduct ten classes each year to educate landowners and the industry of the need to protect and manage the forest resource annually.
- Develop and maintain silvicultural demonstration areas on eight state forests.
- Increase the number of stewardship certified and registered foresters available to assist forest landowners.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Forest land plans developed	195	203	250	345	250	250
Acres included in the newly developed forest land plans	22,607	14,545	30,000	34,875	30,000	20,000
Percent of goal for inspections of timbering operations	50%	53%	60%	55%	60%	70%

***Urban and Community Forestry***

**Mission**

The mission of the Urban and Community Forestry program is to provide leadership and promote long-term tree care programs for cities and communities throughout the state.

**Goals/Objectives**

- Encourage 50 communities each year to develop long-term tree care programs through technical and financial assistance.
- Provide six tree planting and/or tree pruning training workshops each year to local government and volunteers involved with tree care activities.
- Award ten Demonstration City, Cool Community, and Mountaineer Treeways program grants to communities for tree planting projects.
- Recruit 20 volunteers to become a component of all urban forestry programs annually.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Assists to communities	184	200	150	215	130	150
Urban trees established/maintained	3,029	3,269	3,000	*1,306	2,000	2,500
Pruning/planting workshops conducted	5	7	5	5	6	6

\* The National Tree Trust program ended during FY 2005.



Department of Commerce

# Division of Labor

## Mission

The mission of the Division of Labor, as created in 1889, is to protect lives and health and to promote the prosperity of workers in West Virginia. This mission is accomplished through enforcing legislation in both the workplace and marketplace.

## Operations

### *Administration*

- Manage the division; supply policy decisions, fiscal control, personnel training and public information; strive to improve labor-management relations; and prepare the occupational injury and illness report required by federal law.

### *Amusement Rides*

- Protect the public by enforcement of amusement ride safety law.

### *Boiler*

- Ensure the safety of high pressure boilers.

### *Crane Operator Certification*

- Testing and licensure of crane operators and enforcement of safety standards and practices.

### *Contractor Licensing*

- Enforce the contractor licensing law on behalf of the Contractor Licensing Board.

### *Elevator Safety*

- Ensure the safety of elevators and other lifting devices used by the general public by enforcing the Elevator Safety Act.

### *Manufactured Housing*

- Protect consumers by enforcement of manufactured housing standards per state law and federal Housing and Urban Development (HUD) standards on behalf of the manufactured Housing Construction and Safety Standards Board.

### *Safety*

- Protect workers in the state from safety hazards as per state law and federal Occupational Safety and Health Administration (OSHA) standards.

### *Wage and Hour*

- Protect workers in the state from wage and hour law violations, and collect and pay out wage bonds.

### *Weights and Measures*

- Protect commercial operation and consumers by administering and enforcing W.Va. Code §47, regulating trade and commerce in the state, and protecting consumers.

## Recommended Improvements

- ✓ Includes \$94,738 for vehicle replacement.

Division of Labor  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	15.00	\$901,003	\$888,634	\$883,380	
Boiler Safety	2.00	94,855	110,500	116,325	
Contractor Licensing	23.60	1,110,781	1,522,067	1,345,503	
Crane Operator Certification	1.60	72,043	85,012	85,471	
Elevator/Amusement Ride Safety	4.00	169,876	261,806	266,306	
Manufactured Housing	7.00	371,828	378,309	394,128	
OSHA Consultation Program	8.00	541,277	629,055	575,187	
Wage & Hour	14.80	602,193	679,611	702,809	
Weights & Measures	30.60	1,518,459	1,665,320	1,640,621	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>106.60</b>	<b>5,382,315</b>	<b>6,220,314</b>	<b>6,009,730</b>	<b>6,283,745</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		54.44	57.43	57.43	57.43
Total Personal Services		1,502,204	1,680,532	1,651,801	1,697,188
Employee Benefits		599,790	693,735	727,959	727,959
Other Expenses		731,073	650,008	614,257	708,995
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>2,833,067</b>	<b>3,024,275</b>	<b>2,994,017</b>	<b>3,134,142</b>
<b>Federal Fund</b>					
FTE Positions		7.36	8.36	8.36	8.36
Total Personal Services		268,710	275,770	252,898	275,770
Employee Benefits		89,869	104,749	97,709	104,749
Other Expenses		158,075	168,156	190,215	168,156
<b>Subtotal: Federal Fund</b>		<b>516,654</b>	<b>548,675</b>	<b>540,822</b>	<b>548,675</b>
<b>Appropriated Special Fund</b>					
FTE Positions		40.85	37.05	37.05	37.05
Total Personal Services		925,034	1,187,331	1,120,157	1,187,331
Employee Benefits		365,247	508,058	501,060	508,058
Other Expenses		512,673	614,429	563,190	615,055
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>1,802,954</b>	<b>2,309,818</b>	<b>2,184,407</b>	<b>2,310,444</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		3.76	3.76	3.76	3.76
Total Personal Services		132,164	136,337	133,141	133,141
Employee Benefits		46,595	50,458	51,133	51,133
Other Expenses		50,881	150,751	106,210	106,210
<b>Subtotal: Nonappropriated Special Fund</b>		<b>229,640</b>	<b>337,546</b>	<b>290,484</b>	<b>290,484</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>106.41</b>	<b>106.60</b>	<b>106.60</b>	<b>106.60</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$5,382,315</b>	<b>\$6,220,314</b>	<b>\$6,009,730</b>	<b>\$6,283,745</b>



Division of Labor  
**Programs**

**Administration**

**Mission**

Administration manages the division and develops and implements policy, fiscal control, personnel administration, public information, and necessary support services for the operating section. In addition, Administration also ensures that the division has the most current software and hardware to meet the demands of office automation needs in the modern workplace.

**Goals/Objectives**

- Continual improvement of the quality of supervision.
- Improvement of the quality and quantity of training.
- Improvement of the effectiveness of communications—both internally and with those regulated by the public and other government entities.
- Continuing efforts for more efficient expenditures to implement statutory mandates.
- Continuing efforts to review and update policies.

**Performance Measures**

- ✓ Provided effective and efficient services to the public with limited funds and resources.
- ✓ 100% completion of BRIM driver training course and establishment of a safety committee to implement initiatives to reduce losses and reduce costs.

**Amusement Rides**

**Mission**

To provide for the safety of all amusement rides and amusement attractions in the state.

**Goals/Objectives**

- Process registration of amusement rides/attractions to ensure safety inspections are conducted and required liability insurance is adequate and in force.
- Monitor events using amusement rides/attractions to ensure rides/attractions are properly registered; issue operating permit at first playdate of equipment during the calendar year.
- Investigate accidents and/or complaints of safety; issue cease and desist orders to rides/attractions failing to meet safety requirements.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Rides/attractions registered	N/A	N/A	N/A	N/A	760	760
Operating permits issued	N/A	N/A	N/A	N/A	750	750
Cease and desist orders issued on devices failing to meet registration/safety requirements	N/A	N/A	N/A	N/A	10	10

## Boiler Safety

### Mission

To ensure that all steam boilers carrying more than 15 pounds of pressure and operating in the state are inspected for safety and meet specifications.

### Goals/Objectives

- Inspect uninsured boilers once a year to ensure they meet safety requirements as set forth by the National Board of Boiler and Pressure Vessel Inspectors and the American Society of Mechanical Engineers, and issue permits to operate to those that meet the requirements.
- Process inspection reports, submitted annually, from commissioned insurance inspectors for boilers that are insured, and issue permits to those that meet the requirements.
- Condemn boilers found to be unsafe to operate.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Boilers inspected for safety requirements	674	677	680	672	675	675
Boilers passing safety inspection	673	675	678	670	673	673
Boilers rejected for safety violations	1	2	2	2	2	2

## Contractor Licensing

### Mission

Enforce and administer the West Virginia Contractors Licensing Act.

### Goals/Objectives

- Require annual licensing of all companies desiring to perform contracting work in the state.
- Ensure proper registration with the Tax Division, BrickStreet Mutual Insurance, Bureau of Employment Programs, and the posting of a proper wage bond.
- Maintain compliance inspection review program, incorporating routine field inspection and Charleston-based office administration.
- Coordinate with contractor licensing enforcement and wage and hour compliance with wage and hour acts.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Cease and desist orders issued	544	620	500	226	500	500
Licenses withheld for noncompliance with other agencies	1,150	1,150	1,500	884	1,500	1,000
Contractor license inspections	7,605	5,316	N/A	2,248	2,300	2,300

## Crane Operator Certification

### Mission

The mission of this program is to enforce the Crane Operator Certification Act through testing and licensure of mobile crane operators.

### Goals/Objectives

- Enforce and administer statute requiring any person operating a mobile crane in West Virginia to be examined and certified for safe operation.
- Coordinate written and practical examination sessions at times and places convenient to the demand.
- Review and approve third party training programs designed to qualify operators for certification.
- Perform job-site inspections to ensure that crane operators are certified and performing properly.
- Promote general workplace safety in the use of mobile cranes.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Certifications issued	1,807	1,807	1,850	1,398	1,500	1,500
Job site inspections	205	205	500	79	200	200
Training program audits	2	2	2	2	0	1

## Elevator Safety

### Mission

The Elevator Safety section ensures safety of elevators and other lifting devices used by the general public by enforcing the Elevator Safety Act.

### Goals/Objectives

- Ensure all nonexempt elevators are inspected once a year for safety requirements.
- Process inspection reports submitted by private inspectors and issue certificates of operation for devices meeting the minimum safety requirements.
- Seal out-of-service elevators failing to meet minimum safety requirements.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Inspection reports processed	N/A	N/A	N/A	N/A	3,853	3,870
Certificates of operation issued	N/A	N/A	N/A	N/A	3,833	3,850
Devices sealed out of service	N/A	N/A	N/A	N/A	20	20

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## Manufactured Housing

### Mission

The Manufactured Housing section provides for the safety and protection of consumers purchasing manufactured homes by the enforcement of federal HUD code manufactured home construction and safety standards and the West Virginia manufactured housing safety standards.

### Goals/Objectives

- Provide administrative recourse to all consumers of manufactured homes.
- Licensing and participation in the State Manufactured Housing Recovery Fund of all manufactured housing manufacturers, dealers, or contractors in this state.
- Site inspection of complaints filed by consumers.
- Assure licensee compliance with standards and regulations by inspection audits of consumers' homes.
- Conduct dealer lot audits to ensure product compliance with standards and regulations.
- Conduct licensee disciplinary hearings to ensure consumer effective recourse.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Letters of correction and violations issued	422	425	45	415	450	450
Licensee licenses revoked or suspended	1	29	6	3	6	3
Mobile homes fixed	61	56	45	19	45	25

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## OSHA Consultation Program

### Mission

The OSHA Consultation Program section assists small, high-hazard employers to provide safe and healthful workplaces for their employees.

### Goals/Objectives

- Provide safety and health consultations to employers at their request.
- Focus consultation efforts on small, high hazard employers.
- Conduct consultation within 30 days of request.
- Include employees in some phase of the process in 100% of the consultations.
- Verify correction of 100% of identified serious hazards within 14 days of the correction date.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Consultations to identify safety/health hazards*	309	287	210	204	174	210
Lag time following request (days)	22	20	20	33	20	20
Serious hazards corrected within 14 days	96%	96%	96%	92%	96%	96%

\* FY 2006 estimates are lower due to one less position for this program.

## Wage and Hour

### Mission

To ensure that West Virginia workers are paid all wages and fringe benefits due them for hours worked and to ensure a level playing field among state businesses and contractors.

### Goals/Objectives

- Ensure that all West Virginians are paid all wages and fringe benefits due them for hours worked.
- Ensure West Virginians are paid the current minimum wage and overtime pay when applicable.
- Ensure that construction workers are paid the current prevailing wage for work performed on state projects.
- Protect children under the age of 18 by assuring they are working in a nonhazardous environment and are working within hourly limits of the child labor laws.
- Ensure the posting of adequate wage bonds.
- Protect state nurses from being forced into working mandatory overtime.
- Ensure the employees of the state are eligible for legal employment.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Wages collected (in millions)	\$3.593	\$2.027	\$2.233	\$1.479	\$2.130	\$1.690
Employees affected	1,872	988	1,654	1,195	1,217	1,020
New wage bonds processed (in millions)	\$19	\$15	\$19	\$20	\$18	\$18

## Weights and Measures

### Mission

Weights and Measures provides a solid business infrastructure based on equitable transactions with consumers and assures to device owners and buyers of commodities accurate measurements and fuel quality through enforcement and administration of the Weights and Measure Act.

Uniformly applying weights and measures standards to commercial transactions is one of the most important supports to the economy. Our target groups are consumers who purchase commodities in the marketplace and the businesses who offer these commodities for sale. Consumers benefit from accurate measurements of the products they purchase and are protected from unfair or deceptive trade practices. For state businesses, the positive outcomes of the Weights and Measures programs are numerous; uniformity fosters good will, minimizes trade barriers to interstate commerce, and increases West Virginia's opportunities for international export trade.

Potential losses to buyers and sellers can be very costly. For example, an inaccuracy of slightly more than one tablespoon per five gallons at gasoline pumps equals a national error of \$125 million annually—almost the equivalent of the annual cost of all United States weights and measures programs combined.

### Goals/Objectives

- Register, test, and inspect once a year every commercial weighing or measuring device and retail scanner in the state.
- Evaluate and prescribe the method of sale of commodities, and perform regular package testing for net content compliance.



*Division of Labor Programs*

- Register, train, and oversee the activities of all weights and measures service persons and agencies.
- Enforce and administer the fuel quality law, ensuring that all motor fuels offered for sale in the state meet or exceed national standards.
- Register all companies who fall under the purview of the Bedding and Upholstery Act.
- Register and inspect all companies who wish to terminate business activities at a business location under the Going Out of Business Law.
- Operate and maintain the Weights and Measures (W&M) Laboratory, calibrating, testing, and supplying traceability to national standards used in the inspection of commercial weighing or measuring devices.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Inspections for accuracy of commercial measuring devices	26,663	27,994	24,000	23,848	26,000	27,000
Fuel samples tested for quality	549	624	700	526	725	750
Standards calibrations performed at W&M Laboratory	7,122	7,869	7,900	7,984	8,000	8,100

*Department of Commerce*

# Division of Natural Resources

## Mission

The Division of Natural Resources (DNR) is committed to providing a comprehensive program for the exploration, conservation, development, protection, enjoyment, and use of the state's renewable resources and to preserve and protect natural areas of unique or exceptional scenic, scientific, cultural, archaeological, or historic significance and to provide outdoor recreational opportunities.

## Operations

### *Administrative Section*

- Process all payrolls and administer all employee benefit programs for the DNR.
- Process all procurement and purchasing transactions.
- Maintain inventory control.
- Maintain records management system.
- Manage statewide, two-way radio communications network.
- Coordinate central mail and messenger operations.
- Prepare financial statements and reports for the total division.
- Receive, deposit, and invest all funds.
- Provide computer programming, network administration, and data management services for the division.
- Pay division obligations.
- Prepare the annual appropriation request for the division.
- Prepare the annual expenditure schedule, and monitor expenditures for the division.
- Manage automated clearinghouse federal payment systems.
- Act as liaison for negotiation and preparation of the division's indirect cost allocation plan.
- Prepare, coordinate, and process legislative fiscal notes.
- Manage *Wonderful West Virginia* magazine.

### *Law Enforcement Section*

- Responsible for the prompt, orderly, and effective enforcement of all laws of W.Va. Code §20 and regulations promulgated under that authority.
- Protect West Virginia's wildlife resources to the degree they are not endangered by unlawful activities.
- Provide a highly visible, uniformed conservation officer patrol sufficient to deter violations.
- Responsible for law enforcement of warrants.
- Responsible for investigating crop and property damages caused by certain species of wildlife.
- Responsible for administering and conducting all hunter and motorboat education in West Virginia, allowing section to receive approximately \$667,000 in federal funds.
- Provide educational and youth programs for West Virginia.
- Responsible for patrolling federal properties and reservoirs, (e.g., Monongalia National Forest and Corps of Engineer lakes).
- Responsible for special operations during times of emergencies.
- Assist other police agencies.
- Enforce current laws and regulations governing whitewater rafting in West Virginia.
- Promote public safety in the whitewater industry.
- Protect the whitewater rivers as a resource.

### *Real Estate Management Section*

- Coordinate real estate title, acquisition, management, and disposal of state-owned or long-term leased recreational property

## *Division of Natural Resources*

### ***State Parks Section***

- Promote conservation by preserving and protecting areas of unique or exceptional scenic, scientific, cultural, archaeological, or natural significance.
- Provide outdoor recreation and vacation experiences for the public.
- Attract and serve visitors to the state, thereby stimulating the tourism economy.
- Operate in the most efficient manner possible and consistent with other goals and state code mandates.

### ***Wildlife Resources Section***

- Manage state's wildlife resources for the use and enjoyment of our citizens.
- Maintain and perpetuate fish and wildlife at levels compatible with available habitat.
- Provide maximum opportunities for recreation, research, and education.
- Adhere to sound science and fiscal principles, allowing the section to receive approximately \$5.8 million annually in federal aid for fish and wildlife restoration.
- Provide information to the public concerning the state's wildlife resources and associated recreational opportunities.
- Provide hunting and fishing licenses to county clerks and approximately 500 license agents statewide, and maintain individual license agent records.





Division of Natural Resources

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
General Administration & Management	51.40	\$3,233,475	\$9,280,215	\$8,530,237	
Capital Improvements & Land Acquisition - Parks	0.00	5,463,801	14,822,030	3,000,000	
Federal Boating Safety	0.00	90,778	100,000	100,000	
Federal Hunter Education	6.00	588,090	567,556	567,557	
General Law Enforcement	133.82	8,806,548	9,707,618	9,148,674	
Highway Beautification & Litter Control	0.00	456,949	630,000	0	
Lease Purchase Payments	0.00	184,658	110,721	110,721	
Litter Control	0.00	19,481	80,000	0	
Major Repairs & Alterations	0.00	1,729,102	1,478,727	1,442,490	
Planning, Engineering & Maintenance	10.00	569,812	557,510	557,510	
Real Estate Management Section	7.17	555,821	820,438	657,731	
Recycling Assistance	0.00	1,747,110	0	0	
State Park Administration	7.00	761,575	789,554	789,554	
State Park, Forest & Wildlife Management Area Operations	417.51	29,683,635	32,432,451	30,348,756	
West Virginia Make It Shine Program	0.00	34,507	0	0	
Whitewater Study & Improvement	1.00	83,797	185,000	185,000	
Wildlife Resources Administration	31.85	3,256,630	5,883,846	3,006,284	
Wildlife Resources Cold Water Fish Management	37.00	2,743,174	4,607,057	3,681,779	
Wildlife Resources Diversity Program	18.00	2,042,008	2,450,445	2,301,890	
Wildlife Resources Special Projects	0.00				
Wildlife Resources Technical Support	16.00	1,037,530	990,449	1,040,843	
Wildlife Resources Warm Water Fish Management	26.80	2,310,346	5,660,814	4,545,818	
Wildlife Resources Wildlife Management	87.00	5,886,346	9,223,894	9,782,149	
Wonderful West Virginia Magazine	2.00	698,245	724,400	714,641	
Youth Environmental Education	0.00	98,911	0	0	
Less: Reappropriated		(8,955,409)	(15,835,649)	0	
<b>TOTAL BY PROGRAM</b>	<b>852.55</b>	<b>63,126,920</b>	<b>85,267,076</b>	<b>80,511,634</b>	<b>82,368,159</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		265.08	265.08	265.08	265.08
Total Personal Services		7,690,726	7,629,894	7,480,671	7,722,843
Employee Benefits		3,481,871	3,596,758	3,432,911	3,432,911
Other Expenses		498,458	429,822	544,244	544,244
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>11,671,055</b>	<b>11,656,474</b>	<b>11,457,826</b>	<b>11,699,998</b>
<b>Federal Fund</b>					
FTE Positions		82.75	82.75	79.75	79.75
Total Personal Services		3,314,358	4,207,469	4,071,994	4,207,469
Employee Benefits		1,058,380	1,570,730	1,455,093	1,570,730
Other Expenses		2,583,581	3,069,956	3,188,739	4,177,756
<b>Subtotal: Federal Fund</b>		<b>6,956,319</b>	<b>8,848,155</b>	<b>8,715,826</b>	<b>9,955,955</b>

*Division of Natural Resources Expenditures*

(Continued)	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>Appropriated Special Fund</b>					
FTE Positions		295.30	288.30	291.30	291.30
Total Personal Services		10,023,745	11,355,678	10,885,184	11,355,678
Employee Benefits		3,015,614	4,743,646	4,677,447	4,743,646
Other Expenses		14,201,566	27,930,989	11,365,649	11,148,257
Less: Reappropriated		(8,955,409)	(15,835,649)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>18,285,516</b>	<b>28,194,664</b>	<b>26,928,280</b>	<b>27,247,581</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		216.42	216.42	216.42	216.42
Total Personal Services		10,312,275	10,682,832	10,521,992	10,521,992
Employee Benefits		3,413,439	3,610,961	3,430,609	3,430,609
Other Expenses		12,488,316	22,273,990	19,457,101	19,512,024
<b>Subtotal: Nonappropriated Special Fund</b>		<b>26,214,030</b>	<b>36,567,783</b>	<b>33,409,702</b>	<b>33,464,625</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>859.55</b>	<b>852.55</b>	<b>852.55</b>	<b>852.55</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$63,126,920</b>	<b>\$85,267,076</b>	<b>\$80,511,634</b>	<b>\$82,368,159</b>

## Programs

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### **General Administration and Management**

#### **Mission**

The General Administration and Management section provides data processing, planning, budgeting, general accounting, and fiscal and personnel management; and provides administrative/management services to support state park, forest, *Wonderful West Virginia* magazine, wildlife management area operations, Law Enforcement section operations, and Wildlife Resources section operations.

#### **Goals/Objectives**

- Engineer an investment system to ensure DNR sections receive interest from funds generated by fines, fees, sales, and contributions.
- Develop local area computer networks to link DNR Charleston central office sections.
- Implement capital improvement and state park project reporting/tracking system.
- Generate weekly hunting and fishing license and state park weekly revenue comparisons.
- Educate and provide training sessions for employees through Equal Employment Office and other employee training programs.
- Generate gross profit worksheet report for parks.

#### **Performance Measures**

- ✓ No findings relating to the Comprehensive Annual Financial Report.

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### **Capital Improvement and Land Acquisition—Parks**

#### **Mission**

The Capital Improvement and Land Acquisition—Parks program is responsible for developing new park facilities or major additions to existing facilities. The current emphasis is on successful completion of numerous other capital, compliance, and repair projects systemwide.

#### **Goals/Objectives**

- Plan and initiate projects necessary to improve park system infrastructure.
- Update database and assign priorities to land adjacent to state parks that may be considered for purchase if the current use of that land changes and adversely impacts view sheds, visitor experiences, resource protection, etc.
- Periodically revise the three-year and ten-year budget plans that prioritize and identify capital needs.

#### **Performance Measures**

- ✓ Replaced the water reservoir at Babcock State Park.
- ✓ Replaced the water tower at Cass Scenic Railroad State Park.
- ✓ Paved 87 campsite parking pads at Beech Fork State Park.
- ✓ Replaced the Falls boardwalk at Blackwater Falls State Park.
- ✓ Restored the Tu-Endie-Wei monument.
- ✓ Constructed a restroom at Beech Fork State Park.
- ✓ Replaced the roof on the depot at Cass Scenic Railroad State Park.
- ✓ Replaced the sewage lift stations at Cacapon, Tomlinson Run, and Watoga State Parks.
- ✓ Constructed a bin wall and pergola at Blennerhassett Island Historical State Park.
- ✓ Revised the three-year plan.

## **Federal Boating Safety**

### **Mission**

The mission of the Federal Boating Safety program is to promote safety and enjoyment for everyone who uses the waterways of the state through increased specialized patrols, educational opportunities, public awareness, and regulations, thereby reducing accidents, saving lives, and minimizing property damage.

### **Goals/Objectives**

- Increase boating patrol hours by 65 by the end of FY 2007.
- Increase boating activity arrests to 350.
- Reduce boating fatalities by 10% each year.
- Increase public awareness of the need for boating safety.
- Keep officers' training updated, and keep them properly equipped.
- Recruit volunteer instructors for the boating safety course.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Boating patrol hours	6,197	5,406	8,050	7,715	7,780	7,780
Boating arrests	259	273	350	324	350	350
Registered boats	56,833	59,462	60,000	63,504	64,000	67,000

## **Federal Hunter Education**

### **Mission**

The primary mission of the Federal Hunter Education program is to promote safety and enjoyment through increased educational opportunities and public awareness for everyone who uses the natural resources of the state. With this in mind, the reduction of hunter-related deaths and injuries is the foremost goal.

### **Goals/Objectives**

- Reduce hunting accidents and fatalities through training and education.
  - \* Teach at least 275 ten-hour hunter education classes in FY 2006.
  - \* Reach more of the adult population by adding at least five percent more students each year.
- Maintain a sufficient number of quality volunteers in areas where needed.
- Ensure that all facilities are handicapped accessible.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Ten-hour classes held statewide	295	318	500	271	275	275
Attendees	8,907	9,267	10,000	8,422	9,000	10,000
Students certified	8,194	8,544	11,000	7,981	8,000	8,000

## General Law Enforcement

### Mission

The mission of the General Law Enforcement section is to conserve and protect the natural resources of the state by strict enforcement, education, and public awareness, thereby promoting voluntary compliance with all state laws.

### Goals/Objectives

- Increase field officers.
- Increase presence on waterways and in farming communities.
- Increase officer involvement in youth education.

#### Increase training for conservation officers.

- Increase specialized equipment for officers.
- Increase communication capabilities to make officers more available to the public.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Complaints investigated	8,010	8,069	8,100	8,056	8,100	8,100
Warnings issued	3,390	4,095	4,000	4,065	4,075	4,075
Prosecutions for violations	6,176	6,957	6,500	6,957	6,967	6,967

## Lease Purchase Payments

### Mission

The Lease Purchase Payment program is responsible for procurement of certain types of equipment too expensive or with needs too diverse to address completely in one budget cycle (e.g., systemwide golf maintenance equipment replacement, phone system replacement, or vehicle replacement).

### Goals/Objectives

#### Make obligatory payments on past or current year lease purchases.

- Make payments for vehicle replacement, golf course maintenance equipment, and farm tractors.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Payments for vehicle replacement, golf course maintenance equipment and farm tractor	N/A	\$180,098	\$120,000	\$190,122	\$110,721	\$200,000

## Major Repairs and Alterations

### Mission

The Major Repairs and Alterations program is responsible for keeping all park facilities in good repair and making necessary alterations (exclusive of major compliance or capital projects).



## Goals/Objectives

Within budgetary limitations, identify, schedule, fund, plan, and accomplish all necessary major repairs to existing facilities.

- Inspect facilities and annually update the three-year repair plans.
- Initiate and complete work either in-house or contractually.
- Stabilize facility condition, prevent further deterioration, and restore and/or improve condition.

## Performance Measures

- ✓ Repaired slip along the North Bend Rail Trail.
- ✓ Replaced roof on the mansion at Blennerhassett Island Historical State Park.
- ✓ Repaired aerial trams at Hawks Nest and Pipestem State Parks.
- ✓ Updated the three-year plan.

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## Planning, Engineering, and Maintenance

### Mission

The Planning, Engineering, and Maintenance program provides technical support, advice, and professional expertise for repairs and alterations, compliance programs, capital improvements, maintenance, and related projects.

### Goals/Objectives

Provide technical support so projects shall be planned, engineered, designed, and constructed with the following objectives in mind:

- Be consistent with the mission of Parks and Recreation (to preserve and protect natural areas of exceptional scenic, cultural, and historic significance; to provide nonurban recreational opportunities; and to serve as a model for economic growth and anchor for tourism).
- Constructed by known techniques and with available labor and equipment within a reasonable time frame, minimizing disruption to park operations and the enjoyment of park visitors.
- Capable of withstanding use by visitors and elements of weather for a reasonable period of time.
- Designed and constructed in a cost-effective manner and not in excess of budgeted funds.
- Operated, maintained, and repaired in a cost-effective manner.
- Designed and constructed to meet pertinent legal requirements and codes and to conform with generally accepted engineering and architectural standards.
- Constructed without endangering the health and safety of construction workers and to be operated without endangering the health and safety of the operators and the general public.
- Constructed, operated, and maintained without adversely affecting the environment.
- Effective in their use of energy when properly operated.
- Visually pleasing and compatible with their surroundings.

### Performance Measures

- ✓ Park visitors enjoyed use of properly engineered new and/or improved recreational, lodging, camping, and support facilities that are also in compliance with state and federal laws governing asbestos abatement, hazardous material handling/storage, accessibility for the disabled, drinking water quality, dam safety, sewage effluent discharge, etc.

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## Real Estate Management Section

### Mission

Real Estate Management Section carries out the real estate title, acquisition, management, and/or disposal of all recreational property owned or long-term leased by the division in the state.

### Goals/Objectives

- Carry out the technical and legal requirements of the following:
  - \* An average of 14 land purchases per year.
  - \* An average of ten land leases per year.
  - \* An average of five land transfers and sales per year.
  - \* Process an average of 500 right of entries.
  - \* Process an average of 400 license agreements.
- The annual record keeping and maintenance of approximately 8,600 active agreements completed in the past that have a remaining term of one to 50 years.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Land purchases	11	13	10	4	5	5
Land leases	10	9	10	6	7	7
Public Land Corporation right of entries	445	929	450	654	500	500
DNR license agreements	501	625	500	767	600	600

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## State Park Administration

### Mission

The State Park Administration section provides effective and comprehensive management of all areas, facilities, programs, budget, and personnel associated with the state park system's 49 managed locations, including parks, rail trails, and state forest and wildlife management recreation areas.

### Goals/Objectives

**Provide effective overall management.**

- Develop and distribute operations and policy manuals and establish training program.
- Provide computers to all field units.
- Develop and initiate state parks e-commerce Web site.
- Complete and maintain individual state park Web sites.

**Stimulate park lodging sales.**

- Oversee activities of group sales efforts.
- Initiate advertising efforts.
- Assist with travel show logistics and staffing.
- Develop package plans.

**Develop statewide support for parks.**

- Encourage continuance of local park foundations and statewide foundation.
- Administer Very Important Parks Person program.
- Administer foundation matching grant program.

## Performance Measures

- ✓ From guest comment cards, 94% of guests completing those cards rated their overall park experience and the park facilities as either excellent or good.
- ✓ Continue staff training and upgrading of the computerized reservation system.
- ✓ Implemented state park gift card program to replace paper gift certificates.
- ✓ Implemented safety program systemwide, and appointed a safety coordinator.
- ✓ Fully revised both policy and operations manuals.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Attendance (in millions)	7.6	7.2	7.3	7.3	7.3	7.4
New enrollees in Young People for Parks Program	389	465	400	630	650	650

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## State Park, Forest, and Wildlife Management Area Operations

### Mission

State Park, Forest, and Wildlife Management Area Operations promotes conservation by preserving and protecting areas of unique or exceptional scenic, scientific, cultural, archaeological, or natural significance; provides outdoor recreation and vacation experiences for the citizens of West Virginia; and attracts and serves visitors to the state.

### Goals/Objectives

#### Manage facilities, resources, and programs in a sound manner.

- Purchase and install a computerized reservation system for vacation state parks such as Watoga, Babcock, Bluestone, and Lost River (Phase III).
- Develop and follow three-year repair and alteration plans—update every other year.
- Purchase and install a stand alone campground reservation system as a pilot project at Beech Fork State Park.

#### Maximize self-sufficiency.

- Annually review user fees, rental policies, and operating seasons, and adjust to maximize revenue.
- Monitor revenues and initiate actions such as event planning, advertisements, group sales, etc., to stimulate business.
- Monitor and control expenditures.
- Provide area superintendents with managerial guidelines flexible enough to react quickly to changing circumstances and to allow them to operate in an entrepreneurial and businesslike fashion.

#### Stimulate environmental awareness.

- Plan and execute park nature programs, and operate nature interpretive centers where possible—ongoing program.

#### Serve as one of the cornerstones of tourism appeal in West Virginia.

- Provide resources and facilities attractive to out-of-state tourists.
- Provide a positive image for West Virginia.
- Stimulate development of nearby spin-off, tourism-based business.



## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Lodge occupancy rate	57.4%	52.6%	58.0%	56.1%	57.0%	57.5%
Out-of-state visitors (in millions)	2.6	2.5	2.5	2.5	2.6	2.6
Attendance at park nature centers/recreation programs	136,550	127,327	129,500	126,997	129,500	128,500
Revenue (in millions)	\$18.8	\$18.3	\$18.9	\$18.8	\$19.1	\$19.3
Self sufficiency	61%	58%	61%	60%	60%	60%

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## Whitewater Study and Improvement

### Mission

Provide regulation of the whitewater industry.

### Goals/Objectives

**Provide oversight as it relates to regulations of the industry.**

- Monitor and regulate number of companies and individuals utilizing West Virginia's whitewater rivers.

### Performance Measures

- ✓ Monitored 41 licensed whitewater rafting companies to ensure compliance with statute and legislative rules.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Individuals whitewater rafting	218,444	227,752	240,000	209,542	207,000	210,000

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## Wildlife Resources Administration

### Mission

Wildlife Resources Administration is responsible for providing sound fiscal and program management for all programs and personnel in the Wildlife Resources Section.

### Goals/Objectives

**Provide sound budgeting and fiscal management for all programs.**

- Prepare and submit budget in a timely manner.
- Ensure proper allocation of funds among wildlife programs.
- Provide assistance to program supervisors in developing budgets.
- Administer projects that capture approximately \$5.8 million in federal aid each year.

**Provide effective overall program management.**

- Provide sound biological information to the Natural Resources Commission to assist in the establishment of hunting and trapping regulations.
- Develop and maintain good communications within section.
- Ensure compliance with and maximum reimbursement from federal aid in the wildlife and sport fish restoration programs.
- Through continuing education, maintain qualified administrators, biologists, managers, and support staff.
- Establish and ensure achievement of section's goals and objectives.

*Division of Natural Resources Programs*

- Provide personnel services for all section employees.
- Administer section's capital improvements and acquisition projects.
- Coordinate with the national and regional organizations, federal agencies, state agencies, and congressional offices for the benefit of the state's wildlife resources and its citizens.

**Develop and provide public information.**

- Provide public information statewide, regionally, and nationally on wildlife resources activities and recreational opportunities.
- Prepare 120 news releases annually.
- Maintain and distribute approximately 96 bulletins and brochures.
- Prepare and edit the *West Virginia Wildlife* magazine for a circulation of 35,000.
- Analyze, prepare, and distribute approximately 800,000 copies of the state's hunting, fishing, and trapping regulations.
- Coordinate with the electronic media to supply information for weekly and periodic radio and television programs.
- Coordinate with other sections of DNR to promote outdoor recreation.
- Promote wildlife resources recreation in West Virginia.
- Coordinate outdoor skills programs for wildlife resources recreation.

**Performance Measures**

<u>FiscalYear</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Federal funds captured (in millions)	\$4.7	\$7.4	\$5.8	\$5.5	\$5.8	\$5.8

***Wildlife Resources Coldwater Fish Management***

**Mission**

Coldwater Fish Management is responsible for the protection and restoration of coldwater fisheries resources to maintain and improve the trout fishing opportunities for current and future trout anglers.

**Goals/Objectives**

**Protect coldwater fisheries resources and habitat.**

- Monitor fish populations and water quality in coldwater streams.
- Review and comment on state and federal agency activities that could adversely impact coldwater resources.
- Review applications for state and federal permits that could impact coldwater resources.

**Restore coldwater fisheries resources and habitat.**

- Develop additional self-sustaining and/or wild trout population through fingerling trout stocking, regulation changes, and other management activities.
- Provide assistance to state and federal agencies and private groups on habitat improvement projects.
- Neutralize acid water situations on impacted streams.

**Increase trout fishing opportunities through better management.**

- Manage coldwater fisheries to their optimum biological and recreational potential.
- Increase the number of waters stocked with trout as suitable waters become available.
- Propose regulations to meet biological and recreational objectives.
- Maintain seven coldwater hatcheries for optimum production.

**Increase the number of trout anglers to increase program funding.**

- Hold youth fishing day events to encourage young anglers.
- Establish special regulation areas for young anglers.
- Publicize the coldwater program to increase angler interest.
- Encourage out-of-state anglers to come to West Virginia.

**Performance Measures**

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Catchable trout stocked (in pounds)	768,980	827,434	827,434	771,445	750,000	750,000
Fingerling wild trout stocked (count)	330,330	336,435	336,435	340,990	300,000	325,000

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**Wildlife Resources Technical Support**

**Mission**

Technical Support unit is responsible for providing technical support to the Wildlife Resources Section in statistical design and analysis, data processing, computer support, strategic and operational planning, and environmental review.

**Goals/Objectives**

**Anticipate and meet the analytical, informational, and data processing needs of the section.**

- Inventory section needs relative to hardware, software, and expertise.
- Inventory resources available to meet needs.
- Prioritize section needs and allocate resources.
- Evaluate progress toward achieving objectives.

**Recommend measures to eliminate, minimize, replace, and/or compensate for loss of habitat and associated recreational opportunities.**

- Review development proposals in a timely manner.
- Evaluate proposals for environmental consequences.
- Apply expertise in best management practices and knowledge of fish and wildlife and their habitat requirements to eliminate, reduce, or otherwise mitigate for environmental impact.

**Develop plans and/or provide planning assistance to the section relative to effective and efficient means of conserving and managing West Virginia wildlife, associated habitat, and associated recreational opportunity.**

- Inventory resources available.
- Establish objectives through an interactive process.
- Develop strategies to achieve objectives.
- Review progress.
- Maintain data bases, provide data analysis, conduct and design surveys, and assist with section research needs.

**Achieve and maintain a condition of no net loss for wetland habitat.**

- Continue coordination with the state and federal agencies, corporations, and individuals that affect riparian and wetland habitat.
- Purchase, lease, or otherwise gain management control of high-quality stream corridors and critical wetland habitat.
- Maintain a comprehensive statewide wetlands inventory to detect potential problems and opportunities associated with regional habitat changes.

## Performance Measures

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Environmental coordination projects reviewed*	248	180	180	149	150	180
Wetlands/water quality permit reviews**	71	377	377	319	300	300

\* These include U.S. Army Corps of Engineers, hydropower, highway, Natural Resources Conservation Service, nonpoint source, and other projects.

\*\* These include nationwide and regional permits.

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## Wildlife Resources Warmwater Fish Management

### Mission

Warmwater Fish Management is responsible for the conservation of West Virginia's warmwater fisheries and associated habitats and to maintain and improve fishing opportunities for the public to use and enjoy.

### Goals/Objectives

#### Protect warmwater fishing resources and their habitat.

- Monitor the status and use of fish populations in warmwater streams and lakes.
- Review and comment on state and federal agency activities that could impact water quality, aquatic habitat, and/or fishery resources.
- Review and comment on applications for state/federal permits that could impact water quality, aquatic habitat, and/or fishery resources.
- Investigate fish kills, and seek compensation for the loss of fishery resources.
- Develop habitat improvement techniques.

#### Manage for optimum fish production and diversify fish populations in warmwater streams and lakes.

- Develop additional self-sustaining and/or maintain wild fish populations through stocking fry or fingerling warmwater fish.
- Provide assistance to state and federal agencies and private entities with aquatic habitat improvement projects.

#### Increase warmwater fishing opportunities through intensive management.

- Manage warmwater fisheries to their optimum biological and recreational potential.
- Improve and increase shoreline and boating fishing access to public streams and lakes.
- Construct fish-attracting structures to increase fishing success in warmwater streams and lakes.
- Use regulations to provide diverse fishing experiences.
- Increase the number of small impoundments through construction or acquisition of small impoundments, or through cooperative agreements to obtain access to small warmwater fishing lakes.
- Develop cooperative management plans during the planning stage for new warmwater impoundments being developed by public entities.

#### Promote warmwater fishing opportunities for resident and nonresident anglers.

- Continue free fishing weekend to attract new and/or disenfranchised anglers.
- Hold hands-on fishing events to encourage young anglers.
- Publicize the warmwater fishing program to increase angler interest.
- Market West Virginia fishing opportunities to attract nonresident anglers.

## Performance Measures

<u>Calendar Year</u>	<u>Actual 2003</u>	<u>Estimated 2004</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Fish stocked (in thousands)	800	600	600	850	800	800
Publicly accessible fishable water (acres managed)	120,523	120,523	120,523	120,553	120,553	120,553

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## Wildlife Resources Wildlife Diversity Program

### Mission

Wildlife Resources' Wildlife Diversity Program increases the public's knowledge of the state's biological diversity and conserves viable populations of all naturally occurring wildlife and plant species and their habitats to promote educational, recreational, and economic opportunities derived from these resources.

### Goals/Objectives

**Identify, conserve, and manage the state's diversity of animal and botanical resources including endangered species.**

- Maintain efforts to identify new locations for species in greatest need of conservation.
- Monitor existing populations of rare species to determine trends.
- Conduct inventory and monitoring projects for species in greatest need of conservation.
- Develop survey and monitoring management plans for priority species.
- Administer research grants for life history studies for species in greatest need of conservation.
- Initiate a private land conservation program.

**Expand opportunities for recreational use of state's wildlife and botanical resources.**

- Promote appropriate recreational use of West Virginia's plant and animal resources.
- Create specific recreational opportunities on public lands.

**Maintain a complete and accurate statewide assessment of rare species and biological communities.**

- Continually update and maintain the natural heritage database on the state's rare/threatened/endangered species and plant communities.
- Reassess rarity of species on tracking list, and update as new information becomes available.
- Continue developing a plant community classification for the state.

**Develop and make available information on the state's flora and fauna.**

- Continue creating and distributing informational brochures and a quarterly newsletter.
- Create additional fact sheets on species in greatest need of conservation.
- Publish field guides and books on bats and mussels of the state.
- Continue to provide articles on wildlife, plants, and Wildlife Diversity Program to *West Virginia Wildlife* magazine.

**Maintain outreach programs.**

- Continue the Outdoor Wildlife Learning Site (OWLS) grants to schools.
- Administer the Wild Yards program and continue to certify individuals into the program.
- Provide educational outreach events such as Wildlife Diversity Day at the capitol and participate in events statewide.
- Continue to develop the West Virginia Master Naturalist Program.

*Division of Natural Resources Programs*

**Increase and stabilize funding for the program.**

- Continue to provide information about program to individuals, groups, legislators, and others upon request.
- Support federal funding initiatives.

**Administer and conduct fishery and related research on a statewide basis.**

- Conduct research and inventories and implement management activities on infertile acid precipitation and acid mine drainage-impacted streams.

**Performance Measures**

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
OWL grants to schools	15	4	4	3	5	10
Cooperative and research grants	25	36	36	40	50	70
Information request responses	1,000	957	1,000	1,000	1,000	1,000
Private land conservation projects initiated or completed	N/A	N/A	N/A	N/A	1	3
Miles of acid water streams treated	245	290	290	310	340	360

***Wildlife Resources Wildlife Management***

**Mission**

The Wildlife Management program is responsible for the conservation, protection, and management of the state's wildlife resources for the use and enjoyment of hunters, trappers, and other wildlife-associated recreation in West Virginia.

**Goals/Objectives**

**Maintain wildlife populations at levels compatible with biological and sociological conditions, and meet projected use by providing a diversity of hunting, trapping, and other wildlife-associated recreational activities.**

- Monitor population growth, health conditions, harvest rates, and recreational use of the state's wildlife resources.
- Conduct research efforts designed to collect appropriate biological data to make management decisions.

**Increase public access for hunting, trapping, recreational shootings, and other wildlife recreation.**

- Purchase, lease, or otherwise gain management control of additional wildlife habitat, particularly in areas with limited public hunting access.
- Develop and maintain additional sportsmen's access sites on the state's lakes, rivers, and streams.

**Expand and improve hunting, recreational shooting, and other wildlife recreational opportunities for the physically challenged.**

- Develop and maintain additional access trails and public shooting ranges for the physically impaired.

**Promote educational appreciation of the state's wildlife, and provide technical assistance to citizens interested in managing wildlife on their property.**

- Operate and maintain the State Wildlife Center as a wildlife interpretive facility for the benefit of citizens.
- Expand information and educational programs designed to increase the public's awareness of the need for sound natural resource stewardship, scientific wildlife management, wise consumptive and nonconsumptive use of the state's wildlife resources, and improved sportsmen's ethics.
- Provide technical assistance to public agencies, corporate landowners, sportsmen's organizations, and private individuals interested in managing wildlife habitat and populations.



## Performance Measures

<u>Calendar Year</u>	<u>Actual 2003</u>	<u>Estimated 2004</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Publicly accessible wildlife habitat acres (in millions)	1.6	1.6	1.6	1.6	1.6	1.6
Harvest of regulated big game	224,339	247,845	192,231	225,000	226,000	226,000

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## Wonderful West Virginia Magazine

### Mission

To promote the positives of the state by featuring interesting and informative articles on West Virginia and natural resources subjects including wildlife, plants, ecology, parks, forests, conservation education, interesting places to visit, and outdoor recreation.

### Goals/Objectives

- Educate the public regarding the positives of West Virginia by increasing the monthly magazine circulation to 50,000 by FY 2006.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Average monthly issues circulated	46,375	46,179	50,000	41,827	50,000	50,000

Department of Commerce

# Division of Tourism

## Mission

The Division of Tourism, in partnership with the private sector tourism industry and as a function of the West Virginia Development Office, works to cultivate a world-class travel and tourism industry through creation of jobs, stimulation of investment, expansion of current tourism businesses, and promotion of a positive state image, thereby improving the way of life for West Virginians.

## Operations

### *Administration*

- Provides administrative support to all departments within the Division of Tourism.

### *Advertising*

- Works with in-house staff and an outside advertising agency to develop and manage all aspects of the division's advertising efforts, including all local and national print, broadcast, outdoor, on-line, and nontraditional campaigns, as well as publication of promotional brochures and the Official State Travel Guide.

### *Call and Welcome Centers*

- Manage the call center and the fulfillment center to collect information for the state's tourism database to assist with research and provide assistance to the traveling public.

### *Cooperative Tourism*

- To manage the Cooperative Tourism grants program through education and application review.

### *Group Tours and Packaging*

- Develop and promote travel packages and group travel to and within the state.

### *Heritage / Special Projects*

- Develop and promote cultural and heritage tourism.

### *Information Technology*

- Increase awareness of the attractions, events, and destinations within the state by use of electronic communications.

### *International*

- Promote West Virginia to international travelers.

### *Motor Sports*

- Promote and support all types of motorsports activities in the State of West Virginia as both a venue for recreation and tourism and as a means for economic development.

### *Outdoor Recreation*

- Promote all outdoor recreation.

### *Public Information*

- Coordinate and manage daily media activities to maximize tourism and economic development editorial coverage for West Virginia.

### *Research*

- Coordinate, analyze, and distribute research for the division.



*Division of Tourism*

*West Virginia Film Office*

- Support the economic development of the filming industry by encouraging motion picture, television, and related media production to select West Virginia as a place to conduct business.

*Wildlife*

- Promote and coordinate with DNR the outdoor wildlife activities for West Virginia.

**Recommended Improvements**

- ✓ Additional \$250,000 for the West Virginia Film Office.

Division of Tourism  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	11.80	\$1,180,468	\$1,240,335	\$1,148,775	
Advertising	13.00	4,298,674	6,380,718	4,174,595	
Call & Welcome Centers	32.00	1,650,313	1,876,107	1,843,194	
Cooperative Tourism	5.00	12,562,745	15,312,747	15,312,747	
Group Tours & Packaging	1.00	83,947	71,684	71,684	
Heritage/Special Projects	1.00	1,816,501	6,304,501	63,649	
International Marketing	1.00	68,019	80,377	80,377	
Motorsports Council	0.00	77,243	90,000	90,000	
Outdoor Recreation	0.00	66,579	7,000	7,000	
Public Information	4.00	342,096	312,326	312,326	
Research	1.00	115,633	139,685	139,684	
West Virginia Film Office	1.00	104,302	102,515	102,515	
Wildlife	0.00	23,349	0	0	
Less: Reappropriated		(2,626,944)	(8,328,165)	0	
<b>TOTAL BY PROGRAM</b>	<b>70.80</b>	<b>19,762,925</b>	<b>23,589,830</b>	<b>23,346,546</b>	<b>23,591,256</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		400,000	3,027,248	0	0
Less: Reappropriated		0	(2,984,108)	0	0
<b>Subtotal: General Fund</b>		<b>400,000</b>	<b>43,140</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		70.80	70.80	70.80	72.80
Total Personal Services		2,459,233	2,540,839	2,515,839	2,616,979
Employee Benefits		782,216	831,025	823,112	851,895
Other Expenses		5,896,392	9,595,288	4,284,143	4,398,930
Less: Reappropriated		(2,626,944)	(5,344,057)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>6,510,897</b>	<b>7,623,095</b>	<b>7,623,094</b>	<b>7,867,804</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		21,673	21,605	21,605	21,605
Employee Benefits		1,852	1,847	1,847	1,847
Other Expenses		12,828,503	15,900,143	15,700,000	15,700,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>12,852,028</b>	<b>15,923,595</b>	<b>15,723,452</b>	<b>15,723,452</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>70.80</b>	<b>70.80</b>	<b>70.80</b>	<b>72.80</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$19,762,925</b>	<b>\$23,589,830</b>	<b>\$23,346,546</b>	<b>\$23,591,256</b>



# Programs

## Administration

### Mission

Administration provides administrative support to all departments within the Division of Tourism.

### Goals/Objectives

- Provide accounting of all revenue, expenses, purchasing, and payroll.
- Process invoices, travel, purchase orders, and contracts for the division.
- Perform audits on tourism grant applicants.
- Meet quarterly with the commissioner or marketing director to review budgets.

### Performance Measures

- ✓ Submitted monthly financial reports to the Tourism Commission regarding the Tourism Promotion Fund.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Invoices processed	N/A	N/A	N/A	2,324	3,100	3,100

## Advertising

### Mission

The Advertising unit of the Division of Tourism works with an advertising agency, national media partners, and the state's private tourism industry to improve the image of West Virginia and increase consumer awareness of West Virginia as an attractive vacation destination, resulting in increased visitors and a greater economic impact for the state.

### Goals/Objectives

- Heighten awareness and enhance the image of West Virginia as a desirable vacation destination among residents and travelers within the state's target markets to benefit not only tourism, but also other economic development activities and other industry groups.
- Further develop the "Wild and Wonderful" branding to present the state as a multinit, multisite destination with something to offer everyone.
- Increase private sector participation in cooperative advertising programs.
- Maintain an overall cost per inquiry (CPI) at or below \$25. (CPI is the industry standard used to measure advertising success.)

### Performance Measures

- ✓ Executed a comprehensive marketing and advertising plan that continues to lower the CPI, one of the industry standards used to evaluate the effectiveness of advertising spending. (The lower the CPI, the less it costs to secure each lead, the more cost-effective the advertising. Industry average CPI's are increasing due to more people researching travel options on-line.)

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Overall CPI (median)	\$16.22	\$21.90	\$20.00	\$25.49	\$25.00	\$25.00

## Division of Tourism Programs

(Performance Measures continued)

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Overnight leisure trips (in millions)	8.16	N/A	8.10	8.3	8.3	8.3
Overnight business trips (in millions)	2.34	N/A	2.36	2.5	2.5	2.5
Total overnight trips (in millions)	10.49	N/A	10.46	10.80	10.80	10.80
Total economic impact (in billions)	3,085	N/A	3,434	3,650	3,650	3,650

## Call and Welcome Centers

### Mission

The mission of these front line tourism sections is to promote and sell West Virginia as a travel destination. This is accomplished through distribution of tourism literature, Web site information, placing reservations, reservation referrals, suggesting and planning itineraries via the telephone, during live Web site chat sessions, or in assisting visitors to the Welcome Centers.

### Goals/Objectives

- Through friendly personal interaction with travelers, encourage overnight stays by providing timely information and brochures about destinations, activities, accommodations, events, and travel in West Virginia resulting in greater economic impact.
- Maintain tracking of visitors to centers.
- Conduct visitor surveys to provide data on trends and travel patterns.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Calls handled through 1-800-CALL-WVA	354,533	313,382	300,000	*251,052	225,000	200,000
Internet e-mail requests	63,358	74,532	85,000	95,541	100,000	125,000
Visitor travel information and assistance (in millions)	4.2	4.1	4.0	4.0	4.0	4.0

\*Effective January 1, 2005, telephone carriers were switched, and call reports have been unavailable. Calls for the months of January through June 2005 have been estimated based on reports from the previous five years.

## Cooperative Tourism

### Mission

Increase the economic impact and economic development of the state by educating and assisting the tourism industry in branding West Virginia as a premier vacation destination through application for direct advertising grants.

### Goals/Objectives

- Help communities achieve their vision to improve the local economy by increasing West Virginia's tourism partnerships, while extending the state's brand to position West Virginia as a preferred travel destination.
- Increase economic development through education of the program to potential applicants.
- Extend the advertising resources of the tourism industry through partnerships.
- Increase tourism to West Virginia by both small and large supporting advertising strategies—increase the tourism industry's knowledge of the program through community and regional educational workshops focusing on the Cooperative Tourism grants application process and program, as well as the Division of Tourism's activities and the importance of tourism to the economic development of the state.



## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Small grants issued	147	53	N/A	41	45	53
Fairs and festivals grants issued	21	42	N/A	65	75	83
Large grants issued	149	99	N/A	89	100	110

### State Tax Receipts Generated by Travel Spending in Millions\*

<u>1990</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
\$165	\$169	\$176	\$182	\$189	\$195	\$205	\$243	\$291	\$382	\$453	\$526

\* This information is available only in calendar year. Years 1990-1994 represent tourism industry growth in state tax receipts before the program. Years 1995 through 1996 represent the first year of the program, showing marked growth in tax receipts. Comparison of early and current (2000-2004) statistics shows marked growth in state tax receipts that can be directly related to this program.

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## Group Tours and Packaging

### Mission

Work with the group tour and packaged travel industry to attract and promote West Virginia as a destination.

### Goals/Objectives

- Conduct random research of appointments to assess the year's activities.
- Continue to promote West Virginia as a logical choice for small business meetings.
- Explore and develop relationship with new tour group operators to expand potential business opportunities.
- Implement on-line program for group use.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Appointments with National Tour Association	38	45	45	35	45	44
Appointments with American Bus Association	33	41	45	34	45	44
Appointments with Travel South USA	40	53	53	27	53	52
Appointments with religious tour operators	N/A	N/A	10	40	12	15

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## Heritage/Special Projects

### Mission

The mission is to continue marketing efforts to raise awareness of West Virginia's historic and cultural attributes by using advertising, marketing, and public relations activities to target this flourishing heritage market.

### Goals/Objectives

- Work with the industry to promote packages that include heritage/cultural activities to increase the visitor's stay.
- Create awareness of newly emerging destinations/programs.
- Work with Public Information to bring travel writers to do stories on West Virginia heritage and culture.

## Division of Tourism Programs

- Continue expansion of the database on cultural/heritage events, attractions, festivals, workshops, and programs.
- Develop a marketing strategy to reach the National Brotherhood of Skiers (regional groups in Hampton, Virginia; Charlotte, North Carolina; the District of Columbia; and Columbus, Ohio).
- Capitalize on new Civil War Heritage brochures available to consumers.
- Track and analyze traffic on the division's new Heritage and Cultural Web site. Develop new ways to drive traffic to the site.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
African American Travel Conference appointments (100 group planners)	40	40	40	40	40	40
Civil War Trails inquiries through call center	53,249	39,183	60,000	90,302	100,000	105,000
African American heritage inquiries through call center	13,117	9,726	12,000	8,846	10,500	12,000
Heritage and Cultural Web site visits	N/A	N/A	N/A	64,361	78,000	90,000

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## International Marketing

### Mission

Strategically plan and implement marketing activities that create a greater awareness of West Virginia as a destination for the international traveler.

### Goals/Objectives

- Focus greater attention on the Canadian market, creating a compelling reason for Canadian drivers to stop on their drive through the state.
- Strengthen West Virginia's presence in the United Kingdom and German-speaking markets.
- Leverage membership in a multistate travel organization to effectively and efficiently reach international travelers.
- Investigate new collaborative marketing opportunities with surrounding states and organizations

### Performance Measures

- ✓ The division's German marketing representation company made nearly 300 sales calls and training visits, and provided fulfillment to 912 consumer and trade inquiries on West Virginia's behalf.
- ✓ Hosted German journalists, United Kingdom journalists, and several AAA and Canadian Automobile Association travel counselors.

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## Motorsports Council

### Mission

The mission of the Motorsports Council is to promote and support all types of motorsports activities in West Virginia as both a venue for recreation and tourism and a means for increasing economic development.

### Goals/Objectives

- Bring a new, high-profile motorsports complex to West Virginia.
- Provide educational opportunity for West Virginia track owners and promoters by attending national workshops and seminars and conducting similar activities to disseminate the acquired knowledge.

- Work with national sanctioning bodies to attract national motorsports events to West Virginia.
- Work with principals involved in several high-profile motorsports venue projects to assist in bringing those projects to fruition.
- Work to establish West Virginia as “Motorsports Friendly.”
- Work to assist and promote West Virginia drivers to help them move on to the next level.
- Work with established teams in NASCAR and other major racing sanctioning bodies to take a look at West Virginia’s young and upcoming drivers.

## Performance Measures

- ✓ Continued to investigate alternative funding sources and methodologies, both private and governmental, for a new integrated motorsports complex at Flatwoods.
- ✓ Conducted the “Fourth Annual West Virginia Motorsports Council Track Owners and Promoters Workshop.”
- ✓ Held multiple, nationally-sanctioned events in West Virginia, including the International Hot Rod Association’s “Night Under Fire” and the Holley Pro-Am Nationals; Saab Club of North America’s second annual “Run for the Hills;” National Auto Sport Association’s “The Hill Climb at Snowshoe Mountain;” American Motorcycle Association’s first annual “MountainFest” at Morgantown and the “Moonshine Championship Hill Climb” at Delbarton; and the Great American Race annual “Race Across America” pit stop at the state capitol.
- ✓ Secured a \$1.2 million federal Economic Development Authority grant for infrastructure and balance of built-out funding in place for the Twin Branch Motorsports Complex in Mingo County.
- ✓ Major teams are now taking a close look at some of West Virginia’s young and upcoming drivers.

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## Outdoor Recreation

### Mission

To position West Virginia as the premier outdoor recreation venue east of the Mississippi for tourists looking for a wide range of mountain adventures.

### Goals/Objectives

**Promote West Virginia’s outdoor recreation activities and destinations to consumers.**

- Maintain a presence at outdoor recreation events and expos in target market areas.
- Create promotional campaigns that separate West Virginia from competing states.
- Obtain editorial coverage by working with targeted media.
- Maintain close ties with statewide organizations like the Mountain Bike Association, Trails Coalition, Rail Trail Committee, Hatfield-McCoy Recreation office, and Professional Rivers Outfitters Association.
- Develop an outdoor recreation guide brochure to be ready for distribution in spring 2005.
- Negotiate promotional activities with a Charleston-based television station.

### Performance Measures

- ✓ Continued to develop working relationships with writers and editors through the Society of American Travel Writers Association membership, and established new contacts. Through the society, the section secured editorial coverage with several members, including *AAA Home and Away* magazine, *Travel Daily*, and *Where to Retire* magazine.
- ✓ Made biweekly appearances on two Charleston-based radio stations to promote travel activities and events to in-state audiences with special promotions, including overnight getaway prizes at Stonewall Jackson Resort, Blennerhassett Island State Park, and Glade Springs Resort.

- ✓ Completed the outdoor recreation brochure, used by the division as a fulfillment piece for potential visitors to the state.
- ✓ Cooperated with the state's tourism industry in several outdoor recreation consumer events including the military's Wilderness Challenge in Fayetteville, 24 Hours of Big Bear at Hazelton, and the National Off-Road Bicycle Association mountain bike races at Snowshoe. While at these events, met with writers for national publications (e.g., *VeloNews*, *Bike*, *Hooked on the Outdoors*, *Dirt Rag*, and *The Ride*) to discuss future feature articles about West Virginia.

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## Public Information

### Mission

The Public Information section works in partnership with other sections of the Division of Tourism and with tourism industry members to develop and implement programs that promote the state as a premier travel destination, with emphasis on the unique and diverse travel opportunities the state offers. The section uses these programs along with its daily media activities to achieve editorial coverage of tourism—both for travel and economic development recognition—in media markets within West Virginia and in regional, national, and international publications that reach consumers and travel trade industry members.

### Goals/Objectives

- Continue to develop and maintain relationships with media contacts to promote a positive state image and to persuade journalists to write about multiday travel opportunities in West Virginia, particularly in the state's target market regions.
- Utilize interactive media (Tourism's Web site, Internet travel news sites, etc.) to deliver information quickly, exchange feedback with writers/media contacts, and track media information needs.
- Promote the economic impact and business development components of the state's tourism industry to media and other target audiences to ensure that the tourism industry is recognized as an important economic partner in West Virginia's future.
- Track public information programs to evaluate their effectiveness and to develop improved communications programs.
- Reach an earned media value (the value of editorial coverage expressed in dollars) of \$27 million for FY 2006.
- Develop a network of in-state tourism public relations professionals to serve as a team to enhance the writers' experiences around the state.

### Performance Measures

- ✓ Public Information staff participated in the national Public Relations Society of America/Society of American Travel Writers travel and tourism media marketplace and in the Mid-Atlantic Tourism Public Relations Association's regional marketplace, as well as participating in media communications projects with Travel South, Tourism Industry of America, and the Southeast Tourism Society.
- ✓ Working with tourism industry partners, Public Information helped host travel writers' visits to all of the state's nine travel regions and facilitated interviews with tourism industry properties and destinations around the state.
- ✓ Updated the photo section for new and more varied photo choices.
- ✓ Issued to more than 2,000 industry members a monthly e-mail with news about the division's activities and opportunities for them to participate.
- ✓ Working with other sections of the division, Public Information helped distribute news about new economic impact and visitors study research to the industry and statewide media outlets.



## Division of Tourism Programs

(Performance Measures continued)

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Earned media value	\$19.7	\$22.0	*\$31.3	\$24.0	\$26.0	\$27.0

\* In 2004, the Public Information section worked with several major media outlets on major West Virginia travel features—outlets included the Food Network, *The New York Times*, and *National Geographic* magazines. This editorial coverage boosted considerably the earned media value for the year.

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## Research

### Mission

To obtain relevant research of tourists traveling to West Virginia in order to understand, analyze, and improve the state's marketing and service efforts to travelers.

### Goals/Objectives

- Monitor economic impact in reference to 2004 Economic Impact study which determined direct travel-related sales, earnings, employment, and taxes generated through tourism.
- Conduct research regarding motivation, destinations, and activities among overnight travelers to West Virginia.
- Utilize the division's in-house resources for obtaining information from tourists—this includes the welcome centers, call center, and the division's Web site and database.
- Identify motivating factors that influence a person's decision to travel.
- Monitor monthly trends in travel for West Virginia, as well as nationally.
- Improve research sharing with members of West Virginia's tourism industry.

### Performance Measures

- ✓ Produced a custom study regarding the impact tourism has on West Virginia's gross state product.
- ✓ Produced a comprehensive research study analyzing the impact of tourism on a county-by-county basis.
- ✓ Produced the monthly *Travel Monitor* to communicate travel trends and updates to industry partners.

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## West Virginia Film Office

### Mission

The West Virginia Film Office supports the economic development of the filming industry by encouraging motion picture, television, and related media productions to select West Virginia as a place to conduct business and recognizes the importance of the creation of employment opportunities for West Virginia's workforce and positive economic gains.

### Goals/Objectives

**Increase filming industry productions in the state, by both indigenous and out-of-state businesses and individuals.**

- Promptly respond to client requests, including needs for crews, vendors, locations, research, and logistics support—expecting 115 production projects in FY 2007.
- Design a locations brochure to include in production packages to clients and for placement on the West Virginia Film Office Web site.
- Develop a 30-minute locations DVD to include in production packages and for streaming on the West Virginia Film Office Web site.

*Division of Tourism Programs*

**Increase employment opportunities for West Virginia’s workforce on filming industry productions, and increase revenue for the state’s vendors offering supportive services.**

- Annually distribute the Production Services Directory (promoting the state’s workforce and vendors) via print publication, CD format, and the West Virginia Film Office Web site.

**Maintain and promote the locations library database.**

- Conduct general statewide locations scouting to photograph and capture unique settings, structures, roadways, waterways, railways, vistas, business districts, and landscapes, as well as locations that can double for other states or countries. All 55 counties should have locations scouting by the end of FY 2007.
- Conduct statewide, tailored locations scouting specifically for client requests.

**Increase national and international visibility of West Virginia Film Office, its services, and the state’s crews, vendors, and locations.**

- Conduct two to three day locations scouting familiarization tour for invited location managers, production designers, directors, producers, and screenwriters to showcase the state’s diversity of locations.
- Determine the feasibility of hosting an event in New York City or Los Angeles to create a network of West Virginia natives currently working in the filming industry.

**Increase the statewide visibility of West Virginia Film Office and its services.**

- Distribute monthly by e-mail the West Virginia Film Office newsletter (also posted on the Web site) to over 750 individuals.
- Develop statewide a system of trained liaisons to provide complimentary support to the West Virginia Film Office.
- Continue participating as a speaker at relevant functions.
- Develop a network of educational institution representatives to assist the West Virginia Film Office outreach to students showing interest in industry.
- Continue support and development of educational training workshops for West Virginia’s emerging film industry workforce.
- Determine the feasibility of creating a committee of statewide, industry-related organizations to meet quarterly for networking and brainstorming (e.g., film festivals, writers organizations, recording and broadcast organizations, crews, and filmmakers).

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2002</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>
Production inquiries	N/A	N/A	N/A	110	167	275
Productions mounting projects in the state	N/A	N/A	N/A	73	85	115
Locations scouting by county	N/A	N/A	N/A	38	45	55
Distribution of Production Services Directory (PSD)	N/A	N/A	N/A	500	800	1,000
Distribution of client-tailored production packages	N/A	N/A	N/A	N/A	N/A	50
Workforce category listings in PSD	N/A	N/A	N/A	375	425	460
Increase of vendor category listings in PSD	N/A	N/A	N/A	320	390	490
Economic impact of filming industry (in millions)	N/A	N/A	N/A	N/A	\$3.0	\$4.0



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## **Wildlife**

### **Mission**

To serve as a liaison between Division of Tourism and DNR to coordinate the promotion of the state's exceptional hunting, fishing, and watchable wildlife to target market audiences. (The majority of outdoor/wildlife-associated recreation occurs on public lands and, in West Virginia, represents an opportunity no other state shares due to its public landholdings and proximity to metropolitan population. Like other states, West Virginia's hunting and fishing license sales have remained stable, reflecting a declining and aging population.)

### **Goals/Objectives**

**Focus on obtaining editorial coverage from print media, and develop working relationships with reporters interested in outdoor recreation/wildlife.**

- Actively participate in outdoor writers associations that reach top editors and writers whose publications focus on promoting outdoor and wildlife activities.
- Continue partnerships with national and regional corporate sponsors to host outdoor writers' familiarization trips to the state.
- While continuing to focus on hunting and fishing, additional marketing will be directed to expand West Virginia's greatest strength, the scenic four seasons. The targets will include camping, hiking, watchable wildlife, birding, biking, and photography, including seasonal targets of skiing and rafting.

**Work in partnership with in-state partners to strengthen the state's wildlife programs.**

- Work with DNR, West Virginia University, and industry partners to develop a marketing and informational Web site about birding in West Virginia.
- Support programs—such as National Hunting and Fishing Day—to encourage outdoor enthusiasts to choose West Virginia for outdoor adventures.

### **Performance Measures**

- ✓ Hosted 11 nationally recognized wildlife editors and writers for hunting and fishing tours in West Virginia by working with industry cooperative partners.
- ✓ Expanded efforts to introduce wildlife writers to West Virginia as a top destination through participation in the Outdoor Writers Association of America and the South East Outdoor Press Association.
- ✓ Continued working cooperatively with DNR and other industry partners on the development of a statewide birding program and aquaculture program.
- ✓ Worked cooperatively with DNR on National Hunting and Fishing Day.

Department of Commerce  
**Tourism Commission**

### **Mission**

The West Virginia Tourism Commission, a private-public board established by the West Virginia Legislature, oversees and directs the activities of the West Virginia Division of Tourism. The West Virginia Division of Tourism, in partnership with the private tourism industry and as a function of the West Virginia Development Office, works to cultivate a world-class travel and tourism industry in the state.

### **Operations**

- Increase impact of tourism upon the state's economy, thereby increasing state tax revenues, jobs for citizens, and financial gains for tourism business owners.
- Cultivate new tourism investment and new tourism businesses.

### **Goals/Objectives**

- Enhance the existing tourist system through research, education, marketing, communication, and product development—driven by research.
- Create opportunities for communities to diversify local economies through tourism development and promotion.
- Identify opportunities for expansion of existing tourism offerings, and work with private sector leaders, public officials, and the West Virginia Development Office to accomplish this goal.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Grants issued	149	98	100	89	100	100
Total grants issued (in millions)	\$20.4	\$11.3	\$15.0	\$11.6	\$15.0	\$15.0

# Geological and Economic Survey

## Mission

The Geological and Economic Survey's mission and broad charge is to carry out investigations of the geological formations and physical features of West Virginia (with particular emphasis on economic implications and geologic hazards) and to prepare special reports, analog and digital maps, and databases pertaining to the state's geology and natural resources in order to provide detailed geological information for the future growth of West Virginia, for sound decision-making, and for the economic and environmental benefit of the state and all of its citizens while incorporating the best technology available, including the geographic information system (GIS) and on-line services.

## Operations

As West Virginia's principal agency concerned with applied geological science, the Geological and Economic Survey is responsible for the systematic study and evaluation of the geology of the state. Results of scientific investigations and resource development data are in the public domain through published reports and maps, computer media and database listings, files, records, and expert consultations.

Five functions characterize the agency's operations, programs, and projects: applied research, basic data collection and interpretation, public service, outreach, and GIS.

### *Management and Administration*

- Provides management (planning, organization, motivation, communication, and control).
- Provides administrative support (accounting, budgeting, payroll, purchasing, publication, etc.).
- Formulates agency personnel and administrative policies.
- Maintains control of cash flows of the agency's General, Federal, and Special Revenue funds.
- Provides maintenance, security, and custodial support for all agency facilities and operations.

### *Applied Coal Resources Investigations*

- Calculates remaining West Virginia coal resources available for extraction.
- Documents location of surface and underground mining activity.
- Collects, prepares, and analyzes coal bed samples.
- Maps economic coal beds of the state in GIS format.

### *Applied Oil and Gas Resources Investigations*

- Conducts applied research related to efficient recovery of state oil and gas resources.
- Develops and maintains collection of basic oil and gas data in computerized and paper form.
- Maintains well-log core/sample libraries for public access.
- Examines and analyzes production and geologic characteristics of West Virginia oil fields.

### *General Geoscience*

- Creates detailed geological maps for resource, environmental studies, and land use decisions.
- Develops new mathematical and statistical methods for analysis of geological data.
- Provides technological expertise on environmental geology issues relating to ground failure and slope stability (e.g., landslides, mine subsidence, and karst).

### *Geographic Information System*

- Serves as fiscal agent in a collaborative effort and provides support for West Virginia state agencies (Geological Survey, Department of Revenue, WVU Department of Geology and Geography).
- Supports mission of GIS coordinator to develop state's GIS program (such as the West Virginia Statewide Addressing and Mapping Board).

## *Geological and Economic Survey*

### ***Information (Technology) Transfer***

- Provides for dissemination of results of geoscience investigations.
- Provides information technology support for programs, including on-line services to the public.

### ***Public Service***

- Provides responses to requests from industry, government, and the public for earth science information, including Earth Science Information Center—a comprehensive repository of maps and aerial photography.
- Provide on-going training needed to develop a core of highly trained and motivated science educators.
- Promote agency's products/services to the public through outreach exhibits and presentations.



Geological and Economic Survey

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Applied Coal Resources Investigations	17.77	\$640,688	\$948,557	\$948,405	
Applied Oil & Gas Resources Investigations	6.98	262,559	511,317	516,232	
General Geoscience	1.99	233,907	200,298	200,020	
Geographic Information System (GIS)	14.27	1,448,057	2,088,875	1,552,028	
Information (Technology) Transfer	8.60	460,835	539,102	538,821	
Management & Administration	8.78	554,784	607,203	608,579	
Public Service	3.86	323,974	306,949	301,369	
Less: Reappropriated		(198,077)	(308,906)	0	
<b>TOTAL BY PROGRAM</b>	<b>62.25</b>	<b>3,726,727</b>	<b>4,893,395</b>	<b>4,665,454</b>	<b>4,686,873</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		48.35	46.16	46.16	46.16
Total Personal Services		1,936,418	2,111,960	2,079,834	2,123,268
Employee Benefits		662,120	732,083	711,224	711,224
Other Expenses		779,953	997,166	712,289	687,289
Less: Reappropriated		(198,077)	(308,906)	0	0
<b>Subtotal: General Fund</b>		<b>3,180,414</b>	<b>3,532,303</b>	<b>3,503,347</b>	<b>3,521,781</b>
<b>Federal Fund</b>					
FTE Positions		3.07	3.07	3.07	3.07
Total Personal Services		89,403	91,261	89,581	91,261
Employee Benefits		14,210	31,470	27,193	31,470
Other Expenses		91,490	179,471	183,226	179,471
<b>Subtotal: Federal Fund</b>		<b>195,103</b>	<b>302,202</b>	<b>300,000</b>	<b>302,202</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.61	0.70	0.70	0.70
Total Personal Services		22,669	43,945	43,402	44,064
Employee Benefits		6,532	8,020	15,106	15,227
Other Expenses		31,986	164,425	157,099	157,099
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>61,187</b>	<b>216,390</b>	<b>215,607</b>	<b>216,390</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		9.56	12.32	9.82	9.82
Total Personal Services		112,918	440,245	368,070	368,070
Employee Benefits		41,757	142,987	120,129	120,129
Other Expenses		135,348	259,268	158,301	158,301
<b>Subtotal: Nonappropriated Special Fund</b>		<b>290,023</b>	<b>842,500</b>	<b>646,500</b>	<b>646,500</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>61.59</b>	<b>62.25</b>	<b>59.75</b>	<b>59.75</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$3,726,727</b>	<b>\$4,893,395</b>	<b>\$4,665,454</b>	<b>\$4,686,873</b>

## Programs

### Management and Administration

#### Mission

To provide leadership and management (planning, organization, motivation, communication, control) and administrative support (accounting, budgeting, payroll, purchasing, administrative supervision, facilities maintenance) for all agency programs and personnel promoting equitable policies, goals, and objectives that lead the division in a direction that helps fulfill the visions and goals of the State and the Department of Commerce.

#### Goals/Objectives

- Identify and pursue through federal/contractual cooperative agreements and revenue-generating activities (publications sales, service requests).
- Eliminate all outstanding worksite safety/loss deficiencies.
- Present three in-house workshops or field trips per year to provide professional development for staff geologists.
- Comply with all state, federal, and contractual financial reporting requirements.
- Monitor and revise utilization and allocation of resources (human, funding, facilities, etc.) to ensure optimal cost-efficiency and cost-effectiveness.

#### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Funding from alternate sources	\$568,848	\$498,933	N/A	\$711,016	\$750,000	\$800,000
Safety and loss prevention deficiencies outstanding	5	4	0	0	0	0

### Applied Coal Resources Investigations

#### Mission

To conduct coal research projects that determine the quantity, quality, and location of West Virginia's coal resources and maintain coal occurrence, quality, and mined-area maps, reports, and data that can be utilized by the public, industrial, and government sectors for informed decision-making.

#### Goals/Objectives

- Expand the West Virginia coal stratigraphic database by adding a minimum of 1,000 new records each year (in cooperation with the National Coal Resources Data System, administered jointly by the U. S. Geological Survey and the State).
- Expand the West Virginia coal quality database (currently the largest of any state in the U.S.) by adding a minimum of 2,000 new records each year, making it possible to research specific coal quality applicable to current and emerging coal utilization technologies.
- Compile underground mined areas in GIS format within ten years.
- Conduct research to identify areas of the state most likely to have potential for coal bed methane production.

#### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Records added to the coal stratigraphic database	1,690	4,970	3,000	1,990	1,000	1,000
Records added to the coal quality database	5,726	2,642	1,900	2,907	2,000	2,000



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## Applied Oil and Gas Resources Investigations

### Mission

To conduct modern applied research projects at the statewide, regional, and local reservoir scales for West Virginia's conventional and unconventional oil and gas resources, providing basic information to the state's oil and gas industry, thus supporting the state's economic and employment opportunities.

### Goals/Objectives

- Expand basic oil and gas database and complete digital conversion of the existing data logs by 2008.
- Expand West Virginia's representation in the U.S. Department of Energy's contractual oil and gas research efforts.
- Preserve and add to a well cuttings/core library facility, and plan for a new, more user-friendly storage facility by 2010.
- Sponsor workshops and seminars to share information about available technology to small independent oil and gas operators (in cooperation with the Petroleum Technology Transfer Council).
- Obtain additional external funding for detailed oil and gas reservoir studies.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
New wells added to database	829	521	*0	*370	500	500
Existing data logs digitally available	10%	43%	50%	50%	75%	90%

\* The number of wells added to the database was higher than estimated due to the filling of a vacant oil and gas geologist position in FY 2005.

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## General Geoscience

### Mission

To provide research, information, service, and outreach capabilities including geologic and geographic maps, geologic hazards and environmental geology, geostatistical methods, digital cartography and remote sensing, and geodetic information to citizens, industries, schools, and government agencies to promote informed, intelligent, geology-related decision-making and problem solving.

### Goals/Objectives

- Conduct detailed geological mapping, completing at least three 7.5 minute quadrangles each year.
- Develop a unified GIS model for geologic maps in North America (a cooperative effort with the American Association of State Geologists, U.S. Geological Survey, Geological Survey of Canada, Canadian Provincial Surveys, and the Geological Survey of Mexico)—the project is currently 50% complete.
- Conduct detailed geology investigations for planning, development, and mineral exploration/utilization.
- Respond to all requests for information in environmental geology and geologic hazards (e.g., landslides, mine subsidence, and karst).
- Complete the final version of the West Virginia State Hazard Mitigation Plan after FEMA completes the draft review. (The West Virginia Geological and Economic Survey is identified as the lead organization in hazard mapping.)
- Conduct advanced statistical methods for use by agencies in the evaluation of the state's natural resources, specifically fossil fuels.

## Geological and Economic Survey Programs

- Develop digital cartographic products and remote sensing applications.
- Expand trace and major element geochemical database for rock units within the state by 50 samples per year.
- Release at least one Report of Investigation per year as a new Web page. (These reports are specific investigational studies resulting from the geological mapping of the state.

### Performance Measures

- ✓ Submitted to FEMA in 2004 the draft of the West Virginia State Hazard Mitigation Plan.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
New geologic quadrangles completed	3	4	4	4	3	3
Samples added to geochemical database	61	59	50	28	50	50

## Geographic Information System (GIS)

### Mission

To develop (in partnership with state, federal, county, and local agencies and in cooperation with private industry) a comprehensive, standardized, public domain, digital cartographic database for West Virginia. This data is to be shared and used by government, general public, and business community to the economic and social benefit of West Virginia.

### Goals/Objectives

- Provide administrative oversight and fiscal management of mineral lands mapping project (MLMP).
- Produce a minimum of 300 coal bed quad theme maps (GIS format database and maps characterizing the economic coal beds of the state) each year.
- Support the mission of GIS coordinator to develop, coordinate, and promote the GIS program.
- Support the mission of the West Virginia Tax Division in the digital conversion of surface tax parcel maps by FY 2011.
- Support the mission of the GIS Technical Center at WVU to develop and apply innovative and useful technical and educational capabilities for the state.
- By 2011, all of the 42 counties that contain property taxable coal should be using MLMP data in their reserve coal valuation model (RCVM).

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Coal bed quad theme maps produced	119	123	200	1,386	300	300
Completion of parcel map digital conversions*	8%	15%	18%	29%	32%	34%
Counties using MLMP data in their RCVM	30%	40%	60%	46%	66%	70%

\* Total number of estimated surface tax parcel maps is 900,000.

## Information (Technology) Transfer

### Mission

To provide and maintain programming and technical information support for agency staff and to facilitate the accumulation, documentation, and categorization of the results and interpretations.



## Goals/Objectives

### Applications designed for the public

- Design and implement by 2010 a graphical, mapping-based interface for the “pipeline” oil and gas well data application on the Web site.
- Upload scanned oil and gas well logs to the server every Friday.
- Update Web-based data:
  - \* oil and gas well data—quarterly
  - \* coal production data—annually
  - \* interactive mapping—annually
- Implement the oil and gas production decline ratios and maps as a Web-based application.
- Update the oil and gas well database publication (*WVGES Oil and Gas Well Data for West Virginia*) on CD twice a year.

### Agency databases

- Rewrite four priority validation programs for oil and gas well during FY 2006.
- Initiate a new federally-funded project: hire and train staff, purchase equipment, identify and prioritize scanning, and identify cores and thin-sections for digital imaging.
- Begin the digital conversion of selected maps to GIS format.

### Agency computing and network infrastructure

- Redesign the agency’s firewall system in FY 2006 to permit public access to data while also providing better protection for agency data and resources.
- Design and implement an improved backup and recovery plan for agency servers, and implement an automated backup solution for the servers and specific PCs.
- Install and configure annual upgrades for database, GIS, and antivirus software.
- Replace five outdated/inadequate PCs in the agency every year.
- Replace older network switches in FY 2006 with a higher-capacity/faster 48-port switch to support resource-intensive network-based GIS applications.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Scanned well logs uploaded to the FTP server for public viewing and downloading	N/A	N/A	N/A	N/A	10,000	15,000
Files downloaded by the public from the agency Web site	26,098	51,748	N/A	72,212	80,000	90,000
PCs replaced	2	4	N/A	11	14	0

## Public Service

### Mission

To provide industry, government, and the general public with all aspects of West Virginia geoscience information, including mineral resource, cartographic, and general geology.

## Goals/Objectives

- Respond to all requests for geological and mineral resource service, information, and sales requests from all sources through walk-in visits, telephone calls, letters, faxes, e-mail, etc.
- Conduct 12 earth science training workshops each year for K-12 teachers.
- Promote agency’s products/services to the public through at least four outreach exhibits and presentations each year (e.g., the West Virginia State Fair, hunting and fishing shows).

## Geological and Economic Survey Programs

- Expand the Visiting Geologist Program (VGP)—a cooperative effort with DNR/state parks—by providing 30 informative, educational, and entertaining geology-oriented programs and hikes to visitors of West Virginia state parks in FY 2007.
- Provide talks and lectures for college classes, K-12 classes, civic clubs, etc., to share information on West Virginia geology with citizens.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
VGP field trips/presentations	20	21	N/A	25	28	30
Web site education page usage	42,047	38,561	40,000	48,712	49,000	50,000

# West Virginia Development Office

## Mission

The mission of the West Virginia Development Office is to improve the quality of life for all West Virginians by strengthening our communities and expanding the state's economy to create more and better jobs.

## Operations

### *Administration*

- Direct policy, coordinate programs, implement procedures, and provide support and administration services for all sections.

### *Business and Industrial Development*

- Support existing state businesses that are expanding their operations, and encourage new enterprises to establish facilities in the state.

### *Coalfield Community Development*

- Provide assistance to communities and property owners affected by surface mining activities.

### *Communication*

- Facilitate the distribution of information flow between the West Virginia Development Office (WVDO), other state agencies, the business community, the media, and the general public.

### *Community Development*

- Project Development/Federal Programs unit operates federal programs that will reduce inadequacies in water, sewer, recreation, industrial sites, and access roads.
- Local Development unit strives to involve citizens at the local regional level in community and economic development activities.
- Energy Efficiency unit enhances energy efficiency and identifies modernization opportunities in West Virginia industries.
- Main Street program provides assistance to West Virginia communities.
- State Programs/Infrastructure Development administers state programs that provide funding for various local public improvements and infrastructure development.

### *International Development*

- Identify new target industries outside the United States for location in West Virginia, and assist West Virginia firms to export products.

### *Research*

- Offer research and planning support in areas of development, and provide an economic information network.

### *Small Business Development*

- Provide technical assistance education and grants to small businesses and to those desiring to start a small business through 14 subcenters located around the state.

### *West Virginia Economic Development Authority*

- Serve as state's financial services center for economic development projects, administer direct loan programs, and promote West Virginia's foreign trade zones.

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	14.00	\$11,165,919	\$5,877,415	\$4,891,852	
Business & Industrial Development	17.00	1,517,190	1,626,344	1,571,176	
Coalfield Community Development	4.00	459,485	1,570,345	689,850	
Communications	7.00	896,621	3,896,622	896,992	
Community Development	32.33	40,863,433	80,028,246	50,965,338	
Governor's Workforce Investment Division	0.00	32,851,381	0	0	
International Division	6.00	1,296,495	1,163,032	1,163,332	
Research & Strategic Planning	7.60	606,359	972,764	969,860	
Small Business Development Centers	30.55	2,317,466	2,785,603	3,427,511	
West Virginia Economic Development Authority	9.00	77,547,861	158,648,523	159,555,750	
Less: Reappropriated		(13,283,030)	(30,352,710)	0	
<b>TOTAL BY PROGRAM</b>	<b>127.48</b>	<b>156,239,180</b>	<b>226,216,184</b>	<b>224,131,661</b>	<b>223,279,212</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		64.51	64.73	64.73	64.73
Total Personal Services		3,059,904	5,250,515	3,215,590	3,272,875
Employee Benefits		923,539	980,968	979,693	979,693
Other Expenses		21,963,868	44,424,679	15,066,076	14,101,759
Less: Reappropriated		(12,796,340)	(29,356,613)	0	0
<b>Subtotal: General Fund</b>		<b>13,150,971</b>	<b>21,299,549</b>	<b>19,261,359</b>	<b>18,354,327</b>
<b>Federal Fund</b>					
FTE Positions		87.47	47.25	47.25	47.25
Total Personal Services		3,264,076	2,300,915	2,253,586	2,300,915
Employee Benefits		1,015,642	704,600	719,747	719,747
Other Expenses		55,026,512	35,966,178	35,956,281	35,959,281
<b>Subtotal: Federal Fund</b>		<b>59,306,230</b>	<b>38,971,693</b>	<b>38,929,614</b>	<b>38,979,943</b>
<b>Appropriated Special Fund</b>					
FTE Positions		4.00	4.00	4.00	4.00
Total Personal Services		177,636	234,774	231,270	234,774
Employee Benefits		57,957	76,300	76,095	76,300
Other Expenses		19,464,684	20,679,127	19,682,485	19,683,030
Less: Reappropriated		(486,690)	(996,097)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>19,213,587</b>	<b>19,994,104</b>	<b>19,989,850</b>	<b>19,994,104</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		10.62	11.50	11.50	11.50
Total Personal Services		562,220	664,065	653,230	653,230
Employee Benefits		200,091	185,056	186,256	186,256
Other Expenses		63,806,081	145,101,717	145,111,352	145,111,352
<b>Subtotal: Nonappropriated Special Fund</b>		<b>64,568,392</b>	<b>145,950,838</b>	<b>145,950,838</b>	<b>145,950,838</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>166.60</b>	<b>127.48</b>	<b>127.48</b>	<b>127.48</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$156,239,180</b>	<b>\$226,216,184</b>	<b>\$224,131,661</b>	<b>\$223,279,212</b>



# Programs

## Administration

### Mission

Administration provides administrative support and policy development for all sections of the WVDO to assist them in meeting the office's program delivery objectives.

### Goals/Objectives

**Provide executive level guidance and direction to programs.**

- Allocate resources to programs, and assure coordination among all sections.
- Assure compliance with policies of the West Virginia Council for Community and Economic Development (Development Council), the Governor, and the Legislature.
- Develop legislative program to promote and enhance programs of the office.
- Serve as a liaison between the WVDO, Development Council, Department of Commerce, Governor's Office, Legislature, and other state agencies.
- Identify and implement technologies to improve program operations.
- Maintain the WVDO Web page.

**Provide efficient, cost-effective accounting and procurement services to programs.**

- Timely payroll disbursement for all employees.
- Provide reliable financial information in a timely manner.
- Pay all invoices within 60 days with an error rejection rate less than 1.70%.
- Comply with state and agency purchasing procedures and policies.

**Direct and monitor employment, training, and workplace environment in compliance with federal and state policies and laws.**

- Develop training programs and career paths for all staff.
- Locate and hire qualified staff.
- Implement and monitor state personnel policies and procedures.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Staff trained	90%	90%	90%	79%	90%	90%
Financial reports prepared on time	98%	98%	98%	98%	98%	98%
Payment rejection rate	2.09%	1.70%	<1.70%	2.30%	<1.70%	<1.70%

## Business and Industrial Development

### Mission

Business and Industrial Development provides services, programs, and assistance to industry to retain or create jobs through the retention and expansion of existing business and recruitment of new business locations and investment.

### Goals/Objectives

**Retain and expand existing West Virginia businesses.**

- Make 500 retention visits each year.
- Encourage, support, and stimulate local capacity building.



**Encourage and recruit new business locations within the state.**

- Make 15 national marketing trips each year, including trade shows and conventions.
- Compile and create a marketing campaign based on target markets, highlighting advantages of West Virginia for business, industrial, and tourism infrastructure development.
- Strengthen and expand the state's economic base through recruitment of business investment and job creation with an emphasis on the sectors highlighted in the WVDO "Target Industry Study" and current emerging market trends.
- Implement the vision shared action plan.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
New or expansion projects announced	110	100	120	49	100	125
New leads/prospects	250/150	260/150	280/200	280/240	280/250	280/260
National marketing trips	15	15	15	13	15	18

**Coalfield Community Development**

**Mission**

Provide assistance to communities and property owners affected by surface mining activity, as mandated by W.Va. Code §5B-2A.

**Goals/Objectives**

**Assess the impact of surface mining activity on the surrounding areas, providing opportunities for input and comments from affected parties.**

- Develop strong working relationships with mining and land companies.
- In conjunction with the DEP, maintain and operate a system to receive and address questions, concerns, and complaints relating to surface mining.
- Facilitate and encourage strong intergovernmental cooperation as it relates to infrastructure opportunities that arise from post mining land development (roads, water, sewage, utilities, etc.)

**Provide assistance in determining the future use of surface mined areas.**

- Work with county and/or regional economic development authorities to project post mining land developing.
- Work in conjunction with counties to create land use master plans.
- Assist counties in achieving some form of economic diversification using post mining land.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Land use master plans completed	8	12	3	3	2	3
Operators notified of requirements	50	28	60	90	110	150
Impact statements received	60	87	90	50	50	60
Compliance notification letters sent to operators	50	34	50	30	40	50
Exemption/ineligibility notification letters sent to operators	100	183	200	263	325	400



## Communications

### Mission

Communications develops advertising, media relations, and communication strategies for the WVDO to assist in meeting program delivery objectives.

### Goals/Objectives

**Provide communication support for the programs of the WVDO.**

- Place a minimum of 12 ads in national and international site location and trade publications.
- Write and produce an annual report for the West Virginia Development Office.
- Design and print reports and presentations for office programs in a cost-effective manner.
- Write and produce a minimum of 12 marketing brochures per year.
- Write and produce a new video.
- Improve audience quantity and quality (to reach decision-makers) by studying the demographics of publications selected for advertising.

**Help build the state's visibility, economy, and positive image, both in-state and out-of-state.**

- Place a minimum of four editorials in national site location or other business publications per year.
- Serve on West Virginia: A Vision Shared Image committee to promote a consistent positive image of the state.
- Improve continuity of theme for image-building campaigns through thematic direct mail to coordinate with ads.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Ads placed (annual)*	20	20	50	25	60	100
Council annual reports distributed	2,000	2,000	2,000	2,000	2,000	2,000
Direct mail pieces distributed	60,000	36,000	60,000	50,000	60,000	60,000

\*With the change of administration we were asked to wait for the Governor to craft a new message. We anticipate this will take place in 2006.

## Energy Efficiency Program

### Mission

The mission of the Energy Efficiency Program is to provide technical assistance to West Virginia industries, public institutions, local governments, and the transportation sector to enhance energy efficiency and identify modernization opportunities.

### Goals/Objectives

**Job retention through energy and environmental industrial process improvements.**

- Provide engineering-related assistance to ten West Virginia businesses.
- Work with six industry groups to foster modernization of West Virginia industries.
- Work with WVU to support West Virginia Industries of the Future (WVIOF) program for the glass, chemical, wood products, steel and aluminum industries, and metals casting and mining.
- Provide oversight and direction to the West Virginia Manufacturing Extension Partnership (WVMEP).

## West Virginia Development Office Programs

### Public and private facility modifications to reduce energy costs.

- Provide energy analysis services to ten manufacturers and lighting efficiency audits to 20 public institutions each year.
- Improve the physical infrastructure of schools and hospitals through energy audits.
- Provide technical assistance to communities on building code energy provisions.
- Serve as a clearinghouse of information on end-use markets for recyclables.
- Update, print, and distribute 1,000 copies of Materials Recycling Directory annually.

### Promote the use of West Virginia bio-based fuels.

- Advance wood-residue as a fuel application.
- Promote the usage of bio-diesel as a viable fuel source for fleets.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Lighting efficiency audits conducted	38	42	30	20	20	20
Square feet of historical building space analyzed*	32,981	17,773	20,000	28,171	N/A	N/A
Proposals prepared for industrial energy projects	14	8	8	12	15	15
Energy-related technical assistance to WVIOF industry sectors through WVMEP	N/A	N/A	6	9	30	30
Industrial energy savings (MMBTUs) identified via audits	N/A	N/A	N/A	N/A	350,000	350,000

\* This program will end by the end of FY 2006.

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## International Division

### Mission

The International Division seeks to create new jobs and to retain existing jobs in West Virginia by promoting the exportation of West Virginia products and by promoting West Virginia as a location for international investment.

### Goals/Objectives

#### Promote the export of West Virginia products.

- Participate in four trade shows or trade missions each year in markets that offer marketing opportunities for West Virginia products.
- Sponsor five export-related seminars each year.

#### Recruit international investment to West Virginia.

- Support the efforts of the Japan and European offices by responding to all inquiries within 24 hours and by hosting visits from all international investment prospects that visit the state.
- Host five visiting foreign delegations each year.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Companies participating in trade missions	55	61	63	64	68	70
International investment prospects visiting state	17	22	25	32	35	37
Companies attending export seminars	180	232	250	260	275	280

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## Local Capacity Development

### Mission

Local Capacity Development creates an environment designed to increase state and local leadership capacity in support of economic growth and community development.

### Goals/Objectives

#### Support and increase the investment in basic community infrastructure.

- Support 80 active Appalachian Regional Commission (ARC) projects.
- Allocate ARC funds that provide improved public infrastructure.
- Provide technical assistance grants to 11 regional planning and development councils that support local infrastructure and economic development.
- Allocate Neighborhood Investment Program (NIP) tax credits to eligible nonprofit organizations that support community development.
- Allocate funds to local economic development agencies.

#### Encourage training for local development officials on economic development policies, practices, and methodologies.

- Provide 60 technical assistance visits to local development organizations sharing staff expertise.
- Provide 47 local economic development grants to 54 county development organizations that supported local officials with training needs related to marketing and business retention efforts.

#### Support local government activities that encourage the completion of the certified development community process.

- Provide technical assistance to communities currently in the process of completing the certified development community process.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
ARC project monitoring visits	28	32	38	30	40	40
NIP project monitoring visits	25	31	35	33	37	37

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## Main Street

### Mission

Main Street West Virginia, utilizing the National Trust for Historic Preservation's Main Street Four Point Approach™, assists communities to tackle the complex issue of economic revitalization assets by providing technical assistance through training and utilizing the unique resources within the community itself to ensure long-term sustainability.

### Goals/Objectives

- Provide technical training in the Four Points™ of design, organization, promotion, and economic restructuring to 12 certified Main Street West Virginia communities.
- Provide intense startup services and technical assistance to three newly certified communities.
- Monitor and evaluate all certified Main Street West Virginia communities by means of quarterly statistical reports to determine progress of programs.

## West Virginia Development Office Programs

- Recertify, on a yearly basis, Main Street West Virginia communities through the national criteria set forth by the National Trust Main Street Center.
- Provide statewide educational training opportunities open to all West Virginia communities promoting leadership and economic sustainability.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Business assisted with design services	69	53	75	53	70	75
Public and private investments generated in Main Street communities (in millions)*	\$80.2	\$149.6	\$30.0	\$42.3	\$20.0	\$30.0

\* The FY 2003 total includes the Morgantown Wharf District project, the FY 2004 total includes the Clay Center in Charleston, and the FY 2005 total includes the new ballpark in Charleston.

## Project Development/Federal Programs

### Mission

Project Development/Federal Programs provides technical assistance to units of local government to develop and implement federal community and economic development initiatives throughout West Virginia.

### Goals/Objectives

**Invest in basic community infrastructure with emphasis on water, sewer, and similar projects that will support job creation and address local growth requirements.**

- Review 120 pending Small Cities Block Grant applications and 15 Land and Water Conservation Fund applications to ensure they qualify in accordance with federal and state regulations.
- Provide 50 new federal grant awards.
- Disburse \$22 million of federal funds to units of local government.
- Leverage approximately \$28 million in federal, state, and local funds.
- Serve as the lead agency for the development of the HUD consolidated action plan which serves as the strategic plan for the disbursement of over \$30 million of federal funds.

**Ensure that projects are completed as approved in accordance with state and federal regulations.**

- Provide annual training and ongoing technical assistance to units of local government and regional planning and development councils on the requirements of competitive Small Cities Block Grant and Land and Water Conservation Fund applications.
- Monitor 550 active federal projects to ensure projects are meeting all federal and state regulations in accordance with grant agreements in a timely manner.
- Audit 150 active federal and state projects to protect the integrity of federal and state investments and to prevent and/or detect fraud, waste, and mismanagement.
- Serve as the lead agency to report all annual accomplishments to HUD for the Small Cities Block Grant program, the Home Investment Partnership Program, and the Emergency Shelter Grant Program.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Water and sewer improvements	31	25	28	29	27	27
General community improvements	17	20	22	20	18	18
Projects completed	44	42	40	47	45	45

## Research and Strategic Planning

### Mission

Research and Strategic Planning provides research, planning, and information services to other WVDO programs, local development organizations, and businesses that will support investment, job creation, infrastructure development, and capacity building.

### Goals/Objectives

#### Support long-range planning efforts for community and economic improvement.

- Prepare annual updates/planning progress reports for the Housing and Urban Development consolidated plan, state Appalachian development plan, and agency strategic plan.
- Provide planning guidelines and assistance to the 11 regional planning and development councils.
- Provide funding and/or technical assistance to at least ten local government jurisdictions annually for the preparation of community and economic development planning studies.
- Support other state, regional, and local planning initiatives.

#### Conduct specialized studies to evaluate state economic development opportunities, barriers, and competitiveness issues.

- Prepare an annual update of the state economic benchmarking report.
- Conduct an annual assessment and prepare updated marketing brochures for the state's target industries.
- Participate in airport, riverport, highway, and intermodal transportation studies.

#### Develop, update, and maintain information resources designed to support state and local development efforts.

- Upgrade and maintain four computer compact disk and on-line databases, and evaluate three additional databases.
- Acquire and process additional/updated reference materials for business information library.
- Maintain statewide industrial site/building inventory.
- Process 90 additions to the state census data center library, and distribute 20 new census publications to the 17 affiliate data centers.
- Generate 15 firm mailing lists for target industry brochures, consultant mailing lists, and trade shows per year.

#### Provide research and information support to state and local development personnel for development projects and programs.

- Provide on-demand research, information, and graphical support to state and local development personnel for industrial development prospects.
- Assist preparation of major business proposals for prospective businesses considering a West Virginia location.
- Provide census information and research assistance for 50 state and local grant-in-aid, planning, and business research projects.

#### Provide general business and demographic information to the public as requested.

- Respond to public inquiries for general business information.
- Respond to public requests for census and related information.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>
Planning and research studies completed	30	35	35	34	36	36
Prospect information requests fulfilled	250	285	285	279	290	290

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## Small Business Development Centers

### Mission

The mission of the Small Business Development Center is to promote development through a program of practical, interrelated business services to West Virginia small businesses.

### Goals/Objectives

#### Increase small business and entrepreneurial activity.

- Promote entrepreneurial development.
- Provide business counseling for startup and existing businesses.
- Provide quality training for entrepreneurs and quality streamlined training for small business workforce.
- Assist clients with loan packaging and identifying the best financing source.
- Enhance development of technology businesses and commercialization of research.
- Support youth entrepreneurial development.

#### Improve the quality of services to small businesses.

- Conduct a semiannual client satisfaction survey.
- Provide additional professional development for staff.
- Increase the involvement of the Small Business Advisory Board in small business issues.
- Increase applicant entries in the Minority and Women-Owned Business Directory.
- Revise/update quarterly newsletter publication to be more user-friendly.
- Increase the number of youth entrepreneur development camps.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Startup and existing businesses counseled	2,505	2,459	2,492	2,032	2,572	2,650
Entrepreneurs trained	3,375	3,856	4,631	4,350	4,104	4,500
Small Business Workforce grants	211	274	250	183	175	190
Cost per job created/retained	\$973	\$867	\$850	\$1,024	\$960	\$850

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## State Grants and Infrastructure Development

### Mission

Administer state programs designed to construct state and local public improvements as well as develop the infrastructure necessary to foster economic growth and community development.

### Goals/Objectives

#### Invest in basic community infrastructure with emphasis on water, sewer, and similar projects that will support job creation and address local needs.

- Review 950 pending project applications for state grants to ensure compliance with state regulations.
- Review 100 infrastructure applications to ensure they are technically feasible and in accordance with federal and state regulations.
- Provide 750 new grant awards.
- Disburse \$12.6 million in state funds to subgrantees.

## West Virginia Development Office Programs

- Review potential economic development proposals to ensure the best use of bond funding to secure employment in the state.
- Provide loan funding of up to the current \$14 million available for economic development.
- Assist with recommendations of infrastructure water and sewer funding approval.

**Ensure the projects are completed as approved in accordance with state and federal regulations.**

- Provide technical assistance to all grantees and subgrantees.
- Administer 1,200 active state projects to ensure projects are being completed within a timely manner.
- Perform desk reviews of invoices submitted by grantees for 1,200 active state projects to protect the integrity of state investments by preventing or detecting fraud, waste, and mismanagement.
- Review the expenditure plans submitted by the counties eligible to receive funding from the Synthetic Fuel Grant and Waste Coal Severance Grant programs to assure compliance with West Virginia Code.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Water and sewer improvements	46	25	20	15	20	20
General community improvements	650	500	700	700	800	800
Projects completed	440	200	300	300	400	400
Counties participating in Synthetic Fuel Grant and Waste Coal Severance Grant programs	11	12	12	12	12	12

## **West Virginia Economic Development Authority**

### Mission

The West Virginia Economic Development Authority provides appropriate financing opportunities to new and expanding businesses in West Virginia to create job opportunities for the citizens of the state.

### Goals/Objectives

**Provide needed financing for new businesses.**

- Process applications within 60 days of receipt.
- Provide or retain at least one job per \$15,000 of lending.
- Make good credit decisions and minimize losses.

**Provide financing for expansion of existing businesses.**

- Prepare expansion applications for presentation by the next board date after they are submitted.
- Create or retain at least one job per \$15,000 of lending.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Loans approved	24	20	35	22	30	30
Amount leveraged in investments (in millions)	\$34.6	\$33.0	\$40.0	\$30.7	\$40.0	\$40.0
Jobs retained or created	1,866	1,822	2,000	2,116	2,000	2,000

*Department of Commerce*

# **WORKFORCE West Virginia**

## **Mission**

The mission of WORKFORCE West Virginia is to promote the economic security of West Virginia's citizens by meeting the needs of the workforce and employers through the provision of compensation, employment, and training services to unemployed workers and job seekers, ensuring that the workforce has the necessary job skills to meet the needs of employers.

## **Operations**

- Improve customer service at all levels throughout the organization.
- Use new and existing technologies to develop applications and solutions that improve the quality and timeliness of services provided to our customers.
- Use the Internet as the vehicle that allows us to provide the citizens of West Virginia and other interested parties access to the most up-to-date information associated with the division's diverse services and programs.
- Implement agencywide performance measures.
- Implement a one-stop customer service model that allows customers to obtain the services they need without visiting multiple locations.



# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Employment Services	223.81	\$12,914,568	\$29,399,020	\$29,399,020	
Governor's Guaranteed WORKFORCE Program and WORKFORCE Development	32.00	0	46,549,314	43,138,750	
Unemployment Programs	280.36	14,704,268	34,382,078	34,382,078	
Less: Reappropriated		0	(3,377,068)	0	
<b>TOTAL BY PROGRAM</b>	<b>536.17</b>	<b>27,618,836</b>	<b>106,953,344</b>	<b>106,919,848</b>	<b>106,953,344</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	6,815,818	3,438,750	3,438,750
Less: Reappropriated		0	(3,377,068)	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>3,438,750</b>	<b>3,438,750</b>	<b>3,438,750</b>
<b>Federal Fund</b>					
FTE Positions		546.90	536.17	536.17	536.17
Total Personal Services		14,368,213	25,002,415	24,968,919	25,002,415
Employee Benefits		5,057,101	8,401,005	8,401,005	8,401,005
Other Expenses		7,793,522	69,206,674	69,206,674	69,206,674
<b>Subtotal: Federal Fund *</b>		<b>27,218,836</b>	<b>102,610,094</b>	<b>102,576,598</b>	<b>102,610,094</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		400,000	904,500	904,500	904,500
<b>Subtotal: Nonappropriated Special Fund</b>		<b>400,000</b>	<b>904,500</b>	<b>904,500</b>	<b>904,500</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>546.90</b>	<b>536.17</b>	<b>536.17</b>	<b>536.17</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$27,618,836</b>	<b>\$106,953,344</b>	<b>\$106,919,848</b>	<b>\$106,953,344</b>

\*Appropriated portion of federal funding is \$43,991,153.

# Programs

## Employment Services

### Mission

The WORKFORCE West Virginia Employment Service division fills job openings for employers through job matching with unemployed/underemployed job seekers. This service is universally available to all bonafide employers and job seekers. In addition, Employment Service will focus on strengths; identify, design, and market a comprehensive workforce development program; and create one-stop career center partnerships with colleges, universities, economic development, employers, and other mandated partners providing universal access to all customers.

### Goals/Objectives

- Increase entered employment rate by five percent.
- Increase high technology job orders by five percent.
- Increase individual with postsecondary education by five percent.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Applications processed for job seekers	163,040	152,279	152,279	97,213	102,073	107,177
Customers receiving staff assisted services	N/A	114,399	121,263	84,783	88,957	93,090
Customers employed and seeking employment	N/A	35,913	38,067	21,625	22,706	23,841
Customers referred to WIA/Supported Services	N/A	20,672	22,007	9,851	10,349	10,866
Customers job ready	N/A	93,637	99,255	61,833	65,393	68,663
Job openings elicited from employers	39,288	65,058	65,058	43,158	45,293	47,558
Filled job openings	27,072	24,400	25,620	20,511	21,536	22,613

## Governor's Guaranteed Workforce Program

### Mission

The Governor's Guaranteed Workforce Program invests in the development of the West Virginia workforce to assist in the retention and expansion of existing business and to help encourage new business investment and location in the state.

### Goals/Objectives

**Provide training and technical assistance to support effective employee training strategies.**

- Support the West Virginia training network, a statewide network of training providers.
- Increase the training quality and capacity of training providers within the state.

**Enhance the ability of companies to provide ongoing development opportunities for employees.**

- Develop key company personnel as mentors to build internal organizational training capacity, reducing reliance on external resources.
- Develop a structured training process to build internal training frameworks for West Virginia employers, reducing training cycle time.
- Encourage usage of the West Virginia competitive skills training modules.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Companies served	82	86	45	79	50	75
Persons trained	10,646	13,493	8,000	8,000	10,000	10,000
Training funds provided (in millions)	\$3.78	\$2.70	\$2.20	\$2.10	\$2.50	\$2.20

## Unemployment Programs

### Mission

The mission of Unemployment Programs is to accurately, efficiently, fairly, and promptly administer quality unemployment compensation services through the collection of employer contributions and the payment of benefits to eligible individuals.

### Goals/Objectives

- Meet all 16 federal standards. The current federal standards involve:
  - \* Timely processing of first benefit payments
  - \* Timely processing of nonmonetary determinations
  - \* Quality of nonmonetary determinations
  - \* Timely processing of appeals
  - \* Quality of appeal decisions
  - \* Timely processing of employer status determinations
  - \* Quality of status determinations
  - \* Cash management
- Maintain a high proper payment rate.
- Preserve a high level of service to employers, as well as the unemployed workers of West Virginia.
- Utilize automation and training to increase division productivity and quality.
- Aid unemployed claimants in their pursuit of employment through coordinating efforts with the Employment Service and local Workforce Investment Boards.

## Performance Measures

- ✓ Met 15 of 16 established federal criteria.
- ✓ Performed at or above the national average in 62 of the 80 measured areas.
- ✓ Ranked in the top ten in 21 areas.

<u>Federal Program Year (ends March 31st)*</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
<i>Proper payment rate of benefits paid</i>						
National average	90.9%	90.6%	**N/A	94.8%	**N/A	**N/A
West Virginia's rate	96.8%	98.0%	97.0%	97.3%	97.0%	97.0%
<i>Federal standards as of March 31 each year*</i>						
Total number of standards	16	16	13	16	13	16
Standards West Virginia achieved	16	16	13	15	13	16
<i>Secured employer reports (by the end of the quarter)</i>						
National average	93.8%	94.4%	**N/A	94.3%	**N/A	**N/A
West Virginia's rate	97.9%	98.1%	98.0%	98.8%	98.0%	98.0%

\* FPY (federal performance year) ends in March of each year or last available data from U.S. Department of Labor.

\*\* The national averages, determined by the U.S. Department of Labor, were not available when this document was prepared.

## Workforce Development

### Mission

The mission of Workforce Development is to offer employment and training opportunities to people with barriers to employment and coordinate the efforts of state, educational, and service agencies.

### Goals/Objectives

#### Administer various federal training programs.

- Design and implement a comprehensive, fully integrated workforce development system that appropriately balances state and local roles, responsibilities, and accountability, and fosters true local partnering and ownership for regional workforce development.
- Assure every employee, job seeker, and employer are aware of and have universal access and choice to the full continuum of available workforce development programs and services in West Virginia.
- Leverage collaborations, public and private, at all levels and among all stakeholders that builds system capacity, optimizes resources, and sustains measurable high performance throughout the system.
- Ensure connectivity between West Virginia economic development initiatives and goals and workforce development activities so as to match career opportunities and programs to well-defined and documented workforce needs that result in a truly skilled workforce.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
<i>Entered employment with six month retention</i>						
Adults	85%	86%	82%	84%	78%	78%
Dislocated Workers	93%	91%	88%	43%	85%	85%
Youth (19-21)	79%	78%	78%	74%	75%	75%
<i>Employment placement / retention</i>						
Youth (14-18)	60%	55%	52%	57%	58%	58%

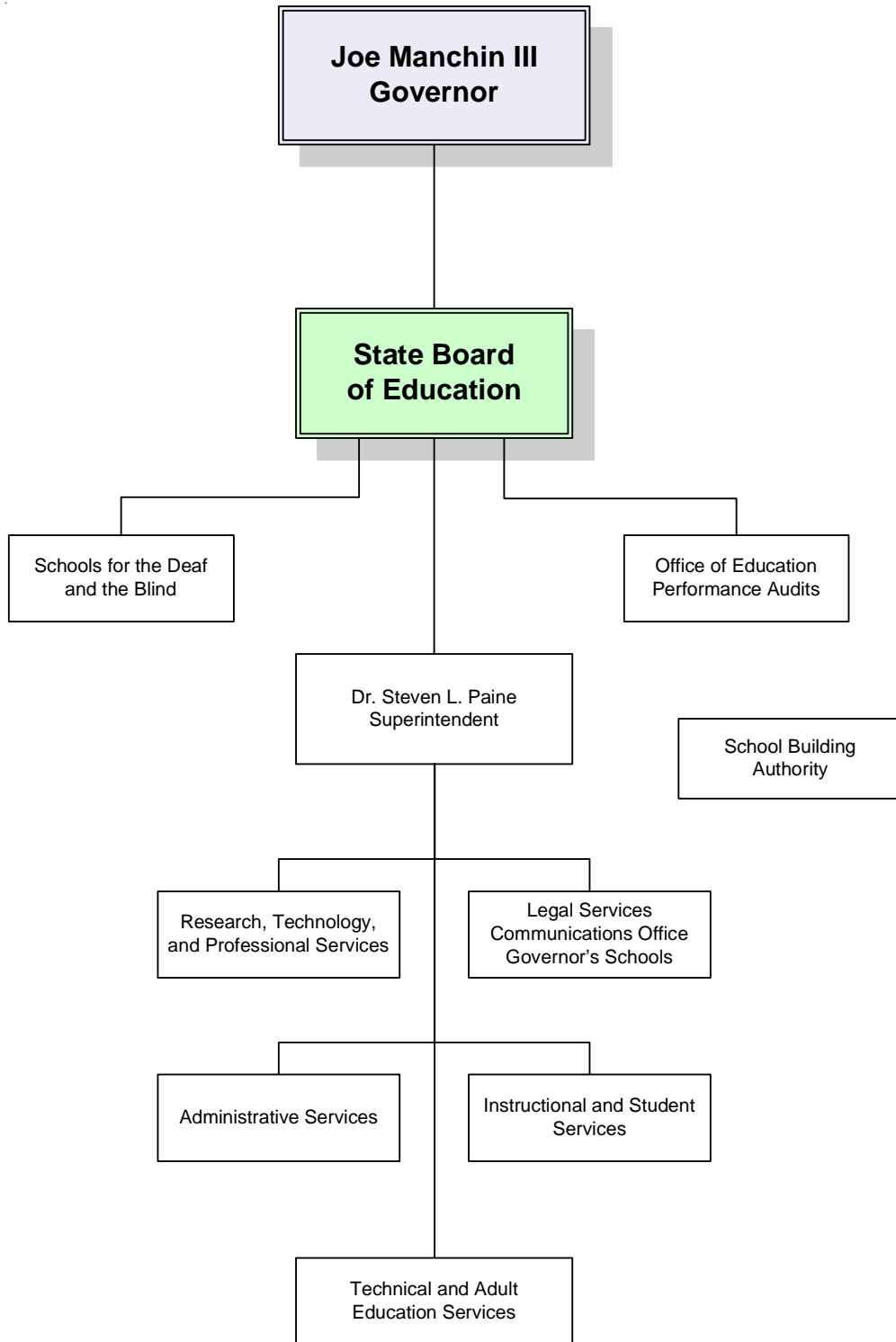
\* For adults, dislocated workers, and youth (19-21), retention refers to employment only. For youth (14-18), retention includes post secondary education, advanced training, military service, qualified apprenticeships, and employment.



# DEPARTMENT OF EDUCATION



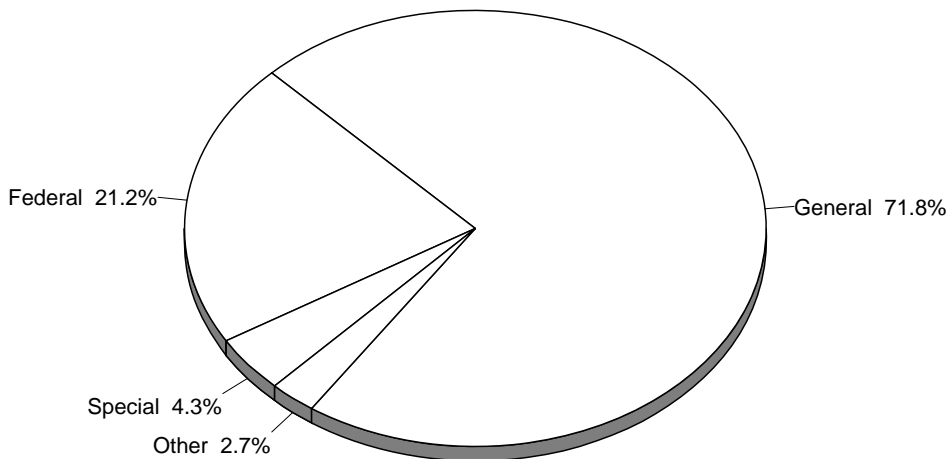
# Department of Education



Department of Education  
**Revenues and Expenditures**

**Total Available Funds**

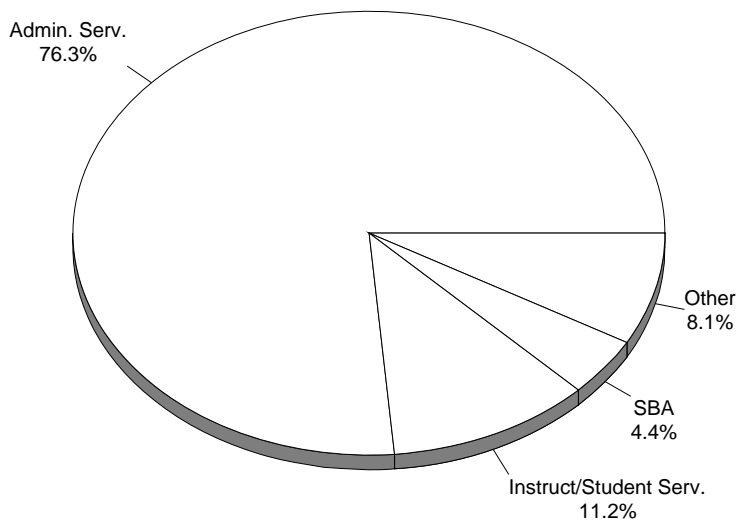
Fiscal Year 2007  
\$2,399,651,675\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Program**

Fiscal Year 2007  
\$2,358,104,720





# Department of Education

## Mission

The West Virginia Department of Education (WVDE), the regional education service agencies, and the Office of Performance Audits will create systemic conditions, processes, and structures within the West Virginia public school system that result in all students achieving mastery and beyond and result in closing the achievement gap among subgroups of the student population.

## Goals/Objectives

**All students shall master or exceed grade level educational standards.**

- There shall be an annual increase in the percentage of students in each subgroup in the subjects of mathematics, English/language arts, science, and social studies who score at the mastery level or beyond as measured by the West Virginia Education Standards Test (WESTEST).
- There shall be an annual increase in the percentage of students in each subgroup who score at a mastery level or beyond on the West Virginia Writing Assessment.
- There shall be an annual increase in the percentage of students who take the American College Test (ACT) and who meet the subtest requirements for college entrance in West Virginia.

**All students shall receive a seamless prekindergarten through 20 curriculum designed and delivered with broad stakeholder involvement to promote lifelong learning**

- There shall be an annual increase in the implementation of approved comprehensive plans for the delivery of prekindergarten programs.
- There shall be an annual increase in the percentage of students by subgroup enrolled in postsecondary education, including adult education.
- There shall be an annual increase in the percentage of students by subgroup receiving credit for completing college courses, dual credit courses, and West Virginia Earn A Degree-Graduate Early (EDGE) courses.
- There shall be an annual increase in the number of students by subgroup enrolled in advance placement courses and successfully completing the Advanced Placement (AP) examination with a score of three or above.
- There shall be an annual increase in the number of adults completing literacy and/or job-specific skill training.

**All students and school personnel shall develop and promote responsibility, citizenship, strong character, and healthful living.**

- There shall be an annual increase in student health-promoting behaviors as measured by the Youth Risk Behavior Survey and the West Virginia Pride Survey.
- There shall be an annual increase in the number of schools that participate in the Public Employees Insurance Agency (PEIA) "Schools on the Move" healthy living program.

## Department of Education

- There shall be an annual increase in the percentage of students meeting national fitness standards.
- There shall be no schools identified as persistently dangerous under No Child Left Behind Accountability Guidelines, and there shall be a decrease in the number of student violations pursuant to the Policy 4373: Code of Conduct.

### **All students shall be educated in school systems that operate and deliver services efficiently and effectively.**

- There shall be an annual increase in the number of collaborative purchasing and service agreements resulting in cost-savings.
- There shall be an annual increase in the efficiency of county school systems as measured by WVDE efficiency parameters established in the areas of transportation, child nutrition, heating and cooling, and overall fiscal management.
- There shall be an annual increase in the number of participants completing on-line professional development offerings in an effort to decrease travel time and costs.
- There shall be an annual increase in the number of distance learning/virtual schools courses offered and utilized to expand curricular offerings and extend staff capacity.

### **All students shall be educated by highly qualified personnel.**

- There shall be an annual increase in the percentage of classes taught by highly qualified teachers.
- There shall be an annual increase in the percentage of qualified paraprofessionals.
- There shall be an annual increase in the number of teachers with national board certification.
- There shall be an annual increase in the percentage of teachers with advanced degrees in subject fields.

## **Recommended Improvements**

- ✓ Additional \$130,600 for expansion of educational services at Huttonsville Correctional Center.
- ✓ Additional \$2.5 million for 21st Century Learners.

Department of Education  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Services	63.00	\$1,608,888,569	\$1,711,077,052	\$1,800,353,268	
Instructional and Student Services	308.70	217,866,928	257,506,819	265,000,000	
Office of Research, Technology and Information Systems	56.80	23,810,286	51,672,914	55,000,000	
State Board and Superintendent's Office	38.00	30,514,308	66,964,155	70,000,000	
Technical and Adult Education Services	98.50	43,913,755	58,889,721	60,000,000	
Less: Reappropriated		(11,607,855)	(16,571,714)	0	
<b>TOTAL BY PROGRAM</b>	<b>565.00</b>	<b>1,913,385,991</b>	<b>2,129,538,947</b>	<b>2,250,353,268</b>	<b>2,240,974,481</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		354.17	354.59	346.54	351.98
Total Personal Services		15,372,137	17,248,691	17,981,672	17,981,672
Employee Benefits		4,769,914	5,683,377	5,635,126	5,635,126
Other Expenses		8,290,876	7,470,003	5,912,200	5,876,845
Aid to Counties		44,775,325	50,839,993	55,438,917	47,791,081
State Aid to Schools		1,525,749,427	1,603,217,877	1,630,912,434	1,630,581,687
Less: Transfer on behalf of SBA*		(21,561,365)	(23,345,748)	(23,345,983)	(23,345,983)
Less: Reappropriated		(8,792,658)	(7,020,618)	0	0
<b>Subtotal: General Fund</b>		<b>1,568,603,656</b>	<b>1,654,093,575</b>	<b>1,692,534,366</b>	<b>1,684,520,428</b>
<b>Federal Fund</b>					
FTE Positions		93.42	116.42	119.62	116.42
Total Personal Services		5,791,471	5,551,155	6,759,485	6,759,485
Employee Benefits		1,696,328	3,037,165	2,107,311	1,857,801
Other Expenses		12,208,806	12,518,944	13,090,900	13,090,900
Aid to Counties		290,867,469	408,114,551	487,042,304	487,291,814
<b>Subtotal: Federal Fund</b>		<b>310,564,074</b>	<b>429,221,815</b>	<b>509,000,000</b>	<b>509,000,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		60.72	62.72	61.72	62.70
Total Personal Services		2,883,354	3,174,646	3,260,797	3,260,797
Employee Benefits		659,555	970,861	1,004,226	1,004,226
Other Expenses		16,497,228	32,858,428	23,435,819	22,070,970
Aid to Counties		9,927,020	7,492,055	7,373,060	7,373,060
Less: Reappropriated		(2,815,197)	(9,551,096)	0	0
<b>Subtotal: Appropriated Special Fund **</b>		<b>27,151,960</b>	<b>34,944,894</b>	<b>35,073,902</b>	<b>33,709,053</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		30.23	31.27	36.04	31.27
Total Personal Services		1,492,944	1,774,495	1,610,134	1,610,134
Employee Benefits		397,258	442,004	490,486	490,486
Other Expenses		1,604,091	2,231,220	1,638,235	1,638,235
Aid to Counties		3,572,008	6,830,944	10,006,145	10,006,145
<b>Subtotal: Nonappropriated Special Fund</b>		<b>7,066,301</b>	<b>11,278,663</b>	<b>13,745,000</b>	<b>13,745,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>538.54</b>	<b>565.00</b>	<b>563.92</b>	<b>562.37</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$1,913,385,991</b>	<b>\$2,129,538,947</b>	<b>\$2,250,353,268</b>	<b>\$2,240,974,481</b>

\* See School Building Authority for narrative and financial information.

\*\* Appropriated Special Fund includes \$31,259,053 in Lottery Funds.



# State Board and State Superintendent

## **Mission**

The State Board and State Superintendent ensure the complete executive delivery and maintenance of a thorough and efficient system of free schools in West Virginia.

## **Operations**

**Provide general supervision of the state's public schools and serve as the chief executive officer of the State Board of Education.**

- Serve as the chief executive officer of the State Board of Education.
- Maintain the Department of Education.
- Perform duties as assigned by the Legislature and by the State Board of Education.
- Supervise all county boards of education.
- Provide the forms and guidance to lead to the uniform operation of the schools and county offices.
- Interpret and enforce school laws.
- Call conferences/meetings of county superintendents to discuss matters related to the condition, needs, and improvement of schools.
- Assure that minimum standards are met at the K–12 levels.

# Programs

## Executive Assistant to State Superintendent

### Mission

The Executive Assistant to the State Superintendent serves as the department's technical assistance and staff development coordinator and assists the state superintendent with special projects.

### Goals/Objectives

- Assists with the maintenance of the system to coordinate the department's technical assistance efforts to school systems and schools.
- Maintain and facilitate a system to coordinate the department's external and internal professional development initiatives.
- Maintains and processes records and activities regarding: waivers, home schooling, and private schools, veteran's diplomas, summer school applications, and general policy and procedures.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Waivers for instructional materials approved	52	37	52	7	55	30
Waivers for instructional materials denied	3	0	3	0	0	2
Waivers for policies approved	13	7	13	5	10	10
Waivers for policies denied	5	0	5	2	2	2

## Legal Services

### Mission

To provide the necessary legal services to the State Superintendent and State Board of Education to ensure the complete executive delivery and maintenance of a thorough and efficient system of free schools in West Virginia.

### Goals/Objectives

**Provide the full range of legal services necessary for the successful operation of K-12 public education.**

- Develop the state superintendent's interpretation of laws, policies, and procedures.
- Provide legal representation for the state superintendent and state board at grievance hearings, certification revocation hearings, certification denial hearings, citizens' appeals, and all other administrative legal proceedings.
- Handle all telephone, written, and in person inquiries dealing with legal issues.
- Draft all correspondence related to above issues.
- Work with the Office of the Attorney General to successfully resolve litigation filed against the WVDE, the state board, or state superintendent.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Superintendent's interpretations issued	16	25	25	18	25	25

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## Office of Communications

### Mission

The Office of Communication provides both internal and external communication about the public schools to promote community awareness and understanding of issues affecting education.

### Goals/Objectives

**Important communication is shared with clients through internal and external communication.**

- News releases—issued to media, superintendents, associations, and legislators informing about current educational matters.
- Publications—annual report, Education Directory, Source Book, and other publications informing about educational accomplishments, statistics, and important events.
- Conferences/awards—organize conferences and awards programs (Teacher of the Year, Milken awards, National Board of Certified Teachers, West Virginia Achievers, Paul Morris Educator of the Year award) to recognize and promote excellence in public schools, encourage participation, and honor teachers and principals.
- State board—inform public about actions of state board including news releases, board agendas, and board recognitions.
- Web site—maintain current and timely information on the department’s home page for educators, parents, and citizens, and provide downloadable information such as a calendar of events, press releases, state board policies, directory, statewide education job vacancies, and report card data.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Total hits to WVDE Web site (in millions)	40	60	70	70	75	75
Press releases issued	190	281	250	287	290	290

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## Office of Human Resources

### Mission

The Office of Human Resources is to provide internal and external services to personnel related to personnel issues and concerns, promote equal employment opportunity, and the management of people.

### Goals/Objectives

**Provide the full range of personnel services necessary to promote human resource practices and equal opportunity for state employees and school personnel.**

- Coordinate personnel functions and issues.
- Facilitate the development and design of programs, policies, and regulations that support employee-management relations.
- Provide high quality professional growth opportunities for employees.
- Coordinate recognition programs for employees, teachers, and schools.
- Provide human resources and technical assistance to department staff.
- Work with the Office of Legal Services to resolve personnel issues.
- Coordinate job vacancies, announcements, and interview strategies.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Coordinate personnel actions	N/A	N/A	150	152	150	150
Human resource issues for the department*	N/A	N/A	450	465	500	550
Personnel files/employee records maintained	630	600	700	800	900	1,000

\* Issues include employee counseling, grievances, suspensions, harassment training, and reduction in force actions.

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## Office of Student Services and Health Promotion

### Mission

The mission of the Office of Student Services and Health Promotion is to provide leadership, training, and support for schools and their communities designed to improve collaboration and ensure the health and educational achievement of children in a safe, nurturing, and disciplined environment.

### Goals/Objectives

#### *Student Services*

- Provide technical assistance to promote the use of appropriate prevention and intervention measures in the implementation of the Student Code of Conduct.
- Provide technical assistance to county attendance directors and other school administrators relating to programs to increase school attendance and implement Policy 4110: Attendance.
- Provide technical assistance to ensure effective implementation of Policy 2315: Comprehensive Developmental Guidance and Counseling in each county school system.
- Provide professional development opportunities for the Responsible Students Program through positive behavior supports.
- Plan and deliver a state safe schools/character education conference to assist educators in their efforts to provide a safe and nurturing learning environment.
- Provide technical assistance to school nurses in an effort to assure consistent implementation of Policy 2422.7: Basic and Specialized Health Care Procedures and Policy 2422.8: Medication Administration.

#### *Health Promotion*

- Promote healthy eating and physical activity practices in West Virginia schools through the Recipe for Success initiative.
- Broker the support of various government and nongovernmental agencies to implement activities identified in the Coordinated School Health Program strategic plan.
- Strengthen the delivery of instruction in health, physical education, and driver education through professional development, increased utilization of technology, and effective utilization of survey and assessment data to direct program delivery.
- Provide technical assistance through statewide programming and regional tobacco prevention specialists to prevent the initiation of tobacco use among West Virginia youth and to prevent the use of tobacco products in West Virginia schools.

*State Board and State Superintendent Programs*

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Teachers trained to deliver content standards and objectives	1,682	1,600	1,500	386	600	400
Teachers trained in Life Skills Training curriculum	N/A	150	150	80	50	500
Counselors trained to implement Policy 2315	N/A	0	800	550	100	100
School nurses trained to implement Policies 2422.7 and 2422.8	N/A	N/A	100	157	100	100





*Department of Education*  
**Administrative Services**

## **Mission**

The division of Administrative Services provides support and assistance to county school systems in the areas of child nutrition, pupil transportation, facilities, teacher preparation and certification, and school finance, as well as providing accounting and budgeting services for the Department of Education to safeguard the financial resources of the state.

## **Operations**

### *Administrative Office*

- Provide leadership for the functions of child nutrition, internal operations, pupil transportation and facilities, and school financing for implementing the mission and goals of the West Virginia Board of Education.
- Promote long-range and short-range planning for the division.
- Coordinate the dissemination of data to the Legislature and local boards of education.
- Manage and direct the budget, personnel, and resources of the division.

### *Child Nutrition*

- Ensure the service of nutritious meals that appeal to children.
- Increase efficiency and accountability in food service operations.
- Enable educators, food service personnel, and parents to positively influence children's eating habits.
- Collaborate with other governmental and community agencies in establishing partnerships that support goals and nutrition services for children.
- Optimize the effectiveness of child nutrition personnel.
- Promote and expand the child nutrition programs.

### *Internal Operations*

- Provide the accounting, reporting, budgeting, grants, invoices, payroll, procurement, and inventory functions for the department.
- Provide advice on accounting and budgetary issues and the legality of expenditures.

### *Pupil Transportation*

- Provide support and assistance to county school systems to enable them to safely transport their students to and from school.
- Coordinate the school bus safety inspection program.
- Verify the training, licensing, and certification of all school bus operators.
- Collaborate with the Department of Administration in competitively bidding school bus chassis and bodies.

### *Facilities*

- Assist county boards of education in providing safe, efficient, and effective school buildings.
- Assure the completion and annual updates of the comprehensive educational facilities plan by the county boards of education.
- Provide technical assistance to county boards of education contemplating school consolidation or closure.
- Provide technical assistance to county boards of education in matters pertaining to custodial services, heating, ventilation, and air conditioning systems performance contracting, energy management and indoor air quality.
- Develop standards for constructing school facilities in West Virginia.
- Review all architectural and engineering plans for new schools in West Virginia.
- Investigate and provide a plan of correction for indoor air quality complaints as lead state agency in West Virginia schools.
- Annually review all facilities constructed with School Building Authority funds.

## *Administrative Services*

### ***School Finance***

- Compute the total basic foundation for the state.
- Prescribe financial reporting standards, and monitor financial activity.
- Review and approve each county board's proposed budget, school calendar, and salary schedules.
- Provide advice on accounting and budgetary issues and the legality of expenditures.

### ***Teacher Preparation and Certification***

- Certify all teachers.
- Provide technical assistance to colleges and universities.
- Maintain records of approved teacher-preparation programs.
- Answer all questions dealing with certification/licensure.



# Programs

## Internal Operations

### Mission

The mission of Internal Operations is to provide accounting of financial reports, budgets, grants, invoice processing, payroll, procurement, and inventory functions for the Department of Education so the department can properly account for all financial matters.

### Goals/Operations

- Provide timely financial reports and distribute monthly.
- Prepare the department's budgets.
- Process, review, and record all grant awards and associated receipts and disbursements.
- Audit and post invoices in a timely manner.
- Prepare bimonthly payrolls, and meet all payroll deadlines.
- Process all purchase orders and record encumbrances.
- Maintain an inventory of the department's fixed assets.

### Performance Measures

- ✓ Timely, accurate financial reports distributed monthly to the department's directors, enabling them to effectively control their offices' budgets.
- ✓ Processed thousands of financial entries into WV FIMS with minimum discrepancies that allowed vendors, grantees, and employees to be paid in a timely manner.

## Office of Child Nutrition

### Mission

The mission of the Office of Child Nutrition is to enhance learning and the quality of life through nutrition services and nutrition education.

### Goals/Objectives

**Safeguard the health and well-being of the state's children, and enhance learning and the quality of life through nutrition and nutrition education.**

- Upgrade and expand child nutrition programs.
- Ensure attractive, nutritionally balanced meal service.
- Increase efficiency and accountability in food service operation.
- Improve the public perception of child nutrition.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Students receiving meals that met dietary guidelines for Americans	258,833	262,000	278,000	279,000	280,000	281,000
Summer Food program participation sites	461	455	480	483	475	485

## Office of Professional Preparation

### Mission

The Office of Professional Preparation provides assurances to the citizens of West Virginia that personnel who staff the state's schools meet state board criteria for preparation and licensure related to their specific assignments.

### Goals/Objectives

- Provide technical assistance to West Virginia colleges and universities in the development of new preparation programs and the modification of current programs.
- Maintain relationships with each teacher preparation institution's educational personnel preparation committee.
- Provide assurances through review and approval procedures that new or modified preparation programs meet state board adopted criteria.
- Maintain records of state board approved teacher preparation programs.
- Oversee the development and administration of the professional testing program (i.e., preprofessional skills test and content specialization and professional knowledge tests) to ensure that the assessments conform to the knowledge and skill requirements of entry level teachers.
- Provide technical assistance and information to teacher education/licensure-oriented bodies, such as the School Personnel Association, the Legislature, and other governmental bodies.
- Serve as liaison with related state and national professional associations, (e.g., National Association of State Directors of Teacher Education and Certification).
- Publish and disseminate documents related to state board approved programs and their graduates, passing rates for the professional testing program, the number of licenses issued, and the supply/demand of educational personnel.
- Process applications for educational personnel licensure and salary upgrades in compliance with state board policies and procedures.
- Assist in the development and administration of board policies and West Virginia statutes related to the preparation and licensure of educational personnel.
- Disburse tuition reimbursement funds to eligible educational personnel.
- Handle all phone calls dealing with certification and licensure.
- Draft all correspondence dealing with certification and licensure.
- Coordinate application/reimbursement process for National Board for Professional Teaching Standards certification.
- Coordinate application/reimbursement process for teacher/principal mentoring program.
- Schedule and coordinate quarterly meetings with the West Virginia Commission for Professional Teaching Students.
- Coordinate meeting for the Professional Practices Panel and Licensure Appeal panel to conduct hearings for licensure suspension.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Professional educators served thru licensure applications	12,312	14,205	15,000	14,610	16,000	16,500
Graduates of approved programs	1,853	1,900	2,000	2,000	2,000	2,000
Tuition reimbursement	\$151,600	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Mentor reimbursement	\$424,500	\$450,000	\$450,000	\$635,000	\$460,000	\$475,000

## Office of School Facilities

### Mission

The Office of School Facilities acts on behalf of the Department of Education in administering the state indoor air quality program; reviewing comprehensive educational facilities plans; and providing technical assistance in school closings and consolidations, facilities management, energy management, plant operations and maintenance, performance contracting, meeting regulatory requirements, and engineering for a safe and healthy environment in which to learn and work. Also, this office is the department's liaison with the Division of Homeland Security and Emergency Management. Write standards for school construction in West Virginia, review all architecture plans for new schools, annually review the schools built with School Building Authority funds, and investigate indoor air quality complaints.

### Goals/Objectives

- Provide in-service and training in areas of responsibility to the county boards of education.
- Provide in-service for custodial services plant operations and maintenance.
- Review the schools built with School Building Authority funds for life safety, mechanical, electrical, and structural functionality.
- Investigate indoor air quality issues, and make appropriate recommendations for their resolution.
- Provide technical assistance in all areas of safety management.
- Review comprehensive educational facility plans, and ensure that each county's plan is current.
- Provide technical assistance to counties in ways to save energy, thus reducing energy costs.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Facilities reviewed	109	122	135	120	142	136
Facility plans reviewed	85	50	100	87	65	65
Technical assistance provided	100	40	120	74	75	110
Indoor air quality issues	45	85	50	68	100	100
HVAC tested/adjusted/balanced	N/A	7	20	16	35	10

## Office of School Finance

### Mission

The Office of School Finance is responsible for administering the Public School Support Program (State Aid funding formula) for advising and assisting the state board of education in the performance of its duties regarding school finance, for establishing the accounting principles for county boards of education, and for providing technical assistance to the various county boards of education.

### Goals/Objectives

- Compile the employment, enrollment, and transportation data necessary for computation of the total basic foundation allowance for each county board of education, perform the necessary calculations and submit the funding request to the Legislature, respond to all inquiries from the Legislature and others concerning the computations, and distribute the funds appropriated to the various county boards of education.
- Formulate requirements for a uniform system of budgetary and financial accounting for use by all county boards of education.
- Advise the State Board of Education on all matters concerning school finances.

## Administrative Services Programs

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Counties receiving technical assistance	8	12	10	4	6	6
Desk reviews of audits	70	70	70	70	70	70
Workshops for county treasurers	9	10	10	14	12	12

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### Office of School Transportation

#### Mission

The Office of School Transportation acts as the agency for the Department of Education in providing safe and efficient school transportation for all public students in West Virginia.

#### Goals/Objectives

- Provide certification, training, inspections, coordination, and technical assistance to West Virginia's county school districts in the performance of safe, efficient transportation of all students riding a school bus to and from school.
- Ensure all school bus operators in West Virginia are properly licensed, certified, trained, and are physically fit to perform their duties safely and effectively.
- Ensure all public school buses in West Virginia are in the best possible mechanical condition by inspecting each bus twice during the school year and once during the summer.
- Promote school bus safety programs.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Buses inspected	8,150	7,426	8,204	7,550	8,000	8,000
Bus drivers certified	4,199	4,272	3,800	3,820	3,900	4,000

# Instructional and Student Services

## Mission

The division of Instructional and Student Services provides leadership, technical assistance, and support that assists county school districts, schools, and institutional education programs to develop, improve, and deliver educational programs that enable all students to achieve at a high level, and initiates programs that promote parental involvement.

## Operations

### *Administrative Office*

- Provide leadership to implement the policies and practices that initiate and promote high-level instructional and student services components of the mission and goals of the West Virginia Board of Education.
- Promote effective planning and coordination of division services.
- Manage and monitor the budget, personnel, and other resources of the division.
- Plan and coordinate Education First grant activities.
- Provide leadership to the West Virginia International School.
- Manage and monitor compliance with federal program requirements.
- Plan, coordinate, and monitor the school improvement process.
- Plan and coordinate health promotion to West Virginia schools.

### *Special Education Office*

- Provide an administrative structure for statewide management of special education programs, services, and resources.
- Provide statewide leadership and proactive planning regarding appropriate policies, programs, and procedures.
- Collaborate with WVDE offices to ensure improved achievement of students with exceptionalities.
- Support agencies in their efforts to meet current and future needs of students with exceptionalities and their families.
- Enhance communication between the department and all agencies providing services to exceptional children.
- Increase collaboration among local and state agencies serving students with exceptionalities and their families.

### *Instructional Services Office*

- Provide leadership and technical assistance in the development, implementation, improvement, and evaluation of curriculum and instruction to improve student achievement.
- Provide leadership for staff development of the K-12 curriculum in content areas to West Virginia educators.
- Define scientifically-based research to implement best practices and instructional strategies for delivery in the classroom.
- Provide statewide leadership, program development, administration, and monitoring for federal programs including Title I, Title II, Title V, and Reading First.

### *Institutional Education Programs Office*

- Deliver comprehensive, direct-service, education programs for juveniles and adults in state correctional institutions, health and human service institutions, regional jails, and juvenile detention centers in accordance with West Virginia Code.
- Provide educational opportunities to prepare institutionalized juveniles and adults to return to school, the community, and the workplace, as responsible and productive citizens.
- Provide educational opportunities for students to reenter high school or attain a General Educational Development (GED) diploma, acquire marketable job skills, achieve basic literacy and functional life skills, and make successful transitions to school, the workplace, postsecondary programs, or other community placements.
- Assist students with the transition from institution to school or the workplace.
- Provide leadership and technical assistance to county school districts in the provision of alternative education programs for disruptive students who are at risk of not succeeding in the traditional school structure.

# Programs

## Institutional Education Programs

### Mission

The mission of the office of Institutional Education Programs is to provide adequate and appropriate educational opportunities to prepare institutionalized juveniles and adults to successfully return to public school or the workplace and community and family life as responsible and productive citizens.

### Goals/Objectives

**Deliver comprehensive educational programs that enable institutionalized students to reenter high school, attain a GED diploma, acquire marketable job skills, and achieve literacy and functional life skills.**

- Implement the standards for high-quality education programs for institutionalized juveniles.
- Attain accreditation of institutional education programs at one additional location.

**Assist students in the transition to school or the workplace.**

- Implement the state's plan for transition from school-to-work for institutionalized youth.
- Develop interagency, business, and community partnerships for placement of students.
- Initiate education programs in new institutions, and expand education programs in facilities adding bed capacity.

**Decrease recidivism and produce individuals who will make a positive contribution to society.**

- Conduct follow-up studies of students exiting the program.
- Develop a program evaluation system to assess the effectiveness of the program based upon students' successes.

**Provide leadership service and technical assistance in the continued development of alternative education programs for disruptive students in the state.**

- Conduct needs assessments of alternative education programs.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Nationally accredited education programs in institutions	8	8	9	9	10	10
State facilities served	30	35	41	37	39	41

## Instructional Services

### Mission

The office of Instructional Services is committed to improving the quality of instruction and increasing achievement for all students.

### Goals/Objectives

**Provide leadership and technical assistance in the development, implementation, improvement, and evaluation of curriculum and instruction to improve student achievement.**

- Provide leadership for staff development of the K-12 curriculum in content areas to West Virginia educators.
- Define scientifically based research to implement best practices and instructional strategies for delivery in the classroom.
- Provide statewide leadership, program development, administration, and monitoring for federal programs including Title I, Title II, Title V, and Reading First.



## Instructional and Student Services Programs

### **Provide statewide professional development of the implementation of Board of Education policies.**

- Design, develop, and implement training components for the instructional goals and objectives and Policy 2510.
- Collaborate with state and local agencies to support early childhood initiatives for the optimum development of young children.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Educators receiving training	10,000	5,100	5,000	6,100	5,500	6,000

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## Special Education

### Mission

To positively affect the lives of children with exceptionalities by developing and enhancing the capacity of stakeholders—all parties involved in the education of these students including families, agencies, communities, and educators at all levels—through positive proactive leadership and collaborative partnerships.

### Goals/Objectives

#### **Encourage and promote an educational system that meets the diverse needs of all students.**

- Implement Policy 2419, the Individuals with Disabilities Education Act, Part B State Plan, and other relevant State Board of Education policies, standards, and regulations.
- Implement the state performance plan for improving results for students with exceptionalities.
- Engage in annual strategic planning, utilizing input from advisory committees.

#### **Increase positive family, school, community, and agency relationships.**

- Provide information and training opportunities to families concerning their role in the education of their children.
- Increase collaborative efforts with other agencies, businesses, and organizations.

#### **Improve the effectiveness of administering special educational services through monitoring, compliance, and budgeting activities.**

- Maintain a continuous program of evaluation and data collection systems to measure performance.
- Develop and maintain the necessary resources and relationships to support the mission and goals of the office.

#### **Increase knowledge and skills of personnel who affect the lives of students with exceptionalities.**

- Provide ongoing, responsive, collaborative, human development activities and technical assistance.
- Package and disseminate information and resources to stakeholders.
- Incorporate concepts and competencies reflective of current best practices and programs into professional preparation programs and personnel assessment instruments.
- Implement a comprehensive system of personnel development.

#### **Increase staff efficiency and effectiveness.**

- Evaluate the knowledge and skills of the Office of Special Education staff.
- Maintain necessary resources and relationships within and outside the department.

*Instructional and Student Services Programs*

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
On-site monitoring visits	14	19	15	24	24	24
Complaint investigations	68	33	60	50	50	50
Students receiving special education	54,483	54,633	54,000	54,368	54,000	53,800
Special education federal funds allocated to deliver instructional programs (in millions)	\$55	\$67	\$68	\$70	\$80	\$83

# Office of Education Performance Audits

## Mission

The mission of the Office of Education Performance Audits is to assist the West Virginia Board of Education, the Legislature, the Governor, and the Process for Improving Education Council in establishing and maintaining a system of education performance audits that measures the quality of education and the preparation of students based on standards and measures of student, school, and school system performance and progress and the processes necessary in providing a thorough and efficient system of education in West Virginia.

## Operations

- Recommend to the West Virginia Board of Education the school accreditation and school system approval status for each school and each district in state.
- Assure that each school and each school system is accountable for the efficient use of existing resources to meet or exceed standards.
- Require each school and each school system to annually target resources to improve student, school, and school system performance, progress, and process.
- Provide accreditation information to the Legislature, Governor, the Process for Improving Education Council, the general public, and any individual who requests such information.
- Establish early detection and intervention programs using the available resources of the Department of Education, Regional Education Service Agency, Center for Professional Development, and the Principal's Academy to assist underachieving schools and systems in improving performance.
- Produce an annual report to the West Virginia Board of Education, the Legislature, the Governor, and the Process for Improving Education Council regarding the process for improving education that presents the activities of the office pursuant to W.Va. Code §18-2E-5.
- Assure that all statewide assessments of student performance are secure.
- Establish, as part of the process for improving education, the development of the capacity of schools and school systems to meet or exceed standards.

## Goals/Objectives

- Train/retrain a cadre of people for on-site reviews.
- Identify exemplary schools and school systems.
- Monitor and evaluate the components of the Office of Education Performance Audits.
- Examine reports regarding performance of students, schools, and school systems.
- Determine weaknesses and strengths that contribute to performance of students and schools.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Schools receiving exemplary accreditation status	10%	7%	15%	4%	8%	7%
Schools receiving full accreditation status	77%	85%	85%	76%	77%	85%
School districts receiving full approval status	82%	93%	90%	96%	94%	93%
School districts with more than a casual deficit	2	6	2	2	2	6

*Department of Education*

# Office of Technology and Information Systems

## Mission

The Office of Technology and Information Systems facilitates the use of instructional technology and information systems in the accomplishment of the goals of public education and provides the means for collecting, maintaining, and distributing information about education.

## Operations

### *Instructional Technology*

**Provide the full range of research, technology, professional development and integration services needed for the successful operation of instructional technology in K–12 public education.**

- Coordinate the dissemination of effective research, information and technology initiatives.
- Facilitate the use of technology and information systems in support of public education.
- Provide high-quality professional growth opportunities.

### *Administrative Technology*

**Provide information needed for educational decision-making in a timely manner.**

- Administer and support the West Virginia Education Information System (WVEIS) for schools and boards of education.
- Produce and distribute Report Cards to parents, school administrators, and concerned citizens.
- Produce statistical reports needed by local, state, and federal agencies.
- Provide resources and technical assistance to department staff in the design and implementation of effective program evaluations.
- Maintain the internal and wide area network connecting schools, boards of education, and WVDE to WVEIS and the Internet.

## Goals/Objectives

- Administer the Basic Skills/Computer Education program (kindergarten through six grades) and Student Utilization of Computers in Curriculum for the Enhancement of Scholastic Skills (SUCCESS) Initiative (grades seven through 12).
- Administer the Reinventing Education program.
- Coordinate distance learning activities and the West Virginia Virtual School.
- Implement use of the Internet in West Virginia schools.
- Participate in technology cooperatives of the Council of Chief State School Officers and the Southern Regional Education Board (SREB).
- Continue to build technology partnerships, and implement school and county strategic plans that incorporate state and federal technology requirements.
- Update plans and programs for No Child Left Behind education technology funding.
- Update comprehensive plans, including electronic-rate (E-Rate), state requirements, and federal mandates for technology integration to improve student achievement.
- Provide WVEIS management and support for all public schools.
- Provide data decision support information

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Students served by virtual and distance learning courses	1,464	1,690	1,800	1480	2,500	3,000
Computers provided for student use	6,966	3,663	3,200	5,600	6,000	6,000
Network routers maintained	860	860	860	860	860	860
Comprehensive school technology plans updated	N/A	100%	90%	100%	100%	100%
K-12 educational e-mail accounts administered	34,810	36,791	34,860	29,300	37,000	37,500
Teachers trained/staff development	N/A	730	700	630	2,125	2,500

Department of Education

# School Improvement

## Mission

The division of School Improvement provides leadership, technical assistance, and support that assists schools and county school districts to develop, improve, and deliver educational programs that enable all students to achieve mastery and beyond.

## Operations

### *Administrative Office*

- Provide leadership to implement the policies and practices that support the Framework for High Performing Schools and school districts and the mission and goals of the West Virginia Board of Education.
- Promote effective planning and coordination of division services.
- Manage and monitor the budget, personnel, and other resources of the division.
- Plan, coordinate, and monitor the school improvement processes.
- Plan, coordinate, and monitor the implementation of the universal preschool and Even Start Family Literacy Program.
- Plan, coordinate, and monitor the implementation of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP) Project for eight counties.
- Plan, coordinate, and implement 21st Century and Learn and Serve programs that serve approximately 10,000 students.

### *Early Childhood and Even Start*

- Plan and coordinate the implementation of preschool programs and provide for universal preschool education.
- Plan and coordinate the Even Start Family Literacy Program.

### *Middle School Education*

- Provide technical assistance to model middle HB 4669 schools.
- Provide professional development and high yield instructional strategies to middle school staff.

### *School Improvement*

- Provide leadership and technical assistance in the development, implementation, and improvement initiatives that positively impact student achievement.
- Define scientifically-based research to implement best practices and instructional strategies for delivery in the classroom.
- Provide statewide leadership, program development, administration, and monitoring for federal programs including Title II, Title V, Title VI B.
- Provide leadership for the development of model schools as passed and defined in HB 4669.

### *Student Assessment Office*

- Develop, administer, evaluate, and maintain assessment programs as required in W.Va. Code §18 and in Policy 2340.
- Provide leadership and technical assistance to administer assessments, interpret assessment data, and make appropriate instructional decisions.
- Provide, maintain, and monitor the federal assessment requirements as per the No Child Left Behind Act of 2001.

*School Improvement*  
**Programs**

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**Office of Early Childhood and Even Start**

**Mission**

The Office of Early Childhood and Even Start is to ensure high quality early childhood and family literacy programs.

**Goals/Objectives**

- Conduct the submission of the county collaborative plan (submitted by each county every February) to determine progress toward full implementation of the universal requirement of the prekindergarten program.
- Implement the West Virginia prekindergarten program to meet the universal requirement by 2012. (The total projected four-year-old population by 2012 is 21,106. It is estimated that about 80% of the total four-year-old population will be enrolled at full implementation—about 16,885 four-year-old children. The West Virginia prekindergarten program is voluntary on the part of parents, and national statistics support this anticipated participation figure.)
- Provide on-site technical assistance and professional development for teachers in the West Virginia preschool system—75% at the county level, 35% at the school level, and 20% at the classroom level in FY 2006.
- Coordinate the competitive grant process for Even Start Family Literacy.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Prekindergarten enrollment	37%	38%	N/A	42%	45%	50%

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**Office of Middle School Education**

**Mission**

The Office of Middle School Education provides leadership and technical assistance to middle schools to support professional development and high yield instructional strategies to close the achievement gap and raise the achievement level of all students.

**Goals/Objectives**

- Provide technical assistance to the middle schools with the model school HB 4669 project.
- Provide professional development to middle school teachers on differentiated high yield instructional strategies.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Educators receiving training	1,820	1,795	N/A	1,800	1,800	1,800



## Office of School Improvement

### Mission

The Office of School Improvement is focused on providing technical assistance and leadership to schools and counties to enhance the implementation of high yield instructional and school effectiveness strategies.

### Goals/Objectives

- Provide statewide leadership, program development, administration, and monitoring for federal programs, including:
  - \* Title II, Part A, Improving Teacher Quality
  - \* Title V, Part A, Innovative Programs to help improve student achievement
  - \* Title VI, Part B, Rural and Low Income School Program to help with school improvement
- Provide leadership with the development and implementation of the math/science partnership grants.
- Provide leadership and technical assistance to model schools HB 4669 project.

### Performance Measures

<u>Fiscal</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Model schools receiving technical assistance	N/A	N/A	N/A	30	32	32

## Office of Student Assessment Services

### Mission

The Office of Student Assessment Services provides leadership and technical assistance to county school district personnel in the design, development, implementation, scoring, distribution of test results, and reform of educational programs.

### Goals/Objectives

- Determine the types of assessment to be used.
- Provide for the administration of the West Virginia Statewide assessment program that is responsible to distribute, receive, process, record, and report to approximately 720 schools the test results to include student, school, county, and state reports.
- Provide counties with technical assistance regarding the administration and the interpretation of components:
  - \* WESTTEST—a test of the grade level content standards in grades three through eight and ten
  - \* Alternate Assessment—a test given to students with disabilities who cannot participate in the norm-referenced assessment in a meaningful way in grades kindergarten through exiting
  - \* National Assessment of Educational Progress—a national assessment of reading, writing, mathematics, and science given in grades four, eight, and 12
  - \* Writing Assessment—given at grades four, seven, and ten
  - \* ACT EXPLORE—a test given at grade eight
  - \* ACT PLAN—a test given at grade ten

*School Improvement Programs*

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
<i>Tests administered</i>						
WESTEST	N/A	140,000	140,000	140,000	140,000	140,000
End of course tests	N/A	0	200,000	0	200,000	N/A
Writing assessment	60,344	62,099	60,000	62,099	60,000	60,000
ACT EXPLORE	20,000	23,607	20,000	23,607	20,000	20,000
ACT PLAN	N/A	20,013	20,000	20,013	20,000	20,000
Federal dollars for new assessment programs (in millions)	\$6.3	\$4.2	\$6.3	\$6.3	\$4.2	\$4.2
State dollars for ACT PLAN	\$218,000	\$165,000	\$218,000	\$218,000	\$213,000	\$213,000
Federal dollars for Alternate Assessment Program	\$259,000	\$180,000	\$260,000	\$260,000	\$413,000	\$500,000





# Technical and Adult Education Services

## Mission

The mission of Technical and Adult Education Services is to facilitate the delivery of high-quality technical and adult education statewide through leadership and coordination activities focused on instruction, program improvement, professional development, technical assistance, planning, evaluation, fiscal management, and accountability.

## Operations

### *Assistant State Superintendent*

- Administer public school vocational-technical and adult education programs statewide.

### *Adult Education and Workforce Development Act*

- Direct and coordinate statewide adult vocational-technical education, adult basic education, Workforce Development Act, and job opportunity and basic skills training programs.

### *Cedar Lakes Conference Center*

- Provide conference and meeting facilities for West Virginia youth and adult groups to assemble and participate in educational functions.

### *Planning, Evaluation, Special Programs, and Support Services*

- Plan, evaluate, and provide technical assistance to vocational-technical and adult programs on a statewide basis.
- Provide services to special populations and business/industry, including elimination of gender bias, job placement, and transition services.

### *Program Services*

- Provide staff development, technical assistance, vocational student organizations, and curriculum development services to assist local education agencies (LEAs) in the delivery of high quality technical and adult education programs.

### *Technical and Secondary Program Improvement*

- Oversee the SREB initiatives, including High Schools that Work and Making Schools Work.
- Oversee the work-based and career development initiatives.
- Provide technical assistance to high schools and a state system of school-business partnerships.

# Programs

## Adult Education and Workforce Development

### Mission

The mission of Adult Education and Workforce Development is to enable adult learners to be literate, productive, and successful in the workplace, home, and community by delivering responsive adult education programs and services.

### Goals/Objectives

**Provide adults with the opportunity to acquire and improve functional skills necessary to enhance the quality of their lives as workers, family members, and citizens.**

- Sustain a high-performing, resource-balanced, flexible, and customer-focused organization by strengthening its structure and operations.
- Identify, design, and implement quality programs and services that address customer needs.
- Sustain organizational values and processes that develop, engage, and reward employees and cultivate a commitment to excellence.
- Establish and sustain collaborative relationships with other organizations to strengthen and expand adult education programs and services.
- Use technology to improve communication, efficiency, delivery of instruction, and ease of access to programs and services.
- Raise awareness of the organization and promote a positive image of its work.
- Use an effective continuous improvement process that ensures accountability balanced to the needs of the customer and staff.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Adults served in adult basic education	31,304	29,228	32,000	31,500	32,000	32,500
Adult participants in on-site workplace education programs	2,375	2,180	2,090	2,100	2,030	2,200

## Cedar Lakes Conference Center

### Mission

Cedar Lakes will provide leadership and educational opportunities with quality service in an outstanding environment. The conference center will provide facilities and an environment where West Virginia's youth and adult educational groups can assemble for the purpose of developing leadership skills, engage in lifelong learning experiences, and enjoy recreational activities.

### Goals/Objectives

- Operate a conference facility that includes 51 buildings and 450 acres of land for maximum camp usage at a cost that youth and adults can afford.
- Develop and implement marketing strategies to increase by five percent the utilization of Cedar Lakes.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Overnight West Virginia guests	75,000	75,122	76,000	97,527	77,000	78,000
Overnight out-of-state guests	45,000	49,507	50,000	36,071	51,000	52,000
Day use guests	200,000	183,235	185,000	181,017	187,000	188,000
Total guests	320,000	307,864	311,000	314,615	315,000	318,000

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## Planning, Evaluation, Special Programs, and Support Services

### Mission

The mission of the office of Planning, Evaluation, Special Programs, and Support Services is to provide technical assistance to local school systems in a timely and efficient manner to assure that all statutory and regulatory requirements are met in the implementation, operation, and evaluation of technical and adult education programs and services. Special programs include, but are not limited to, technical, adult, regular, and special education. Specifically, fiscal, curricular, professional development, gender equity, video production, instructional materials, community education, and community service-learning are primary areas of responsibility.

### Goals/Objectives

- Assist local staff in the preparation of annual plans for the implementation of technical and adult education programs and services.
- Assist local staff in the implementation of program evaluation through the statewide system of performance standards and measures.
- Provide local administrators with evaluation data for use in effective planning for program improvement.
- Assist counties to plan, design, and implement the Jobs Through Education Act.
- Improve the quality of professional development of local technical and adult education administrators.
- Provide professional development through an annual conference to nontraditional education coordinators, work-based learning coordinators, Title IX coordinators, and teen/parent coordinators.
- Plan and implement state-level conferences in the areas of gender equity and of technical and adult education.
- Provide video production and video technology to schools, business, and industry.
- Fund projects to improve and replace technical and adult education equipment.
- Assist counties in securing funding to purchase state-of-the-art equipment to modernize instructional programs.
- Recognize and reward exemplary instructional leadership through awards programs.
- Promote effective school and community collaboration to remove at-risk behaviors in school age children.
- Monitor state and federal funds distributed to counties.
- Combat gender stereotyping, and provide access to technical and adult programs to single parents, displaced homemakers, and single pregnant women.
- Provide for the preparation, revision, and implementation of the state's service personnel testing program, and provide appropriate technical assistance to LEAs.
- Assist local staff in implementing programs and activities required to maintain accreditation through the North Central Association of Colleges and Secondary Schools.
- Provide a continuous program of occupational safety information to vocational teachers and administrators in the LEAs.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Participants in professional development conference (nontraditional programs)	137	120	120	120	120	110
Modernization grants awarded for new equipment	34	35	40	46	40	40
Grants for new equipment	\$725,000	\$725,000	\$725,000	\$725,000	\$725,000	\$725,000

## Program Services

### Mission

The mission of the office of Program Services is to provide leadership to educators in the preparation of all students for productive careers. The office provides staff development, technical assistance, vocational student organizations, and curriculum development services to assist LEAs in the delivery of high quality technical and adult education programs.

### Goals/Objectives

- Assist LEAs in modernization of technical and adult educational programs through technical services by program area professional staff.
- Assist LEAs in the implementation of school reform/improvement efforts including High Schools that Work; tech prep associate degree; School-to-Work Transition; Jobs Through Education Act (SB 300); and the Systematic, Continuous, Improvement Process.
- Offer appropriate staff development activities to local educational personnel to upgrade their instructional and administrative skills.
- Assist in the development and implementation of new curricula, including technical and applied academic courses and programs that support the system of career clusters and career majors.
- Provide technical assistance for the implementation of appropriate industry-recognized credentials for vocational-technical programs and students (e.g., CCIE, MOUS, A+, ASE).
- Collaborate with other WVDE offices and state agencies to enhance services and activities provided to students enrolled in technical and adult education programs.
- Promote effective, research-based models of teachers working together to integrate academic and vocational content.
- Plan, conduct, and evaluate state and national level leadership activities for seven vocational student organizations and partner with other groups to offer statewide services, conferences, and competitive events in two additional program areas.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Secondary vocational-technical students who received improved instructional services	113,300	108,500	108,500	104,651	106,000	105,500
Adults who improved occupational skills through vocational-technical education programs	45,000	44,378	44,000	43,720	43,500	44,000
Students who participated in vocational student organization activities	12,000	11,500	11,500	11,500	11,500	11,500

## Technical and Secondary Program Improvement

### Mission

The mission of the office of Technical and Secondary Program Improvement is to assist LEAs to improve instruction for students through programs that emphasize high expectations, rigorous curriculum, applied academics, work-based learning, career guidance, and preparation for postsecondary education. This is accomplished through participation in focused SREB initiatives, federal grant programs, and strong education-business partnerships.

### Goals/Objectives

- Continue participation in the SREB's High Schools that Work, Making Middle Grades Matter, and Making Schools Work initiatives.
- Provide targeted technical assistance to LEAs in realizing the benefits of participation in the SREB initiatives.
- Conduct formal technical assistance visits to all participating LEAs once every three years.
- Provide staff development to local schools and school systems focused on improvement planning, instruction, work-based learning, career development, and postsecondary connections.
- Assist LEAs in developing school/business/community partnerships.
- Work with the West Virginia Council for Community and Technical College Education in developing the tech prep seamless curriculum.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Schools participating in High Schools that Work	112	117	123	113	126	124
Schools participating in Making Middle Grades Matter	12	30	30	24	30	30
Schools participating in Making Schools Work*	15	15	N/A	N/A	N/A	N/A
Tech prep seamless curricula available for students	18	25	25	25	30	30
Students participating in work-based experiences	75%	70%	75%	80%	75%	100%
School systems with active school/business partnerships	100%	100%	100%	100%	100%	100%

\* The Making Schools Work initiative ended July 1, 2004. Middle schools in the Making Schools Work cluster will become Middle Schools that Work sites and the high schools will become High Schools that Work sites.



*Department of Education*  
**School Building Authority**

## **Mission**

The School Building Authority facilitates and provides state funds for the construction and maintenance of public school facilities so as to meet the educational needs of the people of West Virginia in an efficient and economical manner.

## **Operations**

**Present to the authority all pay-as-you-go, needs project submissions, allowing the authority to have complete project information prior to funding.**

- Review all projects and annual facility plan updates as submitted by the counties.
- Conduct site visits to every facility affected by a requested project and prepare a summary of current conditions.
- Facilitate statewide review committee meetings and incorporate committee recommendations into the board agenda.
- Perform staff evaluations, rating all projects according to West Virginia State Code and agency procedures.

**Present to the authority all major improvement program project submissions, allowing the authority to have complete project information prior to funding.**

- Review all projects as submitted by the counties.
- Perform staff evaluations, rating all projects according to West Virginia State Code and agency procedures.

**Present to the authority all pay-as-you-go, three percent project recommendations for projects involving more than one county school system or one that affects all West Virginia school systems.**

- Review all projects as submitted.
- Perform staff evaluations and rate all projects according to agency procedures.

**Review, inspect, and monitor construction projects in which SBA funds are utilized.**

- Review educational specifications, technology plans, schematic drawings, design development drawings, and construction bid documents.
- Schedule contract bids and awards including the selection of construction managers and clerks of the works.
- Inspect construction progress and process for all SBA projects including on-site visits and, when necessary, attending project meetings.

**Conduct follow up activities and ensure correction of all facility deficiencies noted to the SBA by the West Virginia Department of Education (only facilities with SBA funding are included).**

- Conduct facility inspections of all deficiencies and, if needed, develop a plan of action to ensure corrections will be made.
- Arrange for corrections to be made at the cost of the county, if appropriate remediation has not been initiated by the county.
- Perform an additional site visit to ensure completion of corrections.

## **Goals/Objectives**

- Review all projects and facility plan updates, conduct all site visits, and incorporate all recommendations into a board agenda, between the submission deadline of October 3, 2005 and the board meeting on November 14, 2005.
- Review and evaluate all major improvement program projects, and incorporate all recommendations into a board agenda, between the submission deadline of January 16, 2006, and the board meeting on March 27, 2006.
- Review all three percent statewide and regional projects, and incorporate all recommendations into a board agenda, between the submission deadline of January 16, 2006 and the March 27, 2006 meeting.

School Building Authority

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Facility plans submitted and reviewed	48	44	10	0	55	55
MIP plans submitted and reviewed	34	41	55	38	55	55
Maintenance correction inspections	4	2	5	0	7	10



School Building Authority

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	10.00	\$963,642	\$1,172,354	\$1,172,354	
Debt Service State Aid Formula	0.00	21,561,365	23,345,748	23,345,748	
Debt Service Lottery	0.00	18,000,000	17,997,468	17,999,618	
Lottery Excess Funds	0.00	39,000,000	19,000,000	19,000,000	
Major Improvements Programs	0.00	10,087,173	5,000,000	5,000,000	
School Construction	0.00	18,696,459	37,680,166	37,667,617	
Less: Reappropriated		(20,000,000)	0	0	
<b>TOTAL BY PROGRAM</b>	<b>10.00</b>	<b>88,308,639</b>	<b>104,195,736</b>	<b>104,185,337</b>	<b>104,195,971</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Debt Service		21,561,365	23,345,748	23,345,983	23,345,983
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>21,561,365</b>	<b>23,345,748</b>	<b>23,345,983</b>	<b>23,345,983</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		10.00	10.00	10.00	10.00
Total Personal Services		595,009	678,519	669,519	678,519
Employee Benefits		172,206	237,754	236,120	237,754
Other Expenses		196,427	266,715	266,715	266,715
Debt Service *		56,997,018	37,000,000	37,000,000	37,000,000
Less: Reappropriated		(20,000,000)	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>37,960,660</b>	<b>38,182,988</b>	<b>38,172,354</b>	<b>38,182,988</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		28,786,614	42,667,000	42,667,000	42,667,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>28,786,614</b>	<b>42,667,000</b>	<b>42,667,000</b>	<b>42,667,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>10.00</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$88,308,639</b>	<b>\$104,195,736</b>	<b>\$104,185,337</b>	<b>\$104,195,971</b>

Appropriated Special Fund includes \$37,000,000 in Lottery Funds.

\* FY 2005 \$19,000,000 transferred to the General Revenue



*Department of Education*

# **West Virginia Schools for the Deaf and the Blind**

## **Mission**

The West Virginia Schools for the Deaf and the Blind provides high-quality education and related programs for the deaf, the blind, and the deaf/blind multihandicapped students of West Virginia that will enable those students to become contributing members of society and to progress to their maximum individual ability.

## **Operations**

### *School for the Blind*

- Academic and vocational day and residential program for eligible visually impaired and blind students ages three to 21.
- Technical assistance and outreach programs for students, birth to five, residing in all 55 counties.
- Instructional resource center provides large print and Braille books for all visually impaired or blind students educated in any of the 55 counties.
- Operates a subregional library for the Library of Congress, Division of the Blind and Physically Handicapped.

### *School for the Elementary Deaf*

- Academic elementary hearing impaired program for day and residential students, prekindergarten through sixth grades.
- Deaf/blind multihandicapped day and residential program for students ages three to 21.
- Technical assistance and outreach programs for hearing impaired or deaf children (birth to five) residing in all 55 counties.

### *School for the Secondary Deaf*

- Academic day and residential program for hearing impaired and deaf students in seventh grade to age 21.
- Vocational day and residential program for hearing impaired and deaf students in seventh grade to age 21.
- Outreach and technical assistance for hearing impaired or deaf children residing in all 55 counties.

### *Health*

- The infirmary is responsible for the total medical care of all students attending these schools.
- Child Study Center provides the following clinics for eligible West Virginia children: hearing clinic; eye clinic; low vision clinic; ear, nose, and throat clinic; and orthopedic and nutrition clinics.

### *Business and Finance*

- The Business office is responsible for the fiscal management of the schools. This includes the safety of buildings and grounds and the transportation and laundry services. Food services provide healthy, nutritious meals for the students.

### *Superintendent's Office*

- The Superintendent's Office is responsible for the total administration of these schools.

## Goals/Objectives

The West Virginia Schools for the Deaf and the Blind (for students between the ages of three and 21) have the following goals and objectives:

- The superintendent is to keep detailed records of names of all applicants with the dates of their admission and discharge, ages, mailing addresses, and degrees earned.
- The school may enter into contractual arrangements with counties to provide evaluation, short-term instruction, and other educational services, including direct instruction.
- Provide two residential/day schools—one for deaf students and one for blind students—for preschool through senior high school age, including a vocational education program with a variety of class offerings.
- Provide in-home services to families of preschool age deaf and/or blind children throughout West Virginia currently served in SKI-HI or INSITE.
- Serve as a subregional library for the Library of Congress to supply talking books and other supplies and equipment to visually impaired people of all ages.
- Supply Braille books, large print books, and related supplies and equipment to the county school systems for students with vision disabilities.

## Performance Measures

- ✓ The schools have been fully accredited annually through the North Central Association of Colleges and Schools for 26 consecutive years (since 1979).

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Full-time students served	187	182	200	198	200	182
Outreach preschool students and families served	277	293	200	329	300	350
Visually impaired students served by Instructional Resource Center	477	522	500	532	525	540
Persons served by subregional Library of Congress	419	387	425	433	400	425
Children served by Child Study Center Clinics	1,754	1,754	1,770	1,654	1,770	1,700

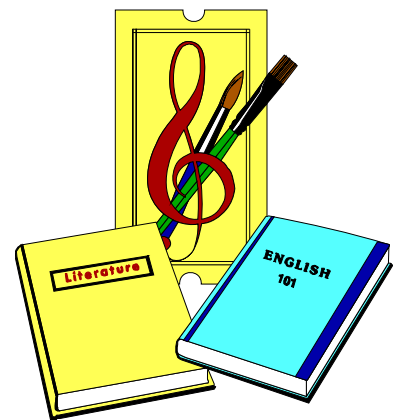
West Virginia Schools for the Deaf and the Blind

# Expenditures

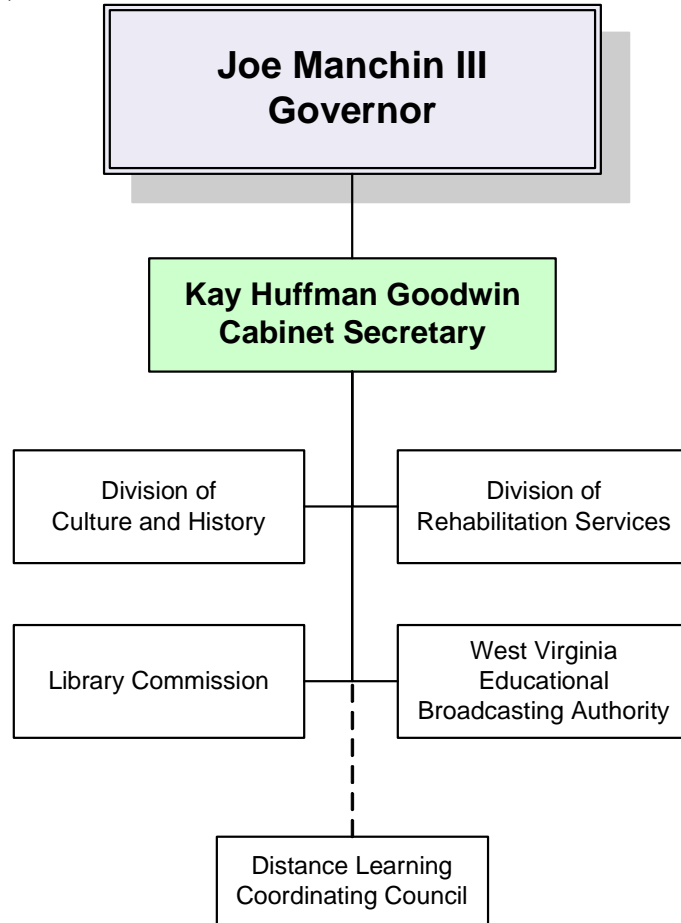
	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
WV Schools for the Deaf and the Blind	217.70	\$11,741,085	\$13,318,158	\$12,934,268	
<b>TOTAL BY PROGRAM</b>	<b>217.70</b>	<b>11,741,085</b>	<b>13,318,158</b>	<b>12,934,268</b>	<b>12,934,268</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		206.00	208.50	208.50	208.50
Total Personal Services		6,732,852	7,328,518	7,490,996	7,490,996
Employee Benefits		2,356,161	2,783,013	2,950,293	2,950,293
Other Expenses		1,963,642	1,690,679	1,690,679	1,690,679
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>11,052,655</b>	<b>11,802,210</b>	<b>12,131,968</b>	<b>12,131,968</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		11.20	9.20	10.00	9.20
Total Personal Services		270,219	373,600	308,600	308,600
Employee Benefits		88,552	142,463	129,217	129,217
Other Expenses		329,659	999,885	364,483	364,483
<b>Subtotal: Nonappropriated Special Fund</b>		<b>688,430</b>	<b>1,515,948</b>	<b>802,300</b>	<b>802,300</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>217.20</b>	<b>217.70</b>	<b>218.50</b>	<b>217.70</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$11,741,085</b>	<b>\$13,318,158</b>	<b>\$12,934,268</b>	<b>\$12,934,268</b>



DEPARTMENT  
OF  
EDUCATION  
AND  
THE ARTS



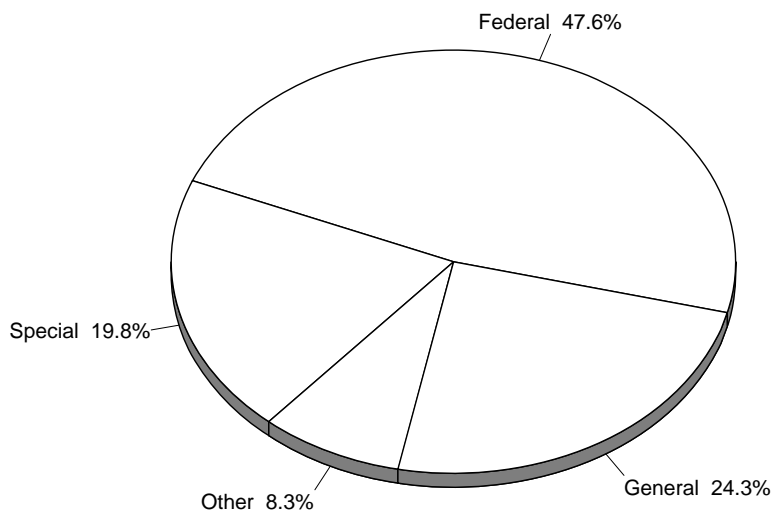
# Department of Education and the Arts



Department of Education and the Arts  
**Revenues and Expenditures**

**Total Available Funds**

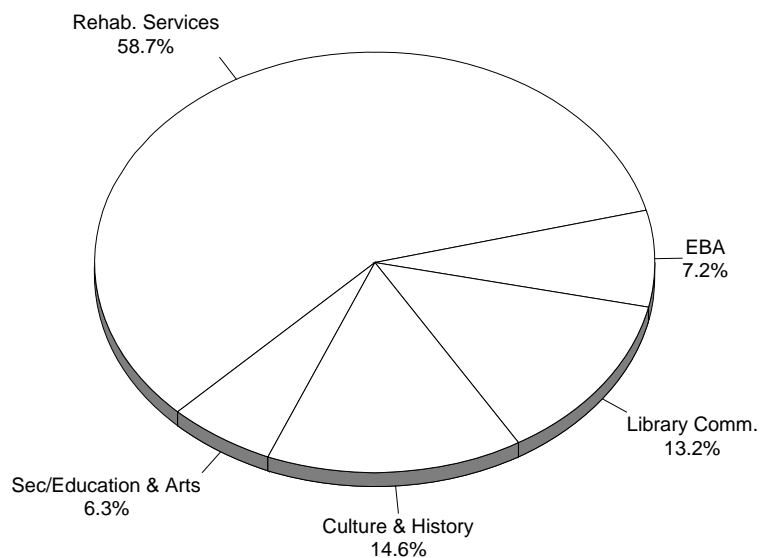
Fiscal Year 2007  
\$116,040,316\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
\$113,590,828



# Department of Education and the Arts

## Mission

The mission of the West Virginia Department of Education and the Arts is to provide educational opportunities and cultural enrichment to West Virginia's citizens, to help the state achieve its education and arts goals, and to strengthen the competitiveness of and opportunities for the state's workforce.

## Goals/Objectives

- Enhance educational, artistic, and cultural opportunities for all West Virginians.
- Promote collaboration among federal, state, and local education organizations.
- Conduct research on education and the arts, and use the results of this research to inform state, local, and institutional policymakers.
- Effectively operate and administer programs within the following agencies and divisions:
  - \* Office of the Secretary
  - \* Division of Culture and History
  - \* Division of Rehabilitation Services
  - \* Library Commission
  - \* West Virginia Educational Broadcasting Authority



Department of Education and the Arts

# Office of the Secretary

## Mission

Recognizing that a strong education system and a vibrant cultural agenda are essential to West Virginia's economic and social well-being, the Office of the Secretary of Education and the Arts provides the vision, research, and advocacy necessary to improve education and enrich culture throughout the state.

## Operations

### *Agency Oversight, Support, and Administration*

- Provide financial services for the Office of the Secretary, including accounts receivable, accounts payable, purchasing, payroll, human resources, budgeting, and financial reporting.
- Oversee and provide support to the five divisions of the department.

### *Policy*

- Advisor to the Governor on issues related to education and arts.

### *Partnerships to Assure Student Success (PASS)*

- A state initiative of national and state partners that supports West Virginia communities by providing training, technical assistance, and resources for youth and community development.

### *Research*

- The West Virginia EPSCoR Office is responsible for development, administration, management, and implementation of the state's experimental research improvement program. The mission is to build research competitiveness within institutions, individual researchers, research teams, and collaborations between institutions throughout the state.

### *College Readiness*

- College Readiness is an innovative program designed to encourage middle school students to think about their education after high school and teaches them how to prepare and plan for educational success.

### *International Education*

- Designed to promote an international approach toward governance, education, and economic development, the purpose is to assess the current status of international education in the state and make recommendations to promote international education opportunities at the K-12 and postsecondary levels.

### *Governor's Honors Schools*

- Designed to stimulate and support excellence in education through a multiweek summer program, the mission of the academy is to operate an academically rich environment designed to honor high ability/high achieving students in an institution of higher education, challenging students to grow intellectually and creatively in a culturally diverse learning environment.

### *Teacher Education Partnerships*

- Designed to improve student learning and teacher quality, this program promotes shared governance between K-12 schools and institutions of higher education, strengthening communications among colleges of arts and sciences and among teacher education programs, increasing the clinical experience and content knowledge of preservice teachers and enhancing the professional development of in-service teachers.

### *ATM Network*

- Created by an act of the West Virginia Legislature, the asynchronous transfer mode (ATM) computer network is designed to develop and expand the state's educational institutions telecommunications circuits.



## Goals/Objectives

- Conduct research on education from preschool through graduate study in West Virginia, and use the results of this research to inform state, local, and institutional policymakers.
- Collaborate with all appropriate state offices, including the Department of Education and higher education, to increase coordination of educational policies and standards at all levels.
- Draw on the power of technology (e.g., distance learning, on-line libraries, and public broadcasting) to enhance educational, artistic, and cultural opportunities for all West Virginians.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Governor's Honors Schools participants	252	253	250	245	250	250

## Recommended Improvements

- ✓ Additional spending authority of \$50,000 Special Revenue for the West Virginia Experimental Program to Stimulate Competitive Research (EPSCoR) Office to provide competitive grants for scientific equipment and instrumentation to colleges and universities.

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Secretary of Education and the Arts	15.10	\$5,363,018	\$7,548,333	\$5,562,994	
<b>Center for Professional Development</b>					
Advanced Placement Program	1.75	443,082	555,530	351,124	
Mathematics Program	0.00	0	300,000	300,000	
Principals Leadership Academy	2.00	294,608	699,618	395,618	
Professional Development Program	4.50	713,489	1,695,813	972,857	
Professional Personnel Evaluation Program	1.75	262,215	585,893	356,393	
Less: Reappropriated		(2,355,312)	(2,591,604)	0	
<b>TOTAL BY PROGRAM</b>	<b>25.10</b>	<b>4,721,100</b>	<b>8,793,583</b>	<b>7,938,986</b>	<b>7,187,935</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		19.60	21.60	21.60	21.60
Total Personal Services		864,644	1,237,860	1,227,250	1,243,090
Employee Benefits		194,778	358,535	378,728	378,728
Other Expenses		2,212,667	4,550,244	3,217,584	2,817,584
Less: Reappropriated		(863,629)	(1,312,217)	0	0
<b>Subtotal: General Fund</b>		<b>2,408,460</b>	<b>4,834,422</b>	<b>4,823,562</b>	<b>4,439,402</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		4,837	25,000	25,000	25,000
Employee Benefits		433	5,500	5,500	5,500
Other Expenses		234,542	294,500	294,500	294,500
<b>Subtotal: Federal Fund</b>		<b>239,812</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		3.50	3.50	3.50	3.50
Total Personal Services		134,786	170,800	160,850	163,550
Employee Benefits		42,645	61,195	58,497	58,906
Other Expenses		2,837,129	3,032,442	1,765,703	1,395,703
Less: Reappropriated		(1,491,683)	(1,279,387)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>1,522,877</b>	<b>1,985,050</b>	<b>1,985,050</b>	<b>1,618,159</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		549,951	1,649,111	805,374	805,374
<b>Subtotal: Nonappropriated Special Fund</b>		<b>549,951</b>	<b>1,649,111</b>	<b>805,374</b>	<b>805,374</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>23.10</b>	<b>25.10</b>	<b>25.10</b>	<b>25.10</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$4,721,100</b>	<b>\$8,793,583</b>	<b>\$7,938,986</b>	<b>\$7,187,935</b>

# Center For Professional Development

## Mission

The Center for Professional Development (CPD) collaborates with state institutions of higher education, RESAs, and state department of education personnel to advance the quality of teaching and management in the schools of West Virginia by delivering statewide training, professional development, and technical assistance programs for educators.

## Operations

### *Advanced Placement Program*

- Coordinates advanced placement in West Virginia.
- Provides instruction for new and experienced advanced placement and honors teachers.
- Serves as a liaison for the College Board, West Virginia Department of Education (WVDE), county boards of education, higher education institutions, the West Virginia Legislature, and the Governor.
- Compiles and reports Advanced Placement tests results.
- Serves as a clearinghouse for AP materials and correspondence.

### *Mathematics Program*

- Provides teachers and paraprofessionals with professional development to advance the quality of mathematics instruction and increase student achievement.

### *Professional Development Program*

- Provides updating of skills for educators (prekindergarten–graduate level) based on state laws, policies and regulations, and state board goals.
- Assists counties with professional development based on local needs.
- Provides focused professional development to specific counties and schools based on state board recommendations.
- Conceptualizes and implements incubator projects to advance the quality of teaching and management in West Virginia schools.

### *Professional Personnel Evaluation Program*

- Provides instruction to new and potential administrators in evaluating professional education personnel.
- Provides instruction to mentors of new teachers and support for beginning teachers.

# Programs

## Advanced Placement Program

### Mission

The Advanced Placement Program provides AP and honors' teachers with professional development that enhances their pedagogical skills and content knowledge, produces increasing pass rates on AP exams, promotes the AP program, and improves student achievement.

### Goals/Objectives

**Provide sustained pre-AP and AP professional development.**

- Add one new AP course to the Summer AP Institute, July 2006.
- Increase participation by ten percent in the Fall AP Institute, November 2006.
- Increase participation by ten percent in the Summer AP Institute, July 2006.
- Conduct vertical team training July 2006–June 2007, as requested by county staff.

**Assist county boards in establishing and maintaining AP programs.**

- Establish at least one AP course by June 2007 in two high schools with no AP offerings.
- Collect and distribute data regarding 2006–2007 courses, student enrollment, and 2006 AP exam participation.
- Pursue additional grant funding from the U.S. Department of Education during the 2006–2007 grant cycle.
- Revise the *AP Credit Guide*, and publish on the CPD Web site by December 2007.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
High schools with no AP courses	21	19	16	12	10	8
Participants in Fall Institute	259	265	292	266	292	322
Participants in Summer Institute	158	117	129	141	155	171
<i>Annual survey data results</i>						
Participants reporting AP Institute improved their teaching preparation	100%	100%	100%	100%	100%	100%
Participants satisfied with quality of instruction at AP institute	100%	100%	100%	100%	100%	100%

## Mathematics Program

### Mission

The center's mathematics program collaborates with WVDE personnel, Institutions of Higher Education faculty, and RESAs to provide professional development to instructional personnel that will advance the quality of mathematics instruction in West Virginia schools and increase student achievement.

### Goals/Objectives

**Conduct a comprehensive study of factors that impact mathematics achievement from preservice teacher preparation to analysis of student achievement on SAT, ACT, and AP exams.**

**Conduct professional development that helps teachers change their instructional practices in ways that increase student achievement.**

**Provide instructional personnel professional development that helps students master specific mathematics topics.**

- Provide professional development to instructional personnel on at least three mathematics topics.
- Conduct continuous, sustained professional development sessions from July 2006 to June 2007 with a pilot group of teachers—100 teachers who will work via technology and on-site experiences.
- Collect data on the achievement of participants’ students in one or more grade levels or mathematics content areas.
- Increase teacher content knowledge of mathematics content by 15% (participants will take assessment at the beginning of the process to determine baseline numbers).

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Teacher content knowledge increase	N/A	N/A	N/A	N/A	15%	15%

**Principals’ Leadership Academy**

**Mission**

The Principals’ Leadership Academy focuses on instructional leadership and organizational management practices that promote higher achievement for all students, increase student engagement and motivation, encourage sustained professional development for teachers, build community linkages, and monitor improvement through assessment and accountability.

**Goals/Objectives**

**Focus Principals’ Leadership Academy on instructional leadership.**

- Ensure for all participants the successful completion of the Principals’ Leadership Academy for New Principals—Part I in December 2006 and Part II in April 2007.
- Provide intensive school-based interventions for each school team in a seriously impaired school (after identification in October 2006.)
- Conduct Principals’ Leadership Academy for Experienced Principals in each region from September 2006 to June 2007.
- Collaborate with Marshall University and West Virginia University Leadership Studies programs by June 2007 to share research-based strategies.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Successful completion of academy by all new principals	100%	100%	100%	100%	100%	100%
Interventions provided in seriously impaired schools	100%	100%	100%	100%	100%	100%

**Professional Development Program**

**Mission**

The Professional Development Program provides education and instruction ensuring that the state’s teachers, instructional aides, principals, administrators, and teacher education faculty at colleges and universities are focused on state laws, policies/regulations, and State Board of Education goals and are working together in a coordinated effort.



## Goals/Objectives

**Coordinate efforts to assure that professional educators on the prekindergarten–graduate level receive the highest quality professional development programs.**

- Recommend new state professional development goals to the State Board by December 2006 as the leader in the West Virginia Professional Development Advisory Council.
- Develop the 2006–2007 *West Virginia Master Plan for Professional Development* with assistance from faculty members of teacher preparation institutions, RESAs, and WVDE personnel for State Board approval by March 2006.
- Participate in the implementation of the 2006–2007 *West Virginia State Master Plan for Professional Development* from June 2006 to May 2007.

**Implement the Governor’s Summer Institute for prekindergarten–graduate level teachers.**

- Conduct the Governor’s Summer Institute from June to August 2007 with prekindergarten–graduate level instructors.
- Improve the rigor of courses offered in the Governor’s Summer Institute.
- Offer at least two additional research-based, professional development programs.

**Assist counties and schools in providing sustained professional development.**

- Use on-line professional development tools to allow principals to participate in a professional learning community at their school sites by August 2007.
- Update by May 2006 the CPD Web site with a calendar of instructional programs, resource people, and topics available during the 2006-2007 school year.

**Implement incubator projects focusing on priorities that advance the teaching and management practices in West Virginia schools—priorities may be identified by the State Board, the Legislature, the West Virginia Department of Education, or the center.**

- Work with collaborators to plan and implement three incubator projects during the 2006–2007 school year.
- Evaluate the impact of 2006–2007 school year incubator projects on student achievement.
- Disseminate results of 2006–2007 school year incubator projects, and make recommendations to scale up projects that increase student achievement by January 2008.
- Establish an entry point for West Virginia educators pursuing National Board Certification.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Incubator projects implemented	N/A	N/A	N/A	N/A	3	6
Research-based, professional development programs offered	N/A	N/A	N/A	N/A	2	4

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## Professional Personnel Evaluation Program

### Mission

The Professional Personnel Evaluation Program provides support for new teachers and their mentors and instruction to administrators so that performance of professional educators will be evaluated according to policy and best practice.

## Goals/Objectives

**Establish a professional development program for new teachers and mentors.**

- Increase by five percent each year the number of mentors successfully completing the Beginning Teacher/Mentor Institute.
- Develop at least one set of Web-based resources for beginning teachers and their mentors in FY 2007.

**Establish programs that provide education in evaluation skills to administrators and educators receiving administrative certification.**

- Conduct Evaluation Leadership Institute sessions in all regions for administrators and educators pursuing and renewing administrative certification from July 2006 to June 2007 with the idea of improving personnel evaluations following policy.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Mentors completing institute	513	553	580	572	600	630
Personnel evaluations completed following policy	92%	96%	97%	98%	98%	98%

*Department of Education and the Arts*

# Division of Culture and History

## Mission

The mission of the West Virginia Division of Culture and History is to identify, preserve, protect, promote, and present the ideas, arts, and artifacts of West Virginia heritage, building pride in past accomplishments and confidence in the future.

## Operations

### *Administrative Section*

- Provide centralized services for the division and its six facilities, including accounts receivable/payable, financial reporting, purchasing, human resources, information technology, and bulk mail processing.
- Process payments to fairs and festivals.
- Maintain security, custodial, and facility maintenance operations for the Cultural Center, and support these functions at the agency's other five facilities.
- Publish *Goldenseal*, West Virginia's magazine of traditional life.
- Coordinate and execute the agency's communications services.
- Plan and execute the agency's calendar of events and programs.

### *Archives and History Section*

- Operate the Archives Library in the Cultural Center as a repository for public and historical records and assist the public with access.
- Collect and preserve historical and genealogical records, publications, photographs, audiovisual material, and microfilm.
- Provide technical and program assistance to state, county, and local records clerks and local history organizations.
- Disseminate state history through the agency website, publication of West Virginia History journal, and highway historical markers.
- Manage and develop the West Virginia Veterans Memorial and Archives.
- Staff and manage the Records Management and Preservation Board's county records program.

### *Arts Section*

- Provide arts administration services through Community Arts, Arts in Education programs, guidance to Individual Artists Program, and the Peer Assistance Network.
- Manage the application process for competitive arts grants.
- Manage the application process and grant administration for the cultural facilities and capital resources grant program.

### *Historic Preservation Section*

- Distribute state and federal funds for local historic preservation programs and projects.
- Maintain the West Virginia state historic and prehistoric inventory.
- Review federal and state-assisted projects for their impact on historic resources.
- Nominate properties to the National Register of Historic Places and maintain related records.
- Conduct educational activities and provide technical assistance to historic property owners.
- Review state and federal investment tax credit projects.
- Promote the preservation and appreciation of West Virginia's archaeological resources.
- Provide support and technical assistance for the development of the state archaeological collection.
- Provide support and technical assistance in the reuse of Weston State Hospital.
- Oversee Grave Creek Mound Archaeology Complex in Marshall County.



## *Division of Culture and History*

### ***Museums Section***

- Operate the West Virginia State Museum at the Cultural Center in the state capitol complex, Camp Washington-Carver in Fayette County, Jenkins Plantation Museum in Cabell County, Museum in the Park in Logan County, and West Virginia Independence Hall Museum in Ohio County.
- Coordinate the state capitol complex tour program, including operating the guest information desks at the Cultural Center and in the rotunda of the state capitol.
- Preserve, present, document, and conserve the state's collection of artifacts.
- Collect historical artifacts for the West Virginia State Museum and the agency's other museums.
- Receive the transfer of government artifacts.
- Maintain the state's artifact loan program.
- Help plan, research, and select artifacts for historic exhibits.
- Develop educational programs and traveling exhibits.
- Provide technical assistance to local museums and historical societies.
- Recruit and coordinate the agency's volunteer corps.

### **Recommended Improvements**

- ✓ Additional \$190,000 for Grants for Competitive Arts Program.
- ✓ Added \$200,000 for capital outlay and maintenance.

Division of Culture and History

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration Section	41.45	\$6,073,110	\$9,048,757	\$7,452,305	
Archives & History Section	19.00	1,351,668	2,480,851	1,813,965	
Arts Section	8.50	3,688,729	6,289,717	2,349,968	
Historic Preservation Section	20.37	1,922,078	5,542,337	2,424,938	
Museums Section	26.00	2,354,614	6,428,473	2,127,745	
Less: Reappropriated		(1,181,354)	(7,575,399)	0	
<b>TOTAL BY PROGRAM</b>	<b>115.32</b>	<b>14,208,845</b>	<b>22,214,736</b>	<b>16,168,921</b>	<b>16,642,591</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		77.84	81.42	81.42	81.42
Total Personal Services		2,213,189	2,385,835	2,344,553	2,414,123
Employee Benefits		880,906	1,017,198	994,548	994,548
Other Expenses		850,501	2,483,726	906,390	1,046,390
Less: Reappropriated		0	(1,600,000)	0	0
<b>Subtotal: General Fund*</b>		<b>3,944,596</b>	<b>4,286,759</b>	<b>4,245,491</b>	<b>4,455,061</b>
<b>Federal Fund</b>					
FTE Positions		11.00	11.83	11.83	11.83
Total Personal Services		353,832	459,045	414,957	424,704
Employee Benefits		118,354	159,422	142,816	144,586
Other Expenses		734,615	1,393,050	1,203,220	1,203,220
<b>Subtotal: Federal Fund</b>		<b>1,206,801</b>	<b>2,011,517</b>	<b>1,760,993</b>	<b>1,772,510</b>
<b>Appropriated Special Fund</b>					
FTE Positions		6.50	6.42	3.47	3.42
Total Personal Services		295,000	550,608	150,972	153,303
Employee Benefits		73,179	134,781	60,522	60,774
Other Expenses		5,215,117	10,811,972	5,286,677	5,536,677
Less: Reappropriated		(1,181,354)	(5,975,399)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>4,401,942</b>	<b>5,521,962</b>	<b>5,498,171</b>	<b>5,750,754</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		16.10	15.65	16.10	15.65
Total Personal Services		405,821	520,096	468,773	468,773
Employee Benefits		119,585	171,811	158,205	158,205
Other Expenses		4,130,100	9,702,591	4,037,288	4,037,288
<b>Subtotal: Nonappropriated Special Fund</b>		<b>4,655,506</b>	<b>10,394,498</b>	<b>4,664,266</b>	<b>4,664,266</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>111.44</b>	<b>115.32</b>	<b>112.82</b>	<b>112.32</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$14,208,845</b>	<b>\$22,214,736</b>	<b>\$16,168,921</b>	<b>\$16,642,591</b>

\* FY 2006 includes \$1,600,000 reappropriated surplus appropriation for the State Museum.

# Programs

## Administrative Section

### Mission

The Administrative Section provides accurate, efficient, and cooperative centralized services in financial services, staffing services, security, information technology, building maintenance, event planning and communications.

### Goals/Objectives

- Make all agency products available through e-commerce via the agency's Web site by the end of FY 2007.
- Increase the average sales per issue of *Goldenseal* magazine by two percent each year.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Agency products available through e-commerce	N/A	N/A	N/A	N/A	80%	100%
Average sales per issue of <i>Goldenseal</i> magazine*	17,670	16,345	15,192	16,389	16,716	17,050

\* The decrease between FY 2003 and FY 2004 was due to the introduction of a multiyear subscription option.

## Archives and History Section

### Mission

The Archives and History Section collects and preserves West Virginia's public records and historical materials, makes these records available to the public and private sectors, and disseminates historical information through publications and programs in order to enrich the lives of present and future generations.

### Goals/Objectives

- Launch during FY 2006 the Vital Research Records on-line genealogy database with birth, marriage, and death records for six counties.
- Increase the annual acquisition of microfilm to 400 rolls by the end of FY 2007.
- Increase to one million the number of records processed or reformatted by the end of FY 2007.
- Provide up to 90 county government entities with records management technical assistance by the end of FY 2007.
- Add 72 additional biographical sketches of West Virginia Veterans Memorial veterans to the agency's Web site by the end of FY 2007.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Rolls of microfilm acquired	524	532	530	312	350	400
Records processed or reformatted (in millions)*	N/A	N/A	N/A	1.4	0.5	1.0
County government entities receiving technical assistance	N/A	N/A	N/A	63	75	90
Veterans' biographical sketches added to Web site	N/A	7	N/A	12	24	48

\* Unusually large number in FY 2005 was due to special project to digitize marriage, birth, and death records for the Vital Research Records on-line database.



## Arts Section

### Mission

The Arts Section serves the needs of arts organizations, individual artists and craftspeople, schools, and West Virginia communities for arts administration services and grants that stimulate and encourage the study, presentation, and participation in the arts by the citizens of West Virginia.

### Goals/Objectives

- Award program grants to community arts organizations, artists, and schools in each county.
- Increase the audience served by arts grants to 1,250,000 by FY 2007.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Counties served by arts grants	89.1%	89.1%	100.0%	90.2%	92.0%	95.0%
Audience served by arts grants (in millions)*	1.17	1.10	1.25	1.15	1.20	1.25

\* Actual FY 2005 is an estimate because reports from grantees may come in as late as November.

## Historic Preservation Section

### Mission

The State Historic Preservation Office encourages, informs, supports, and participates in the efforts of the people of West Virginia to identify, recognize, preserve, and protect the state's prehistoric and historic structures, objects, and sites.

### Goals/Objectives

- Increase number of applications reviewed for commercial and residential historic rehabilitation investment tax credits.
- Increase the number of state listings in the National Register of Historic Places.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Tax credit projects reviewed	26	36	42	51	55	60
National Register listings added	30	22	N/A	17	20	25

## Museums Section

### Mission

The Museums Section helps preserve the state's history by operating museums and historic sites; by preserving and presenting the state's collection of artifacts; and by documenting and collecting archival and museum material culture for present and future generations.

### Goals/Objectives

- Increase the number of artifacts loaned from the state’s collection to museums and historic sites to 1,400 by FY 2007.
- Complete the renovation of the West Virginia State Museum at the Cultural Center.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Artifacts loaned to museums and historic sites	1,200	1,524	1,400	1,113	1,200	1,400



# Division of Rehabilitation Services

## Mission

The mission of the West Virginia Division of Rehabilitation Services is to enable and empower individuals with disabilities to work and to live independently.

## Operations

### *Administrative Support Services Section*

- This section, which includes the State/Federal Relations unit, is the support component of the entire agency.

### *Executive Management Group*

- Provides leadership, planning, management, and a broad range of other support to ensure that West Virginians with disabilities receive prompt and efficient services.

### *Disability Determination Services Section*

- Through a cooperative agreement with the Social Security Administration, Disability Determination Services provides for the adjudication of West Virginia citizens applying for Social Security disability benefits.

### *Rehabilitation Programs and Field Services*

- Provides comprehensive rehabilitation services to West Virginians with disabilities so they may be employed.

### *West Virginia Rehabilitation Center (WVRC)*

- WVRC is the state's only public comprehensive rehabilitation center providing statewide a wide array of residential and outpatient training, medical rehabilitation, and therapy programs to individuals with disabilities.

## Recommended Improvements

- ✓ Added \$200,000 for capital outlay and maintenance.
- ✓ Additional spending authority of \$1,046,620 Federal Revenue for the adjudication of West Virginia citizens applying for Social Security disability benefits.
- ✓ Additional spending authority of \$146,626 Special Revenue for case services.

Division of Rehabilitation Services

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Support Services Section	124.00	\$11,259,604	\$9,893,939	\$9,465,906	
Disability Determination Services Section	200.75	20,530,201	20,680,675	20,453,380	
Rehabilitation Programs/Field Services	261.00	21,486,971	22,317,136	22,202,812	
West Virginia Rehabilitation Center	191.61	7,996,650	12,602,424	12,262,664	
Less: Reappropriated		(157,555)	(307,166)	0	
<b>TOTAL BY PROGRAM</b>	<b>777.36</b>	<b>61,115,871</b>	<b>65,187,008</b>	<b>64,384,762</b>	<b>66,649,874</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		201.66	199.44	201.66	199.44
Total Personal Services		6,520,251	6,715,129	6,573,885	7,154,751
Employee Benefits		2,648,899	2,776,615	2,776,615	2,776,615
Other Expenses		2,757,394	2,865,486	2,558,320	2,758,320
Less: Reappropriated		(157,555)	(307,166)	0	0
<b>Subtotal: General Fund</b>		<b>11,768,989</b>	<b>12,050,064</b>	<b>11,908,820</b>	<b>12,689,686</b>
<b>Federal Fund</b>					
FTE Positions		583.03	600.66	582.95	577.92
Total Personal Services		17,444,049	19,770,000	19,270,000	19,460,458
Employee Benefits		5,792,374	8,484,191	8,539,846	8,641,388
Other Expenses		22,766,060	21,535,191	21,318,534	22,365,154
<b>Subtotal: Federal Fund</b>		<b>46,002,483</b>	<b>49,789,382</b>	<b>49,128,380</b>	<b>50,467,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		3,238,865	3,120,562	3,120,562	3,266,188
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>3,238,865</b>	<b>3,120,562</b>	<b>3,120,562</b>	<b>3,266,188</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		105,534	227,000	227,000	227,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>105,534</b>	<b>227,000</b>	<b>227,000</b>	<b>227,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>784.69</b>	<b>777.36</b>	<b>784.61</b>	<b>777.36</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$61,115,871</b>	<b>\$65,187,008</b>	<b>\$64,384,762</b>	<b>\$66,649,874</b>



# Programs

## Administrative Support Services Section

### Mission

The mission of the Administrative Support Services Section is to provide planning, management, evaluation, and a broad range of other support services to ensure that West Virginians with disabilities receive prompt and efficient services.

This section also includes the State/Federal Relations unit whose mission is to enhance and facilitate communication with consumers, state and federal legislative leaders, state and federal governmental agencies, the Rehabilitation Services Administration (the division's federal reviewing authority), community volunteers, the general public, and other division partners and stakeholders.

### Goals/Objectives

- Implement a fiscal data system that will reduce the processing time of fiscal transactions by 25% by FY 2007.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Fiscal processing time reduction	N/A	N/A	N/A	N/A	15%	25%

## Disability Determination Services Section

### Mission

The mission of the Disability Determination Services Section (DDS) is to make determinations for Social Security Disability programs in accordance with applicable laws, regulations, and rulings. Our goal is to provide courteous service and timely, accurate decisions.

### Goals/Objectives

- Maintain overall initial processing time and accuracy, meeting the requirements of the Social Security Administration performance objectives by moving the DDS unit to a fully electronic environment in 2007.

### Performance Measures

<u>Federal Fiscal Year</u>	<u>Actual 2003</u>	<u>Estimated 2004</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Total dispositions	50,968	48,367	47,578	44,231	47,000	47,000
Continuing disability review dispositions*	9,918	8,718	9,315	5,884	6,000	6,000

\* Workload estimates were reduced for FFY 2005 due to the Social Security Administration's implementation of the electronic disability process. This initiative to convert to fully electronic disability folders will have an impact on productivity and processing time as adjudicators learn and adapt to new processes. As a part of the methodology to convert to electronic claims, the paper file is still regarded as the official file and must be maintained, thus increasing the work and time to adjudicate claims.



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## **Rehabilitation Programs/Field Services**

### **Mission**

The mission of Rehabilitation Programs/Field Services section is to provide the support, planning, and management necessary to deliver comprehensive rehabilitation services that result in individuals with disabilities becoming competitively employed in careers consistent with their interests, abilities, and informed choice.

### **Goals/Objectives**

- Increase the number of eligible persons with disabilities successfully rehabilitated as defined by the federal Rehabilitation Services Administration.
- Of the eligible persons with disabilities successfully rehabilitated, increase to 99.4% the number of those persons successfully being placed in competitive employment at or above the minimum wage.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Successfully rehabilitated eligible persons with disabilities	2,176	2,037	2,176	2,106	2,110	2,110
Clients competitively employed	93.0%	95.0%	96.0%	99.0%	99.2%	99.4%

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## **West Virginia Rehabilitation Center**

### **Mission**

The mission of the West Virginia Rehabilitation Center is to provide high quality, comprehensive rehabilitation services in a cost-effective manner to both consumers of the Division of Rehabilitation Services and to other persons with disabilities to improve employability and enhance independence.

### **Goals/Objectives**

- Expand the work skills programming that will enable and increase the number of individuals with disabilities to be served at WVRC.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Clients served at the WVRC	2,450	2,335	2,400	3,295	3,300	3,350

Department of Education and the Arts

# Library Commission

## Mission

The Library Commission provides library service to all types of libraries in West Virginia and to the citizens of the state regardless of geographic location or socioeconomic condition.

## Operations

### *Administrative Services*

- Develop and implement planning and cooperation between all types of libraries in West Virginia.
- Distribution of grants to public libraries, services to libraries, and special project funds to public libraries.
- Prepare, review, submit, monitor, audit, and administer annual agency budget.
- Oversee the long-term and short-term financial goals of the agency.
- Prepare and submit all required state and federal reports.
- Responsible for accounting, payroll, accounts payable, accounts receivable, and procurement.
- Maintain agency personnel records.
- Work with federal programs to provide telecommunication discounts to libraries.
- Serve as the statewide clearinghouse, through a grant from the West Virginia Department of Health and Human Resources, for educational materials concerning alcohol and drug abuse. Provide prevention materials to libraries, schools, institutions, and community programs.
- Operate, through competitive grant award from the Department of Health and Human Resources, a statewide clearinghouse distributing educational information on tobacco use and tobacco prevention.
- Produce and distribute television programs for public libraries, state agencies, and citizen awareness.

### *Library Development Services*

- Monitor eligibility of public libraries to receive funding from state grants programs.
- Develop and coordinate continuing education opportunities for library personnel.
- Develop and support library programs and services for adults and children, including those focusing on literacy and family literacy.
- Assist and advise libraries in collection development and maintenance.
- Collect, analyze, and distribute statewide library statistics.
- Provide materials for statewide promotions.
- Develop and deliver public awareness programs on public libraries and library issues.
- Provide library reference services to the Legislature, state government, public libraries, and individuals.
- Maintain statewide circulating collection in all formats as appropriate.

### *Network Services*

- Develop best methods of providing for the technology needs of libraries.
- Oversee operations and maintenance of statewide library network.
- Provide regional technical support to all public libraries.

### *Special Services*

- Provide a range of library services to sight-impaired citizens and to those whose physical limitations prevent them from holding a book.

*Library Commission*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Services	15.00	\$1,003,251	\$1,142,263	\$1,125,463	
Library Development Services	21.00	10,155,143	10,352,642	10,301,657	
Network Services	16.00	2,302,252	3,180,926	3,216,776	
Special Services	5.00	244,282	257,538	253,992	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>57.00</b>	<b>13,704,928</b>	<b>14,933,369</b>	<b>14,897,888</b>	<b>14,947,919</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		32.00	32.00	32.00	32.00
Total Personal Services		872,348	973,743	946,243	972,793
Employee Benefits		302,811	367,289	367,411	367,411
Other Expenses		375,468	298,559	296,837	296,837
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>1,550,627</b>	<b>1,639,591</b>	<b>1,610,491</b>	<b>1,637,041</b>
<b>Federal Fund</b>					
FTE Positions		6.00	7.00	7.00	7.00
Total Personal Services		218,075	257,905	251,874	257,274
Employee Benefits		68,603	78,378	78,407	79,388
Other Expenses		1,197,659	1,602,735	1,602,356	1,602,356
<b>Subtotal: Federal Fund</b>		<b>1,484,337</b>	<b>1,939,018</b>	<b>1,932,637</b>	<b>1,939,018</b>
<b>Appropriated Special Fund</b>					
FTE Positions		16.00	15.00	15.00	15.00
Total Personal Services		384,077	439,712	440,462	457,562
Employee Benefits		145,208	166,818	166,960	166,960
Other Expenses		9,666,360	9,598,230	9,597,338	9,597,338
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>10,195,645</b>	<b>10,204,760</b>	<b>10,204,760</b>	<b>10,221,860</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		2.00	3.00	3.00	3.00
Total Personal Services		47,042	56,166	53,016	53,016
Employee Benefits		21,735	31,958	31,958	31,958
Other Expenses		405,542	1,061,876	1,065,026	1,065,026
<b>Subtotal: Nonappropriated Special Fund</b>		<b>474,319</b>	<b>1,150,000</b>	<b>1,150,000</b>	<b>1,150,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>56.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$13,704,928</b>	<b>\$14,933,369</b>	<b>\$14,897,888</b>	<b>\$14,947,919</b>



# Programs

## Administrative Services

### Mission

The Administrative Services section distributes state and federal funds in order to underwrite, support, and expand library and information services to the people of West Virginia to keep them better informed on all matters pertinent to improving the quality of life.

### Goals/Objectives

#### Administer the library agency and its programs.

- Implement policy of the Library Commission and statutory responsibilities.
- Upgrade library automation software in 100% of participating West Virginia public libraries by the end of FY 2006.
- Complete all state and federal reports within the appropriate deadlines.

#### Assist public libraries in obtaining discounts for telecommunication expenses through the federal Schools and Libraries Universal Service Program (E-Rate).

- Provide training and advisory services via the agency E-Rate Coordinator through train-the-trainer sessions, listserv announcements, and current Web page postings.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Libraries with upgraded automation software	35%	69%	90%	98%	100%	100%
Libraries participating in E-Rate*	98%	76%	77%	73%	77%	77%

\*Some reduction in plain old telephone service (POTS) filing participation has occurred in small public libraries that have determined the burden of the process does not justify the return. However, 100% of the public libraries are included in the data line applications filed by the Library Commission.

## Library Development Services

### Mission

Library Development Services strengthens library services in West Virginia by providing leadership, continuing education, and support to public libraries, by encouraging cooperation among all types of libraries, and by promoting the role and value of libraries through statewide and local projects. The Library Services section of Library Development Services enhances information services and collections in public libraries through maintaining a collection of materials in a broad range of subjects and formats, providing public libraries comprehensive assistance in locating information, and meeting the information needs of legislators, state government officials, and state employees.

### Goals/Objectives

#### Provide West Virginia's 97 public library systems with leadership and guidance in the development of library services.

- Contact each of the 97 public library systems individually not less than 6 times annually.
- Conduct site visits to not less than 65 libraries annually.

## Library Commission Programs

### **Administer state and federal funds for the improvement of library services.**

- Evaluate proposals and administer approved projects funded through the federal Library Services and Technology Act (LSTA).
- Using combined state and federal funds, provide access for every public, school and academic library to at least one on-line database that delivers full-text articles from a combined total of at least 2,000 magazines, periodicals, and newspapers.

### **Support and develop training opportunities for librarians, library support staff, and trustees.**

- Develop at least ten continuing education workshops to be presented at state library association conferences and in various libraries throughout West Virginia in FY 2006.
- As funds permit, provide grants for library staff to attend workshops and conferences.

### **Facilitate statewide planning efforts.**

- Participate with the state library community to explore and develop cooperative programs and services.

### **Provide information in a timely and accurate manner to all types of libraries (i.e. academic, public, school, and special), public officials, and all citizens regarding activities of the Library Commission.**

- Collect information to publish and distribute by the start of the 2006 general legislative session an annual report of the agency's FY 2005 activities and a statistical report including data on income, expenditures, services, and materials for public, academic, and special libraries in the state. (West Virginia State Code mandates these reports to the Governor and the Legislature.)

### **Develop promotional materials in partnership with the professional librarian staff.**

- Develop, print, and distribute posters to promote four statewide and/or national library program campaigns during FY 2006.

### **Provide leadership in statewide access to libraries' collections.**

- Implement during FY 2006 a new integrated library system for the agency's reference library that will enhance services to on-site patrons and strengthen resource sharing among libraries statewide.

### **Maintain a current collection of materials.**

- Acquire and circulate information in print, video, film, DVD, audio books on cassette, and CD formats.
- Supplement collections in public libraries by making deposit collections of large-print, video, and audiobook materials available for libraries to borrow for three-month periods for the use of their patrons.
- Collect state publications and distribute to selected academic and public libraries in the state according to the State Publications Clearinghouse responsibility assigned to the Library Commission in the West Virginia Code.

## **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Library contacts/site visits*	462	227	388	1,689	2,000	2,000
Continuing education workshops developed**	14	17	20	17	10	10
Reference/information assistance to libraries and state employees	5,583	5,449	6,755	4,973	7,000	5,072
New materials added to reference library collection***	1,545	1,926	15,838	16,103	9,672	9,865
Materials lent to other libraries	979	1,179	794	1,262	1,585	1,680
Reference searches on Internet/electronic databases	N/A	15,607	18,728	22,867	22,473	22,922

## Library Commission Programs

(Performance Measures continued)

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Materials placed in deposit collections	N/A	N/A	N/A	177	576	753
State Publications Clearinghouse documents shipped	N/A	N/A	N/A	2,632	2,685	2,739

\* The data for FY 2003 and FY 2004 are for site visits only, contacts are not included until the actual count for FY 2005.

\*\* This number represents the number of workshops with unique titles. Many of these were presented multiple times in various locations.

\*\*\* An FY 2005 budget increase enabled the library to greatly expand its holdings by adding new titles, electronic databases, and microfilm materials. Many of these titles are by annual subscription which is reflected in the lower estimates for new materials in FY 2006 and FY 2007.

## Network Services

### Mission

The mission of Network Services is to design, support, maintain, and continuously upgrade the statewide library network infrastructure and its technical environment enhancing electronic communications among and between libraries in West Virginia while providing connectivity to a world of information to all West Virginia citizens. These services include Internet, e-mail, file transfer, catalog storage, backup facilities, and overall maintenance support for a vast array of hardware and software.

### Goals/Objectives

#### Increase Internet and network connection speed.

- Upgrade remaining 56k frame relay data circuits to either 256k or T1 by FY 2008.
- Increase LAN speeds by replacing 10mb hubs with 10/100 switches by FY 2006.

#### Reduce response time on assistance calls to libraries.

- Reduce the number of service calls directed to the field staff with the use of a help desk to coordinate trouble response.
- Install and utilize software for public libraries to allow for increased remote assistance or repair and decreased on-site visits.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Data circuit lines upgraded for public libraries	51%	77%	77%	78%	80%	85%
On site visits for repairs/upgrades	N/A	830	800	1,061	850	800
Remote responses for repairs/upgrades	N/A	N/A	720	642	720	720

## Special Services

### Mission

The mission of Special Services is to provide library materials in appropriate formats that satisfy the recreational, educational, and informational needs of the sight, physically, and learning impaired.



Library Commission Programs

**Goals/Objectives**

**Formulate an awareness of available library services to West Virginians who are unable to read standard print.**

- Maintain standards and guidelines set by the National Library Service/Library of Congress for a regional library serving the blind and physically handicapped.

**Support four subregional libraries for the blind and physically handicapped.**

- Serve the four subregional libraries with library services (interlibrary loans) and record keeping.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Circulation (blind and physically handicapped)	215,548	220,000	225,000	210,305	212,500	215,000



*Department of Education and the Arts*

# West Virginia Educational Broadcasting Authority

## Mission

West Virginia Public Broadcasting satisfies the human need to learn. Our programs nurture personal growth and civic responsibility, respect people's intelligence, and promote life-long discovery. We enrich lives so people might contribute more to their communities and their state.

## Operations

### *Administrative Office*

- Protect the licenses for the television network's three transmitters and nine translators and the radio network's nine transmitters and five translators.
- Protect state agency assets such as equipment and buildings.
- Manage local resources to leverage federal dollars designated for telecommunications equipment and Corporation for Public Broadcasting's community service grants.
- Manage the distribution of state and federal government funds.
- Manage and improve the 626-mile interconnection system.
- Set goals and objectives for West Virginia Public Broadcasting.
- Oversee compliance with personnel policies.
- Administer production and personnel contracts.

### *Continuing Education, Information, and Infrastructure Projects*

- Provide support for the West Virginia Department of Education's (WVDE) Star Schools project.
- Provide nightly legislative coverage and live coverage of the Governor's State of the State address and the Legislature's final night.
- Maintain all broadcasting, microwave, and satellite equipment.
- Provide financial support to Allegheny Mountain Radio (WVMR).
- Provide financial support for a news bureau in the Northern Panhandle.

### *Statewide Broadcasting Services*

- Acquire national radio and television programming for broadcast to general and specialized audiences.
- Produce local programming for broadcast to West Virginians to meet their unique needs.
- Disseminate programming information to community partners, such as public schools, higher education, other state agencies, and local public service organizations.
- Provide Ready to Learn training to caregivers (contingent on federal funding).
- Apply new technology for educational use.
- Create content for the EBA Web site.

## Recommended Improvements

- ✓ Additional \$50,000 for *Mountain Stage*.
- ✓ Added \$100,000 for capital outlay and maintenance.



West Virginia Educational Broadcasting Authority

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Office	6.00	\$864,339	\$1,149,206	\$1,122,554	
Continuing Education, Information & Infrastructure Projects	0.00	1,331,338	2,534,726	1,908,538	
Statewide Broadcast Services	92.50	4,583,848	5,311,903	5,110,755	
Less: Reappropriated		(173,365)	(626,188)	0	
<b>TOTAL BY PROGRAM</b>	<b>98.50</b>	<b>6,606,160</b>	<b>8,369,647</b>	<b>8,141,847</b>	<b>8,162,509</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		84.50	81.50	81.50	81.50
Total Personal Services		2,873,572	3,046,739	2,984,839	3,064,039
Employee Benefits		1,052,087	1,036,338	1,072,090	1,072,090
Other Expenses		744,394	892,032	537,380	887,380
Less: Reappropriated		0	(328,000)	0	0
<b>Subtotal: General Fund</b>		<b>4,670,053</b>	<b>4,647,109</b>	<b>4,594,309</b>	<b>5,023,509</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		771,659	1,500,000	1,500,000	1,500,000
<b>Subtotal: Federal Fund</b>		<b>771,659</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		542,039	706,726	408,538	0
Less: Reappropriated		(173,365)	(298,188)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>368,674</b>	<b>408,538</b>	<b>408,538</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		17.00	17.00	17.00	17.00
Total Personal Services		399,575	605,300	603,650	603,650
Employee Benefits		129,259	277,000	285,000	285,000
Other Expenses		266,940	931,700	750,350	750,350
<b>Subtotal: Nonappropriated Special Fund</b>		<b>795,774</b>	<b>1,814,000</b>	<b>1,639,000</b>	<b>1,639,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>101.50</b>	<b>98.50</b>	<b>98.50</b>	<b>98.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$6,606,160</b>	<b>\$8,369,647</b>	<b>\$8,141,847</b>	<b>\$8,162,509</b>

# Programs

## Administrative Office

### Mission

The Administrative Office plans, organizes, staffs, and directs the radio and television broadcast operations and its statewide interconnection system so that citizens receive the most efficient and effective educational telecommunications services.

### Goals/Objectives

- Administer contracts for the 40 leases and ten subleases on EBA-owned towers with agencies such as the FBI, West Virginia Division of Highways, and West Virginia Emergency Medical Services Technical Support Network, (a nonprofit grantee organization).
- Acquire grants to upgrade telecommunications equipment.
- Direct a strategic planning process with authority members and staff by December 2005.
- Expand local programming relationship with higher education.

#### Television Translators

- Upgrade eight translators to digital by November 2006, assuming the FCC grants licenses for digital translators by that date.
- In case the FCC does not grant digital licenses for translators by that date, install new analog translators for Romney and Parkersburg by May 2008 to comply with FCC in-core mandate.

#### Interconnection

- Complete migration from the ATM fiber interconnection system to digital microwave by June 2007.
- Install digital microwave to all television translators by November 2006.

#### Radio

- Improve radio's signal reliability and reception by acquiring a federal grant to install transmitters for St. Marys, White Sulphur Springs, and Bluefield as soon as the FCC ends its licensing freeze for radio transmitters.
- Upgrade nine radio transmitters to include digital technology by December 2006.

#### Personnel

- Complete formal technical staff training for all new television and FM transmitters by September 2006.

## Performance Measures

- ✓ Acquired federal grant to upgrade the Beckley master control facility.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Completion of ATM fiber to digital microwave migration	N/A	N/A	N/A	N/A	75%	100%

## Continuing Education, Information, and Infrastructure Projects

### Mission

Continuing Education, Information, and Infrastructure provides expanded educational and citizenship opportunities through the production of local programs and administrative services.

## Goals/Objectives

- Promote and enhance the image of West Virginia throughout the country by the increased national audience.
- Provide 52.5 hours of radio and television coverage of the legislative session and the final day.
- Provide for the Star Schools distance learning project, in cooperation with the WVDE, to reach 3,000 students per year by FY 2007.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Legislative coverage (total hours for TV and radio)	52.5	52.5	52.5	52.5	52.5	52.5
National <i>Mountain Stage</i> listeners (weekly)*	196,700	211,700	220,000	170,000	220,000	225,500
Star Schools/distance learning student enrollment	754	1,690	2,350	1,480	2,500	3,000

\* From the Arbitron survey from fall ratings reports, national weekly cumulative audience.

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## Statewide Broadcast Services

### Mission

The Statewide Broadcast Services provides national and locally produced programs and services that enrich lives so people might contribute more to their communities and state.

### Goals/Objectives

- Reach 43,000 children by FY 2006 by participating in the national Public Broadcasting Service (PBS) project, Ready To Learn. (This project uses educational children's programming and services to support the state and national goals that all children will be ready to learn by the time they enter school.)
- Broadcast programs from national distributors that support the mission.
- Produce, acquire, and broadcast local programs that meet the educational, cultural, and informational needs of West Virginia such as the following:

#### Television

- \* *Outlook; Doctors on Call; Homework Hotline; The Legislature Today; The Law Works; West Virginia Cooks; Campus Connection; Mountain Stage on Television; Salsa; West Virginia: A Film History; election debates; and series on West Virginia businesses.*

#### Radio

- \* *WV Morning; The Black Experience Revisited; Mountain Stage; Black History in Live Performance: A Mountain Stage Celebration; Her Vision, Her Voice, Her Song: A Mountain Stage Celebration; Music from the Mountains; Music in the Afternoon; In Touch With the Arts; EclecticTopia with Jim Lange; Sidetracks with Ed McDonald; Inside Appalachia.*

#### Joint Television and Radio

- \* *Aging with Grace and Dignity; Joy to the World.*
- Deliver classroom instructional television programming that meets the curriculum needs of K-12 as defined by the West Virginia Department of Education.
- Deliver college telecourses that meet curriculum needs as determined by the Higher Education Distance Learning Committee.
- Extend the value of the broadcast service on West Virginia Public Broadcasting's Web site <[www.wvpubcast.org](http://www.wvpubcast.org)> that includes television and radio program information; schedules; *Mountain Stage* performance schedules and information; educational programming; and resources for teachers, students, and parents.

*West Virginia Educational Broadcasting Authority Programs*

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Children reached by Ready to Learn caregiver training*	38,070	48,697	46,000	42,400	43,000	43,000
Higher Education telecourse students**	1,459	2,122	1,800	1,000	800	800
Persons viewing WVPBS***	382,320	364,240	365,000	399,630	400,000	400,000
Persons listening to WVPR****	98,800	99,200	105,000	116,200	118,000	120,000

\* Based on a formula approved by the funding agency PBS.

\*\* Participation in the telecourses is decreasing because more students are moving to on-line courses.

\*\*\* Nielsen Station Index, February weekly cumulative audiences.

\*\*\*\* Radio Research Consortium/fall Arbitron surveys.

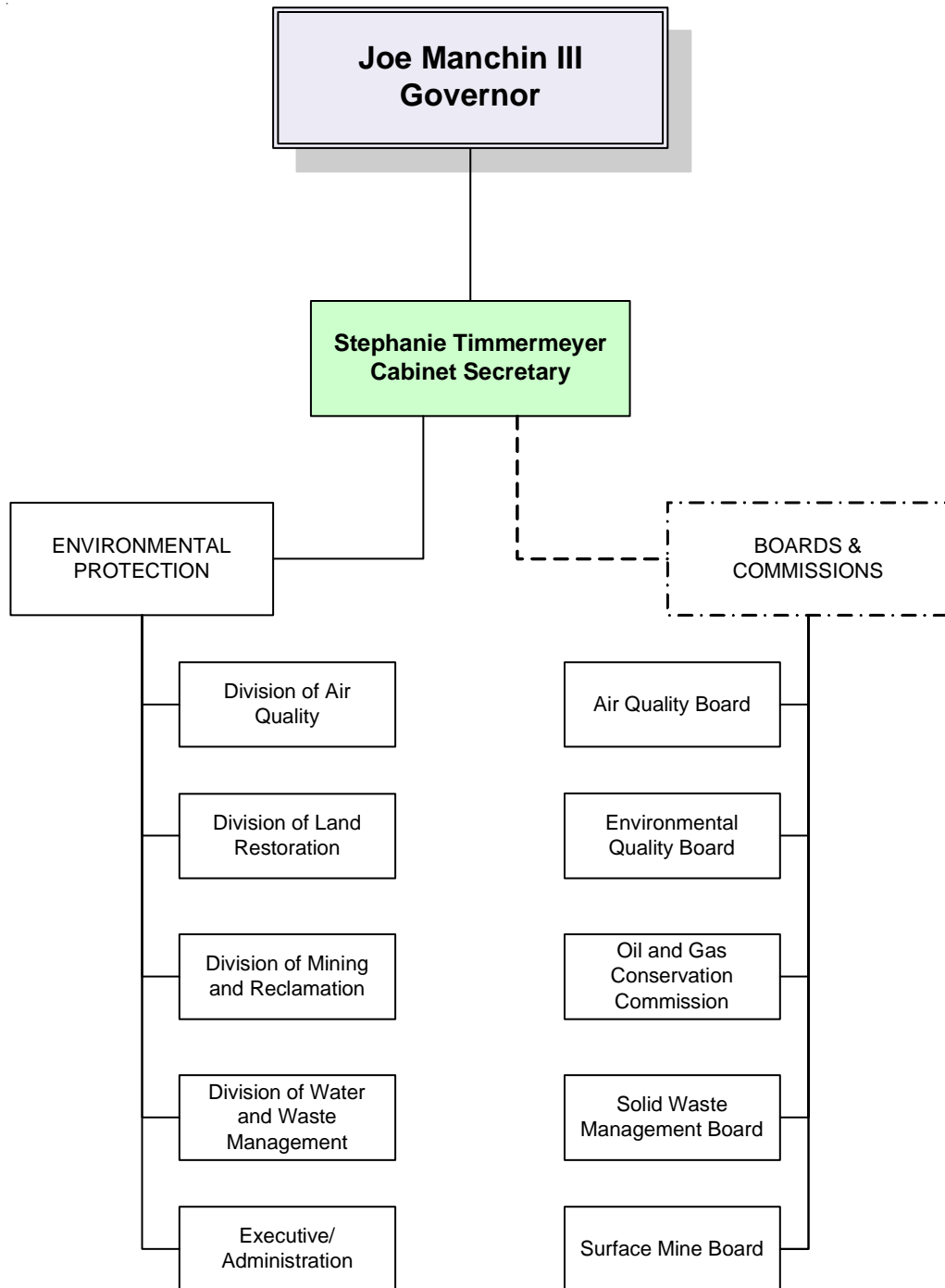




DEPARTMENT  
OF  
ENVIRONMENTAL  
PROTECTION



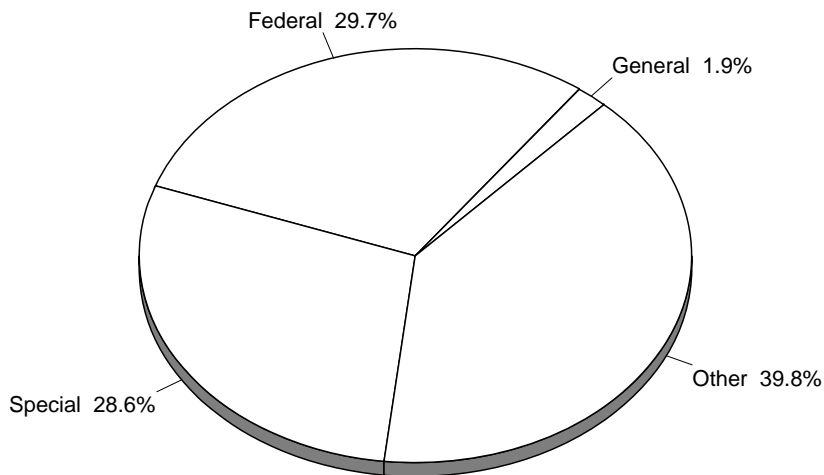
# Department of Environmental Protection



Department of Environmental Protection  
**Revenues and Expenditures**

**Total Available Funds**

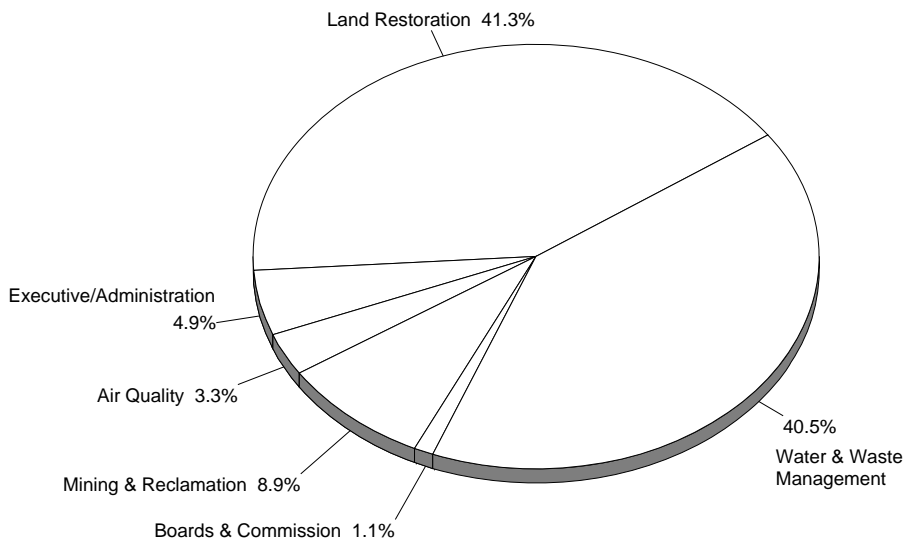
Fiscal Year 2007  
\$400,422,712\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Program**

Fiscal Year 2007  
\$282,367,645





# Department of Environmental Protection

## Mission

Promoting a healthy environment.

## Goals/Objectives

**Coordinate and oversee any state government initiatives that affect affiliate members.**

- Inform affiliates of programs, policies, and activities.
- Communicate concerns of affiliates to appropriate entities.
- Provide limited administrative support and/or oversight to affiliates.
- Assist as necessary in matters involving property, employment, or general administration.
- Improve the efficiency and effectiveness of existing permitting and inspection and enforcement programs.
- Promote and initiate innovative and alternate approaches to assuring environmental compliance, as a complement to existing programs.
- Develop a quality workforce dedicated to excellence.
- Reconfigure physical location to optimize effectiveness of staff.
- Develop effective information management and communication capabilities.
- Enhance the Department of Environmental Protection's (DEP) capacity to assess the need for environmental programs, to plan for their effective implementation, and to evaluate the success of such programs in achieving the agency's mission.
- Improve public awareness of environmental issues and involvement in agency decision-making processes.
- Ensure that DEP has the necessary administrative processes and financial capability to effectively carry out its mission.
- Administer the state's regulatory and volunteer cleanup programs.

## Recommended Improvements

- ✓ Additional spending authority of \$175,312 Special Revenue for arbitration of claims in the Mountaintop Removal Fund.
- ✓ Additional spending authority of \$372,588 Special Revenue to meet federal mandates in air quality.
- ✓ Additional spending authority of \$50,000 Special Revenue for underground storage tank regulation.
- ✓ Additional spending authority of \$200,000 Special Revenue for increased natural gas and oil permit applications and regulation efforts.
- ✓ Additional spending authority of \$100,000 Special Revenue for abandoned oil and gas well reclamation.

Department of Environmental Protection

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
<i><b>Division of Air Quality</b></i>					
Hazardous Waste-Air Quality Program	3.00	\$199,064	\$255,423	\$264,906	
Non Title V-(Base Air Management Program)	35.00	2,790,390	3,500,767	3,514,733	
Title V-Operating Permit Program (Major Facilities)	62.40	5,122,534	5,345,778	5,263,198	
<i><b>Division of Land Restoration</b></i>					
Abandoned Mine Lands & Reclamation	59.60	29,568,772	45,995,434	45,947,782	
Environmental Remediation	42.30	8,138,761	24,102,432	24,314,173	
Highway Beautification & Litter Control	4.00	0	438,651	436,191	
Litter Control	0.00	0	80,000	80,000	
Recycling Assistance	5.00	0	7,706,096	2,422,573	
Special Remediation	45.15	17,053,841	33,094,707	33,088,829	
West Virginia Make It Shine Program	0.00	0	148,015	100,000	
<i><b>Division of Mining and Reclamation</b></i>					
Explosives and Blasting	16.00	1,223,044	1,189,763	1,169,544	
Mineral Extraction	232.25	17,333,375	23,107,031	23,997,987	
Small Operator Assistance Program	0.25	16,267	151,892	121,626	
<i><b>Division of Water &amp; Waste Management</b></i>					
Clean Water State Revolving Fund	26.00	97,544,843	84,060,809	83,568,775	
Environmental Enforcement	52.00	3,627,499	4,557,064	4,525,414	
Interstate Commission of the Potomac River Basin	0.00	38,493	38,493	38,493	
Ohio River Valley Water Sanitation Commission	0.00	109,992	109,992	109,992	
Safe Dams	6.00	490,434	569,373	570,432	
Waste Management	64.00	5,715,467	6,337,867	6,063,302	
Water Quality	110.80	11,072,154	15,399,205	15,389,807	
<i><b>Executive/Administration</b></i>					
Executive/Administration	144.70	12,214,707	11,356,987	10,985,275	
Oil and Gas	25.00	2,352,540	1,967,207	1,976,318	
Youth Environmental Education	7.00	0	300,484	298,987	
Less: Reappropriated		0	(1,921,596)	0	
<b>TOTAL BY PROGRAM</b>	<b>940.45</b>	<b>214,612,177</b>	<b>267,891,874</b>	<b>264,248,337</b>	<b>279,359,065</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		84.84	88.69	94.94	88.69
Total Personal Services		3,400,298	3,934,401	4,272,408	4,354,056
Employee Benefits		1,084,086	1,336,986	1,465,097	1,465,097
Other Expenses		6,154,940	1,847,763	1,357,213	1,357,213
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>10,639,324</b>	<b>7,119,150</b>	<b>7,094,718</b>	<b>7,176,366</b>
<b>Federal Fund</b>					
FTE Positions		350.46	350.86	349.11	350.86
Total Personal Services		13,460,495	18,081,903	17,880,977	18,174,863
Employee Benefits		4,389,159	5,846,458	5,872,706	5,926,047
Other Expenses		68,568,924	74,434,336	74,261,787	84,261,787
<b>Subtotal: Federal Fund</b>		<b>86,418,578</b>	<b>98,362,697</b>	<b>98,015,470</b>	<b>108,362,697</b>



Department of Environmental Protection Expenditures

(Continued)

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>Appropriated Special Fund</b>					
FTE Positions		263.73	287.83	285.33	285.33
Total Personal Services		10,520,498	15,425,034	14,897,718	15,838,991
Employee Benefits		3,446,109	5,009,546	4,935,264	5,251,453
Other Expenses		14,209,139	33,354,301	28,328,286	31,752,677
Less: Reappropriated		0	(1,921,596)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>28,175,746</b>	<b>51,867,285</b>	<b>48,161,268</b>	<b>52,843,121</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		217.97	213.07	219.97	215.57
Total Personal Services		8,361,353	10,777,116	10,703,172	10,703,172
Employee Benefits		2,734,948	3,615,539	3,601,132	3,601,132
Other Expenses		78,282,228	96,150,087	96,672,577	96,672,577
<b>Subtotal: Nonappropriated Special Fund</b>		<b>89,378,529</b>	<b>110,542,742</b>	<b>110,976,881</b>	<b>110,976,881</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>917.00</b>	<b>940.45</b>	<b>949.35</b>	<b>940.45</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$214,612,177</b>	<b>\$267,891,874</b>	<b>\$264,248,337</b>	<b>\$279,359,065</b>



*Department of Environmental Protection*  
**Division of Air Quality**

## **Mission**

To protect and improve today's air quality and preserve it for future generations.

## **Operations**

Services for the four primary Division of Air Quality programs are provided through six office sections:

### ***Air Monitoring***

- Monitor ambient air and collect, analyze, and summarize air quality data from a comprehensive statewide network.
- Prepare monthly and annual reports of air quality data.
- Submit and assure air quality data to the national data collection system.
- Maintain air monitoring instruments.
- Conduct air monitoring for special studies.
- Operate a laboratory to analyze air samples, including inductively coupled plasma/mass spectrometer for particulate metals analysis.
- Operate a laboratory clean room/weigh room for PM 2.5 (particulate matter less than 2.5 microns in diameter) filters.

### ***Compliance and Enforcement***

- Conduct and document inspections of regulated facilities.
- Investigate complaints of air pollution.
- Prepare enforcement actions, and negotiate enforcement and compliance agreements.
- Implement federal Title IV acid rain requirements.
- Administer the national emission standard for hazardous air pollutants.
- Coordinate compliance training activities.
- Develop interpretive rules.

### ***Hazardous and Solid Waste***

- Develop and revise a grant work plan, and coordinate Resource Conservation Recovery Act (RCRA) air program with the U.S. Environmental Protection Agency (EPA) and DEP's Division of Water and Waste Management.
- Develop and revise air quality rules and regulations for hazardous and solid waste program.
- Prepare quarterly and annual reports for the hazardous waste program.
- Evaluate and process hazardous waste treatment facility permit applications.
- Prepare status reports, and conduct inspections of regulated hazardous waste facilities that emit air pollution.
- Assist in preparation of enforcement actions as necessary.

### ***Northern Panhandle Regional Office***

- Support the development of plans to achieve and maintain the national ambient air quality standards.
- Investigate complaints of air pollution.
- Conduct and document inspections of regulated facilities.
- Assist in preparation of enforcement actions and of enforcement and compliance agreements.
- Support ambient air monitoring and data analyses activities for the four Northern Panhandle counties.
- Conduct special air quality studies to support air quality planning activities.

### ***Permitting***

- Process Title V initial and renewal operating permit applications.
- Process major and minor source preconstruction permit applications.
- Oversee emissions trading program.
- Maintain files for all regulated West Virginia facilities.

## *Division of Air Quality*

### *Planning*

- Develop and revise state implementation plans to attain and maintain the national ambient air quality standards and to comply with the Clean Air Act Amendments and regional haze.
- Revise and develop state air quality rules and regulations.
- Oversee transportation and general Clean Air Act conformity requirements.
- Perform modeling analyses to determine pollutant air quality impacts.
- Develop and maintain an emissions inventory database on which air quality management decisions and functions are based.
- Maintain emission inventories for point area and mobile sources in a comprehensive database on which air quality management decisions and functions are based, and develop special inventories for information on ammonia and greenhouse gases.
- Work with DEP's Information Technology Office to implement changes and improvements to the existing state air quality database tracking program.
- Maintain Title V and Rule 22 fee programs.
- Participate in regional air quality planning activities.

# Programs

## **Hazardous Waste—Air Quality Program**

### **Mission**

Regulate facilities that treat, store, and dispose of hazardous waste for the purpose of achieving and maintaining air quality to protect human health and the environment.

### **Goals/Objectives**

- Coordinate air program activities with the EPA and the Division of Water and Waste Management.
- Evaluate and process permit applications.
- Conduct compliance inspections of regulated air pollution-emitting hazardous waste facilities.
- Assist in preparation of enforcement actions as necessary.
- Encourage and promote waste minimization and pollution prevention.
- Provide technical assistance for combustion sources subject to the hazardous and solid waste air program.
- Monitor facility compliance stack tests at all hazardous waste combustion facilities, review and evaluate test results, and take necessary enforcement or remedial action if noncompliance is found.
- Evaluate risk assessments and air modeling analyses required of all hazardous waste facilities.
- Authorize and monitor required trial burns.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Permit applications evaluated	7	7	7	7	5	7
Inspections conducted	41	68	30	51	55	55
Performance test evaluations/approvals	3	4	3	1	2	3

## **Non Title V—(Base Air Management Program)**

### **Mission**

Administer a statewide air quality management program to control air pollution from nonmajor facilities and other sources of air pollution in order to protect the health and welfare of the public and the environment.

### **Goals/Objectives**

- Improve air quality in areas of nonattainment and maintain air quality in attainment areas.
- Collect, evaluate, and analyze air quality data.
- Complete transportation and general conformity reviews as mandated by the Clean Air Act.
- Encourage and promote pollution prevention.
- Develop and revise implementation plans to attain and maintain the state and national ambient air quality standards for the revised PM 2.5 and eight-hour ozone standards.
- Provide compliance assistance for nonmajor emission sources.
- Conduct special air quality studies, and assist and participate in state and regional geographical initiatives.
- Maintain response rate of all air pollution-related complaints at a level of 90% or greater.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Response rate to air pollution complaints	89%	90%	90%	97%	90%	90%
Partial compliance evaluations	270	193	250	120	250	150
Full compliance evaluations	397	558	350	383	550	380
Air permit applications evaluated and processed	270	244	200	240	220	220
Air quality and meteorological monitoring stations	34	31	36	29	30	27
Instruments operated at air monitoring stations	N/A	N/A	73	73	76	76
Asbestos-containing material inspections conducted	38	94	110	71	110	110

## Title V—Operating Permit Program (Major Facilities)

### Mission

Manage air quality impacts of major air pollution emitting facilities, and implement the 1990 Clean Air Act amendments through issuance of operating permits that contain all federal and state air quality regulatory requirements applicable to all major and acid rain facilities subject to Title V.

### Goals/Objectives

- Incorporate and detail all applicable federal and state air quality requirements in a single document for each Title V facility, and assure compliance with those requirements.
- Facilitate operational flexibility for Title V permitted facilities.
- Provide a clear program and schedule for compliance, monitoring, and reporting.
- Maintain 31 air quality and meteorological monitoring sites to collect and assure quality data.
- Encourage and promote pollution prevention.
- Provide compliance assistance for nonmajor emission sources subject to Title V.
- Assure compliance of Title V major stationary sources through review of compliance certification and performance reports and by yearly inspections of facilities with appropriate enforcement or remedial action.
- Maintain emissions trading program.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Evaluate permit applications/issue permits	54	50	44	58	77	80
Permitting workshops	4	3	4	2	2	2
Permitting assistance meetings	79	81	85	87	80	75
Inspect major air polluting emitting facilities	N/A	133	130	113	130	120

*Department of Environmental Protection*

# Division of Land Restoration

## Mission

Restore environment by cleaning up polluted sites and reclaiming former coal mining sites by employing a broad range of scientific and engineering skills.

## Operations

### *Abandoned Mine Lands and Reclamation*

- Administer federal grant and the Reclamation Information Management System.
- Conduct complaint investigations and address emergency problems.
- Determine site eligibility compliance with the National Environmental Policy Act.
- Obtain legal agreements for rights of entry.
- Administer consulting design contracts and an internal design unit.
- Administer construction contracts.
- Conduct water quality monitoring.

### *Office of Environmental Remediation*

- Provide oversight of leaking underground storage tank site cleanup.
- Investigate and clean up sites without responsible parties.
- Provide alternate drinking water supplies if contaminated by leaking USTs.
- Remediate closed landfills, and remediate open dump sites.
- Coordinate with the EPA and provide oversight of Superfund activities.
- Provide oversight of the Voluntary Remediation Program.
- Administer the Brownfields Cleanup Revolving Loan Program.
- Administer federal grant and financial information.

### *Office of Environmental Resources*

- Remove litter from highways.
- Encourage volunteer enthusiasm for the highway beautification program.
- Develop educational programs to expand litter control and recycling awareness.
- Award grants to reduce litter and expand recycling assistance in all counties.
- Assist in enforcement of litter laws.
- Increase public awareness by developing and expanding environmental education programs.

### *Office of Special Reclamation*

- Maintain bond-forfeited permits file.
- Manage land and water quality databases and financial information.
- Report to and communicate with other state agencies, the Special Reclamation Advisory Council, and the U.S. Office of Surface Mining.
- Track and provide land reclamation and water treatment on bond-forfeited permits in 46 counties in West Virginia.



## Programs

### ***Abandoned Mine Lands and Reclamation\* (AML&R)***

#### **Mission**

Protect and enhance the public health, safety, and general welfare from adverse effects of coal mining practices through the reclamation and restoration of land and water resources.

#### **Goals/Objectives**

- Plan, design, and construct reclamation projects in conjunction with other agencies and watershed associations.
- Increase internal design capabilities and output.
- Improve water quality discharged from AML&R reclaimed sites.
- Complete hydrologic unit plans enabling the operation and maintenance of treatment facilities.

#### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Complaints received and resolved	279	352	247	355	288	300
Emergency projects completed	54	40	49	37	47	35
Regular projects completed	29	23	38	29	30	20

\* Fee collection for the AML&R program was due to expire in September 2005. Congressional reauthorization of the fee collection is still being debated. Failure to reauthorize will put the program to a phase out mode with considerable reductions in funding. Approval of reauthorization may change the distribution in allocation process that could increase or decrease the State's annual allocation.

### ***Environmental Remediation***

#### **Mission**

Conduct remediation of contaminated sites to standards established by the use of sound science in order to protect the present and future public health, safety, welfare, and the environment; to encourage voluntary remediation as an effective means of addressing historical contamination; and to assure coordination and avoid unnecessary duplication of effort within DEP regarding all remediation functions.

#### **Goals/Objectives**

##### ***Brownfield Cleanup Revolving Loan Program***

- Promote a revolving loan program and issue loans.

##### ***Brownfield Targeted***

- Identify and assess selected Brownfield sites in coordination with public entities.
- Provide the assessment information to the public development entities.

##### ***Landfill Closure Assistance***

- Close an average of three landfills each year.
- Provide postclosure assistance by monitoring and maintaining closed landfills.

##### ***Leaking Underground Storage Tank***

- Require responsible parties to clean up releases from regulated underground storage tanks.
- Provide oversight of cleanup conducted by tank owners and operators.

## Division of Land Restoration Programs

- Conduct site investigations, and abate immediate threats at sites where the responsible parties fail or refuse to take action to protect human health and the environment.
- Provide alternate water when a water source has been contaminated by a release from any leaking underground storage tank.

### *Pollution Prevention and Open Dump Cleanup (PPOD)*

- Clean up 1,050 illegal dumps in FY 2007.
- Distribute cleanup activities equally throughout the state.
- Reduce the cleanup costs per ton of existing cleanup activities.

### *Site Investigation*

- Identify and assess hazardous sites and perform removal actions.
- Maintain a comprehensive state site list and track the progress.

### *Superfund Site Remediation*

- Conduct oversight inspections, attend public meetings, and coordinate with the EPA on Superfund issues.
- Maintain record of site specific costs for cost recovery actions by the EPA.

### *Voluntary Remediation*

- Establish an administrative program to facilitate voluntary remediation activities and Brownfield revitalization.
- Establish and maintain science-based methodologies and procedures to guide the remediation activities.
- Provide financial investment incentives at Brownfield sites.
- Conduct testing of licensed remediation specialists.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Landfill closures	3	2	1	1	3	2
New leaking tank sites investigation	N/A	85	70	72	65	70
Leaking tank site cleanup complete	N/A	102	110	100	110	120
UST site assessments conducted and remediation at state lead sites	8	11	6	16	9	9
USTs removed	12	12	12	20	16	15
Illegal dumps cleaned up	1,065	908	500	1,050	910	1,050
Tons of waste recycled	2,255	292	800	1,294	800	1,300
Tons of waste disposed	3,788	7,757	4,000	4,897	4,000	4,900
Voluntary remediation certificates of completion issued	4	9	15	5	12	20
Voluntary remediation applications received	16	13	50	16	12	25

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## ***Highway Beautification and Litter Control***

### **Mission**

Eliminate or reduce litter from West Virginia highways by enlisting the assistance of volunteers and to improve the appearance of highways by cultivating and preserving wildflowers.

### **Goals/Objectives**

- Increase public awareness and participation.
- Produce and distribute radio and television public service announcements that draw attention to the harmful effects of litter.

## Division of Land Restoration Programs

- Produce and distribute brochures and educational information to public libraries, interstate rest areas, community buildings, and other public areas.
- Increase the number of donated and state-funded wildflower sites on interstates and secondary roads.

### **Achieve cleaner highways.**

- Increase number of adopted highways by actively recruiting volunteers from community and businesses.
- Inspire current volunteers to participate in the spring and fall statewide cleanups, and ensure that volunteers clean adopted highways at least three times a year.
- Encourage county governments and solid waste authorities to use inmates to pick up litter on highways.
- Increase wildflower sites to ultimately reduce roadside litter.

### **Increase volunteer enthusiasm and long-term highway adoptions.**

- Offer incentives to volunteers who go beyond the program requirements.
- Hold award events to show appreciation and to motivate volunteers.

### **Add to the beauty of state highways and improve the image of the state.**

- Create new and improve current wildflower beds on state highways.
- Create diversity and interest on state highways by planting perennial flower beds that change color and texture during the year.
- Use ornamental grasses to add interest to highways.
- Experiment with native species for best show and propagation.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Litter removed from highways (millions of pounds)	41	43	49	46	45	45
Organizations that adopted highways	1,481	1,518	1,550	1,456	1,575	1,350
Wildflowers planted along state highways (acres)	198	247	225	237	260	250

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## Litter Control

### Mission

Change attitudes and behavior about litter and littering.

### Goals/Objectives

#### **Develop and expand litter control education programs.**

- Develop and provide information to county litter control groups, students, civic groups, businesses, and individuals.
- Issue news releases and public service announcements, hold press conferences, and conduct media interviews.
- Provide grants to counties and municipalities for litter control programs.

#### **Work to expand economic opportunity.**

- Award grants to interested parties to reduce the amount of litter.
- Expand existing cleanup and beautification programs and provide financial and technical assistance to these cleanup groups.
- Expand inmate labor involvement with cleanup projects.

#### **Assist with the enforcement of litter laws.**

- Encourage magistrates to impose appropriate litter violation penalties and, where appropriate, to utilize alternative sentencing.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Grants awarded	6	11	7	9	14	10
Total grant amount awarded	\$12,092	\$30,200	\$12,000	\$19,570	\$25,900	\$25,000
Litter fees assessed	\$55,288	\$38,857	\$48,000	\$36,000	\$40,000	\$56,000

## Recycling Assistance

### Mission

Expand environmental awareness for source reduction and recycling through education, grant assistance, and market development.

### Goals/Objectives

**Provide recycling and source reduction awareness to all schools.**

- Enable Association of West Virginia Solid Waste Authorities to develop a statewide environmental education program.
- Expand recycling programs into college systems.
- Develop the environmental education network comprised of the state colleges and universities that share environmental information and resources.
- Provide education to teachers through a one-day source reduction/consumer workshop at the county level with the West Virginia University Extension Service.
- Increase awareness for recycling grant assistance through news media and state associations.
- Expand annual recycling data collection reporting to include businesses and industries in West Virginia.
- Develop an environmental intelligence system to gather information on new technology developments, recycling programs of other states to improve the recycling program.

**Expand recycling assistance grant funds to private sector, schools, and state employees.**

- Implement regional office recycling program for all state agencies.
- Implement cardboard recycling for the capitol complex.

**Expand recycling market development opportunities to business/industry and nonprofit organizations.**

- Provide assistance and grants for cooperative marketing efforts.
- Promote the recycling assistance program to business and industry through on-site visitations.
- Coordinate recycling market development with the West Virginia Development Office.
- Continue training for West Virginia state employees' office paper recycling program.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Recycling grant awards	37	41	38	30	38	40
Agencies in office recycling program	140	140	140	140	140	160

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Office paper collected (in tons)	219	240	240	577	600	600

## Special Reclamation

### Mission

Protect and enhance the public health, safety, and general welfare from adverse effects of coal mining practices through the reclamation and restoration of land and water resources.

### Goals/Objectives

- Standardize operating procedures between field offices and headquarters.
- Develop internal data management capability with field office and headquarters personnel.
- Fully staff the program to meet new responsibilities and timetables.
- Continue reclamation of backlog of bond-forfeited permits.
- Construct facilities for water treatment on permits with noncompliant water.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Acres to reclaim	15,833	16,777	15,833	16,994	16,777	16,994
Acres reclaimed	9,470	9,893	9,470	10,963	9,893	10,963
Ratio of reclaimed acres	1.67	1.70	1.67	1.55	1.70	1.55
Permits with water treatment	27	28	28	34	49	58

## West Virginia Make It Shine Program

### Mission

Involve all segments of society to make West Virginia one of the cleanest, most litter-free states in the nation.

### Goals/Objectives

#### Increase public awareness of environmental issues.

- Provide guidelines and assistance on organizing stream and river cleanups.
- Organize annual Earth Day celebration at the State Capitol.
- Issue news releases, public service announcements, hold press conferences, and conduct media interviews.

#### Develop and expand environmental education programs.

- Provide promotional and educational materials to schools, organizations, and the general public.

#### Work to expand economic opportunity through the provision of cleanup and litter control projects.

- Organize and coordinate the Ohio River Sweep and Great Kanawha River Cleanup.
- Organize and coordinate the West Virginia Make It Shine annual statewide cleanup.
- Provide financial and technical assistance to cleanup groups throughout the state.
- Continue the clean streams program.
- Work with watershed associations through Stream Partners program and the West Virginia Watershed Network to further their goals of restoring watersheds.
- Maintain the litter law violation hotline.

#### Increase participation through environmental stewardship recognition:

- \* West Virginia Make It Shine Community Award program
- \* West Virginia Make It Shine Clean County contest
- \* West Virginia Make It Shine Shining School Awards
- \* Signed certificates of merit from the Governor



*Division of Land Restoration Programs*

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Make It Shine communities designated	2	3	5	2	5	3
Counties participating in program	39	51	55	48	55	55
Litter removed by Make It Shine volunteers (in thousands of tons)	310	429	500	498	500	500



# **Division of Mining and Reclamation**

## **Mission**

To assure compliance with the West Virginia Surface Mining Control and Reclamation Act and other applicable state laws and regulations; prompt, effective, and high quality reclamation of all surface mining sites in West Virginia; to assure appropriate and adequate protection of the environment and public welfare; to effect an efficient permitting program that enhances and assures permit quality; and to promote effective communication and dialogue with constituencies affected by actions involving the Division of Mining and Reclamation.

## **Operations**

- Review and approve permitting applications.
- Inspect mine sites.
- Take enforcement actions when necessary.
- Provide compliance assistance through the Small Operator Assistance Program.
- Regulate blasting on surface mining operation.
- Review and approve surface mining blast plans.
- Respond to blasting complaints.
- Establish qualifications, and provide training for individuals and firms performing preblast surveys.
- Conduct education, training, examination, certification, and discipline of blasters.
- Administer a claims and arbitration process for determining property damage caused by blasting, and ensure appropriate compensation.
- Conduct complaint investigations.
- Maintain bond-forfeited permits inventory.
- Receive and utilize environmental information from other state and federal agencies.
- Develop and maintain policies, procedures, and guidance handbooks.

# Programs

## Explosives and Blasting

### Mission

Administer and enforce the surface mine blasting laws in a manner that protects the public and property from harmful effects of surface mine blasting.

### Goals/Objectives

- Increase frequency of complete blasting inspections by five percent each year.
- Update the blaster certification and training program by December 31, 2007.
- Expand preblast survey process to include field verification over the next three years.
- Maintain a 30 day response in the review, approval, and issuing of corrections of the blasting section of initial permit applications.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Permits reviewed, approved, and corrections issued within 30 days	95%	95%	N/A	95%	100%	100%
Blaster certification and training program improvements	N/A	N/A	N/A	10%	20%	20%

## Mineral Extraction

### Mission

Ensure prompt, effective, quality reclamation for all surface mining sites in West Virginia, and respond to the regulated community and all persons who are or may be adversely affected.

### Goals/Objectives

- Maintain an inspection frequency of 95 to 100%.
- Increase meeting permit review time guidelines by ten percent.
- Increase e-permitting by ten percent.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Inspections reviewed within 48 hours for acceptance or rejection	80%	91%	N/A	98%	100%	100%
Inspections conducted	18,885	20,193	20,000	20,085	20,000	20,000
Violations identified	1,257	1,334	1,200	1,039	1,200	1,100
Complaints responded to	100%	100%	N/A	100%	100%	100%



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## **Small Operator Assistance Program (SOAP)**

### **Mission**

Provide engineering, scientific services, technical support, and laboratory services to small coal operators in the development of an environmental assessment of the proposed mining impact on the environment.

### **Goals/Objectives**

- Obtain accurate environmental, scientific, and technical information for small coal operators through Small Operator Assistance Program projects.
- Incorporate the environmental assessment of the proposed mine into a SOAP report that the small coal operator may incorporate into an application for a mining permit from the DEP.
- Train the SOAP coal operators on permit requirements.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Active SOAP projects	3	4	4	4	4	5



Department of Environmental Protection

# Division of Water and Waste Management

## Mission

Preserve and enhance West Virginia's watersheds for the benefit and safety of all.

## Operations

### *Clean Water State Revolving Fund*

- Provide low interest loans through the state revolving loan program to municipalities and public service districts for construction of sewage systems.
- Review and approve construction plans and specifications for publicly owned sewage systems.
- Provide professional engineering assistance to municipalities in the design, operation, and maintenance of sewage systems.
- Promote construction and upgrades of publicly owned, community sewage systems.
- Provide other forms of financial assistance to help reduce and eliminate nonpoint pollution sources (NPS).
- Oversee the combined sewer overflow program.
- Represent DEP on the West Virginia Infrastructure and Jobs Development Council.

### *Environmental Enforcement*

- Inspect permitted facilities for compliance with discharge limits and operations.
- Investigate complaints of water pollution from the general public.
- Encourage compliance with water quality laws through education, technical assistance, and enforcement actions.

### *Interstate Commission on the Potomac River Basin*

- Participate in development, planning, and protection of the water resources of Potomac River.
- Ensure adequate West Virginia representation on the Interstate Commission on the Potomac River Basin.
- Assist with water management activities in the West Virginia portion of the Potomac River drainage.

### *Ohio River Valley Water Sanitation Commission*

- Participate as state member of commission.
- Provide input and guidance to West Virginia water quality programs.
- Develop public education materials pertinent to West Virginia.

### *Safe Dams*

- Review and approve plans for construction of noncoal dams.
- Review and approve emergency warning and evacuation plans for noncoal dams.
- Respond to emergencies.
- Inspect and ensure integrity of noncoal dams.
- Conduct construction compliance inspections.

### *Waste Management*

- Perform site inspections, compliance assistance, and enforcement to ensure compliance with regulatory requirements.
- Respond to hazardous waste and substance emergencies.
- Manage technical and financial assurance requirements on the generation, collection, treatment, storage, and disposal of hazardous waste.
- Regulate the installation, design, monitoring, modification, permitting, financial assurance, closure, and post-closure requirements for any solid waste facility.
- Conduct appropriate public hearings.
- Certify underground storage tank workers.
- Offer technical assistance and waste minimization guidance to generators of hazardous waste.

## *Division of Water and Waste Management*

### *Water Quality*

- Review and approve permit applications to treat and discharge wastewaters into the state's waters.
- Issue permits, and oversee compliance with discharge limits.
- Provide technical assistance to ensure adequate design and operation of wastewater facilities.
- Promote compliance with permits through administrative enforcement.
- Oversee the sludge management program.
- Develop and issue waste load allocations to ensure water quality standards.
- Operate laboratory certification program.
- Assess watersheds for water chemistry and biological impacts, and provide reports on results.
- Monitor West Virginia's groundwater quality through ambient network.
- Oversee groundwater protection and compliance activities.
- Coordinate the state's watershed management framework process.
- Implement the state antidegradation implementation policy.
- Develop total maximum daily loads for impaired streams.



# Programs

## Clean Water State Revolving Fund

### Mission

Provide technical and financial assistance to local governmental authorities during the planning, design, construction, and operation phases of wastewater treatment and other pollution control projects to improve and maintain water quality and to improve health conditions.

### Goals/Objectives

**Assist communities to achieve and maintain compliance with state and federal water quality laws in addition to improving health conditions to help meet an estimated \$2 billion need in West Virginia for adequate publicly owned wastewater treatment works.**

- Commit available state revolving fund money to cost-effective, environmentally sound projects as expeditiously as possible.
- Participate in the West Virginia Infrastructure and Jobs Development Council process on a monthly basis to coordinate the use of all available state and federal funding sources.
- Perform technical reviews on all publicly owned treatment works' proposed projects that require national pollutant discharge elimination system permits or modifications.
- Provide compliance assistance to existing publicly owned treatment works to correct permit compliance problems.
- Validate stakeholders need for new or revised legislation.

**Expand accessibility by creating new financial assistance programs within the Clean Water State Revolving Fund to address nonpoint source pollution control problems.**

- Consider establishing other programs within the Clean Water State Revolving Fund to correct and improve water quality.
- Evaluate and provide funding opportunities during the implementation of appropriate water quality management activities.

**Assure the Clean Water State Revolving Fund program operates in perpetuity at its maximum level to provide future financial assistance to local entities.**

- Conduct financial capability reviews on all potential loan recipients.
- Maximize investment opportunities.
- Monitor repayment activity of loan recipients and take aggressive action for collection of delinquent payments from loan recipients.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Loan commitments made (excluding NPS)	12	14	10	10	12	10
Loans to communities (in millions)	\$45.4	\$68.8	\$28.0	\$51.0	\$34.0	\$38.0
NPS loan commitments	21	14	23	17	16	15
NPS loans	\$325,770	\$232,907	\$425,000	\$248,685	\$250,000	\$230,000
Loan payments (in millions)	\$32.5	\$54.3	\$49.0	\$60.4	\$50.0	\$50.0
Projects under construction	20	34	29	32	30	25

## **Environmental Enforcement**

### **Mission**

Promote compliance with the Solid Waste Management Act, the Water Pollution Control Act, and the Groundwater Protection Act by providing assistance and/or enforcing conditions required of municipalities, solid waste facilities, manufacturing industries, and the general public in order to advance the lawful management of solid waste and wastewater.

### **Goals/Objectives**

- Perform routine inspections, compliance sampling inspections, and groundwater sampling inspections of facilities permitted by the Division of Water and Waste Management.
- Provide compliance assistance to the regulated community by developing and conducting training, publishing manuals, and conducting preclosure inspections.
- Investigate citizens' complaints, assist in school programs, and provide staff for various conservation-oriented activities.
- Use criminal, civil, and/or administrative enforcement when other attempts to gain compliance have failed.
- Implement special projects that complement the routine activities such as monitoring discharges from the receiving water, conducting inspection/audits at facilities potentially eligible for voluntary remediation, and delineating boundaries of land disturbance activities using GIS technologies.
- Track required facility actions to ensure environmental compliance.
- Conduct sludge management requirements and the concentrated animal feeding operation programs.
- Reduce the discharge of untreated or improperly treated wastewater into West Virginia streams.

### **Performance Measures**

<b>Fiscal Year</b>	<b><u>Actual</u> 2003</b>	<b><u>Actual</u> 2004</b>	<b><u>Estimated</u> 2005</b>	<b><u>Actual</u> 2005</b>	<b><u>Estimated</u> 2006</b>	<b><u>Estimated</u> 2007</b>
Compliance assistance provided to facility operators during inspections	1,473	1,161	1,200	1,293	1,200	1,200
Sludge management program land application sites inspected	79	48	65	68	65	65
Open dump cleanup	202	269	250	279	250	250

## **Interstate Commission on the Potomac River Basin**

### **Mission**

Provide the state with active participation in development, planning, and protection of the water resources of the Potomac River in conjunction with other states that share the river's drainage.

### **Goals/Objectives**

**Ensure adequate West Virginia representation on the Interstate Commission on the Potomac River Basin.**

- Communicate regularly with state members of the commission.
- Attend commission meetings.
- Provide input and guidance to commission members on issues relating to West Virginia water quality programs.
- Initiate and participate in research projects related to West Virginia concerns.

**Coordinate with other states and Chesapeake Bay program the water management activities in West Virginia portion of Potomac River drainage.**

- Communicate with other state water quality agencies to ensure that enforcement, permitting, and other water quality management issues are coordinated.
- Distribute and promote educational materials prepared by the Interstate Commission on the Potomac River Basin.
- Provide information pertinent to West Virginia in development of public education materials.

## **Performance Measures**

- ✓ Increase cooperation between West Virginia water quality management agencies and other states sharing the Potomac River resource.
- ✓ Enhance public perception of the value of the Potomac River as a water resource to be protected, not only for West Virginia, but the eastern seaboard.
- ✓ Increase West Virginia involvement in the water quality protection activities underway in the Chesapeake Bay program.

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## **Ohio River Valley Water Sanitation Commission**

### **Mission**

Provide the state with active participation in development, planning, and protection of the water resources of the Ohio River in conjunction with other states that share the river's drainage.

### **Goals/Objectives**

**Ensure adequate West Virginia representation on the Ohio River Sanitation Commission.**

- Attend and participate as state member of commission.
- Provide input and guidance to commission members on issues relating to West Virginia water quality programs.
- Participate on technical committees developing standards related to water quality issues.
- Communicate with water quality agencies in other states to ensure that enforcement, permitting, and other water quality management issues are coordinated.
- Distribute and promote educational materials prepared by the Ohio River Valley Water Sanitation Commission.
- Provide information pertinent to West Virginia by developing public education materials.

### **Performance Measures**

- ✓ Increase cooperation between West Virginia water quality management agencies and other states sharing the Ohio River resource.
- ✓ Improve protection of water quality of the Ohio River due to coordinated efforts with states sharing the resource.

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## **Safe Dams**

### **Mission**

Evaluate engineering designs, and inspect private and publicly-owned noncoal dams to ensure compliance with safety standards in order to protect the lives and property of persons downstream.

## Goals/Objectives

- Perform engineering review of design plans for construction, modification, operation, repair, breach, abandonment, or removal of dams.
- Issue certificate of approval.
- Conduct on-site inspection of existing dams for safety concerns or violations.
- Conduct field evaluation of dams under construction for compliance with approved plans and specification.
- Implement monitoring and emergency action plans.
- Maintain personnel on 24-hour call for emergency response to safety incidents.
- Promote or compel owner compliance with statute requirements.
- Promote public awareness of dams, hazards posed by dams, and measures taken to protect life and property.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Inspections of existing dams	80	57	70	70	50	60
Inspections of dams under construction	64	10	65	65	40	50
Responses to emergencies	7	20	6	6	10	5
Potentially deficient/high hazard dams removed/brought into compliance	1	0	2	2	2	2

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## Waste Management

### Mission

Perform site inspections and compliance assistance to ensure that solid waste facilities, hazardous waste generators, hazardous waste treatment and storage and disposal facilities, and underground storage tank owners and operators comply with all regulatory requirements during the construction, operation, and closure of said facilities, and to protect public health and the environment by responding to hazardous waste emergency incidents.

### Goals/Objectives

#### *Compliance Monitoring and Enforcement*

- Conduct compliance inspection at facilities that transport, generate, store, treat and/or dispose of hazardous waste.
- Conduct investigations into all citizen complaints and spills involving hazardous waste and related materials.
- Provide compliance assistance to the regulated community.
- Encourage compliance with environmental laws and regulations through the use of administrative, civil and criminal actions.
- Assist in West Virginia's homeland security efforts.

#### *Hazardous Waste Permitting*

- Ensure (by monitoring the ability of staff) the safe and effective operation of treatment, storage, or disposal facilities while operational and after closure to prevent a threat to the public.
- Review hazardous waste permit applications and issue hazardous waste management permits.
- Review and make recommendations to approve or reject permit modifications.
- Review all work plans and reports for site investigations, study, and remediation for facilities doing corrective action.

#### *Solid Waste Permitting*

- Ensure the safe and legal disposal of solid waste.
- Monitor, regulate, and permit the construction and operation of solid waste facilities.

## Division of Water and Waste Management Programs

### **Special Projects**

- Assist the regulated community by responding to generator calls.
- Ensure that data collected by field sampling meets EPA data quality objectives.
- Decrease the amount of hazardous waste generated by encouraging and assisting facilities to engage in waste minimization efforts.

### **Underground Storage Tank**

- Inspect operating UST's.
- Visit UST sites during permanent closure.
- Respond to and investigate complaints and suspected releases upon receipt.
- Attend UST installations.

### **Underground Storage Tank Insurance Fund**

Effective October 1, 2000, the West Virginia Underground Storage Tank Insurance Fund ceased offering coverage. The fund has now been frozen due to a court action regarding questions about limits of monetary liability and availability of funds.

- Seek solution to funding problems through the judiciary and the Legislature.

## **Performance Measures**

<b>Fiscal Year</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Estimated 2005</b>	<b>Actual 2005</b>	<b>Estimated 2006</b>	<b>Estimated 2007</b>
Civil administrative penalties and orders issued	11	56	50	60	50	50
Compliance inspections (hazardous waste and UST facilities)	1,005	804	850	964	850	600
Removal/disposal of hazardous waste from illegal/accidental disposals	147	153	150	124	150	150
Hazardous waste permitting corrective action reports reviewed	5	86	75	142	150	160
Acres of solid waste facilities constructed or expanded	39	18	45	26	50	50

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## **Water Quality**

### **Mission**

Manage, maintain, and improve the state's water quality by establishing guidelines and providing assistance for the manufacturing industry, wastewater treatment plants, landowners, and the general public in order to maintain reasonable standards of purity and quality.

### **Goals/Objectives**

**Provide current, accurate water quality information on the status of the state's surface and groundwaters.**

- Begin first year of the third five year assessment cycle, revisiting watersheds assessed in 2001, to continue refinement of water quality and habitat information.
- Continue water quality data collection focus on needs of the total maximum daily load process (TMDL).
- Implement state-directed total maximum daily load program.
- Continue improvements in issuance of water pollution control permits by utilizing electronic communication systems in place and under development.
- Maintain synchronization of permit issuance or reissuance with water quality data generated by the watershed assessment section.
- Continue integration of programs addressing polluted runoff into the priority setting and scheduling processes of both the West Virginia Watershed Management Framework and TMDL development effort.



*Division of Water and Waste Management Programs*

- Maintain laboratory certification program for laboratories performing analytical testing.
- Remediate contaminated groundwater sites.
- Review groundwater practices at commercial and industrial sites.
- Issue national pollution discharge elimination system permits to industrial and municipal facilities.
- Evaluate the need for and develop water quality standards for state waters.
- Process remaining variances.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Streams assessed	449	469	450	402	450	450
Groundwater protection plans approved	60	65	60	87	60	75
Groundwater protection plan inspections	60	60	60	104	60	80
Permits approved for major facilities	22	23	15	11	20	10
Permits approved for minor facilities	93	83	113	105	125	120
Activities covered by general permits*	837	1,321	1,500	2,145	800	800
Wasteload allocations issued	852	820	900	1,923	900	900
Construction stormwater permits approved	352	599	1,000	1,212	1,000	1,000
Develop watershed plans	N/A	1	4	9	4	3

\* General five year permits expired in FY 2005 and were reissued.



*Department of Environmental Protection*  
**Executive/Administration**

## **Mission**

Provide innovative and timely managerial, technological, fiscal, and accounting services and expertise to all DEP offices and customers in an environment that creates and promotes mutual understanding and trust in order to establish appropriate accountabilities to ensure the efficient and effective execution of DEP's responsibilities.

## **Operations**

- Provide technical assistance to program offices.
- Adhere to statutory and policy directives regarding financial, personnel, and asset management.
- Develop and oversee various internal policies and procedures.
- Provide legal representation on environmental issues.
- Operate as official public information source by improving awareness of environmental issues.
- Develop and promote informational programs for staff and the general public.
- Provide assistance and advocacy to various persons and groups on environmental issues.
- Develop and provide computer, network, and application services for offices.
- Review and conduct oil and gas well work permitting, inspections, and operator transfers.
- Approve solid waste and water pollution control permits for the oil and gas industry.
- Monitor oil and gas underground injection control program.
- Mediate oil and gas surface and mineral owner disputes.
- Evaluate and plug abandoned wells and cleanup sites as funding permits.
- Collect, process, and maintain oil and gas GPS data.
- Administer the state's regulatory and volunteer cleanup programs.

# Programs

## Oil and Gas

### Mission

Protect the public health, environment, and other natural resources through the regulation of oil and gas resource development and protection and restoration of abandoned oil and gas sites, while understanding the need for the development of additional oil and gas resources.

### Goals/Objectives

#### *Abandoned Well Plugging*

- Maintain an accurate census of abandoned wells.
- Classify abandoned wells upon inspection.
- Plug abandoned wells to the level of funding available.
- Enforce bonding and well registration requirements.
- Process GPS data, and maintain the GPS database to secure well location information.
- Pursue additional sources of funding for abandoned well plugging and cleanup.

#### *Oil and Gas Regulatory and Technical Support*

- Issue all well work permits within five days of due date.
- Inspect oil and gas sites.
- Improve organization Web site to include current relational database and current geographic information.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Abandoned well inspections	510	310	300	310	300	320
Abandoned wells plugged	55	35	30	31	30	32
Oil and gas well inspections conducted	5,353	8,240	7,000	8,283	7,000	8,500
Oil and gas well violations issued	246	228	250	149	250	200
New oil and gas wells drilled	935	989	989	995	950	1,000
Old oil and gas wells plugged	300	369	400	533	450	600

## Youth Environmental Education

### Mission

Empower West Virginia's youth to become environmentally involved within their communities, and provide incentive for youth groups to participate in environmental projects, by creating an interest and enthusiasm for becoming good stewards of our natural resources.

### Goals/Objectives

- Provide youth groups enrolled in the West Virginia Youth Environmental Education program with an abundance of environmental education tools and information.
- Enable six district environmental coordinators to make personal contacts, hold workshops, and give presentations throughout the state.
- Lead the annual Youth Environmental Conference for youth ages 13-18.
- Organize the annual Junior Conservation Camp for youth ages 11-14.
- Direct the annual Youth Environmental Day.

## Executive/Administration Programs

- Provide Youth Environmental Education program enrollment information to public schools and community programs that are interested in participating.
- Maintain continuity of award contributions by promoting the Youth Environmental Education program with environmentally concerned businesses and organizations.
- Promote the programs and activities of the Youth Environmental Program through various media.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Youth group members (cumulative)	62,808	71,354	75,000	75,075	80,000	82,000
Tree seedlings planted	13,764	10,674	12,000	7,118	10,000	12,000
Bags of trash collected by youth groups	2,062	1,868	2,200	1,705	1,750	1,800

# **Air Quality Board**

## **Mission**

The Air Quality Board adjudicates air quality appeals in a fair, efficient, and equitable manner for the people of West Virginia.

## **Operations**

- Provide an administrative remedy for disputes arising from permitting and enforcement activities of DEP's Division of Air Quality.
- Promulgate procedural rules governing the Air Quality Board.



Air Quality Board  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Appeals	1.30	\$82,205	\$107,534	\$96,434	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>1.30</b>	<b>82,205</b>	<b>107,534</b>	<b>96,434</b>	<b>97,334</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions	1.30		1.30	1.30	1.30
Total Personal Services		18,087	61,779	50,679	51,579
Employee Benefits		6,891	12,080	14,423	14,423
Other Expenses		57,227	33,675	31,332	31,332
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>82,205</b>	<b>107,534</b>	<b>96,434</b>	<b>97,334</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>1.30</b>		<b>1.30</b>	<b>1.30</b>	<b>1.30</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$82,205</b>	<b>\$107,534</b>	<b>\$96,434</b>	<b>\$97,334</b>

Air Quality Board  
**Programs**

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## ***Administrative Appeals***

### **Mission**

Deliver fair, impartial, timely, and high quality decisions of administrative appeals arising under the state's Air Pollution Control Act. This program serves the regulated community and members of the general public who file administrative appeals of the Division of Air Quality's decisions.

### **Goals/Objectives**

- Process appeals in a fair, timely, and efficient manner.
- Maintain orderly and accurate records of appeal proceedings and statistical data on board activities.
- Ensure that board activities comply with the Administrative Procedures Act and Open Meetings Act.
- Provide public with step-by-step guide of the appeal process, docket of appeals pending, keyword search of digitized final orders, meeting dates, agendas, and minutes on the board's Web site.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Cases filed	9	6	10	6	10	10
Cases disposed	15	3	8	4	8	8

*Department of Environmental Protection*

# Environmental Quality Board

## **Mission**

Adjudicates environmental appeals in a fair, efficient, and equitable manner for the people of West Virginia.

## **Operations**

- Provide an administrative remedy for disputes arising from permitting and enforcement activities of the DEP and the Division of Water and Waste Management.
- Promulgate procedural rules governing the Environmental Quality Board.



Environmental Quality Board

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Water Quality Standards and Administrative Appeals	1.70	111,843	\$238,371	\$140,418	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>1.70</b>	<b>111,843</b>	<b>238,371</b>	<b>140,418</b>	<b>141,318</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		1.70	1.70	1.70	1.70
Total Personal Services		71,913	91,530	71,430	72,330
Employee Benefits		14,945	21,971	20,925	20,925
Other Expenses		18,510	44,870	45,916	45,916
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>105,368</b>	<b>158,371</b>	<b>138,271</b>	<b>139,171</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		5,728	0	0	0
Employee Benefits		1,324	0	0	0
Other Expenses		(577)	80,000	2,147	2,147
<b>Subtotal: Nonappropriated Special Fund</b>		<b>6,475</b>	<b>80,000</b>	<b>2,147</b>	<b>2,147</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>111,843</b>	<b>\$238,371</b>	<b>\$140,418</b>	<b>\$141,318</b>



# Programs

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## ***Water Quality Standards and Administrative Appeals***

### **Mission**

Deliver fair, impartial, timely, and high quality decisions of administrative appeals arising under state environmental laws. This program serves the regulated community and members of the general public who file administrative appeals of the Division of Water and Waste Management's decisions.

### **Goals/Objectives**

- Process appeals in a fair, timely, and efficient manner.
- Maintain orderly and accurate records of appeal proceedings.
- Ensure that board activities comply with Administrative Procedures Act and Open Meetings Act.
- Provide public with step-by-step guide of the appeal process, docket of appeals pending, keyword search of digitized final orders, meeting dates, agendas, and minutes on the board's Web site.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Cases filed	33	27	30	29	30	35
Cases disposed	32	16	30	28	30	35
Freedom of Information Act requests	86	61	80	51	80	80

# Oil and Gas Conservation Commission

## Mission

Foster, encourage, and promote the exploration, development, production, utilization, and conservation of West Virginia's oil and gas resources; protects against waste; and protects and enforces the correlative rights of operators and royalty owners.

## Operations

- Assist DEP's Office of Oil and Gas in environmental permitting.
- Review well work permits for deep wells.
- Conduct hearings on regulatory matters.

## Goals/Objectives

- Schedule administrative hearings and issue orders within the time frame required in the West Virginia Code.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Deep well approvals issued	36	25	72	34	40	45
Administrative hearings held	6	7	7	7	10	10
Orders issued	6	7	9	7	10	10
Reclamation plan review requests processed	21	20	16	15	25	40



Oil and Gas Conservation Commission

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Oil and Gas Conservation Commission	2.50	\$131,502	\$224,428	\$222,301	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>2.50</b>	<b>131,502</b>	<b>224,428</b>	<b>222,301</b>	<b>224,428</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		2.00	2.50	2.50	2.50
Total Personal Services		91,652	154,669	152,869	154,669
Employee Benefits		26,160	36,553	36,226	36,553
Other Expenses		13,690	33,206	33,206	33,206
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>131,502</b>	<b>224,428</b>	<b>222,301</b>	<b>224,428</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>2.00</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$131,502</b>	<b>\$224,428</b>	<b>\$222,301</b>	<b>\$224,428</b>

Department of Environmental Protection

# Solid Waste Management Board

## Mission

Promote economical collection and environmentally safe disposal and recycling of solid waste through integrated waste management systems and best management practices.

## Operations

### *Business and Financial Assistance Program*

- Improve the long-term viability of local government entities operating solid waste facilities or programs.
- Assist local government entities in establishing effective operating and financial controls.
- Evaluate the current status and projected viability of public solid waste facilities.
- Conduct annual on-site program reviews at the nine public solid waste facilities (PSWFs).
- Review all solid waste authority (SWA) audits, and establish a financial database.

### *Grant, Loan, and Bond Program*

- Issue solid waste closure bonds.
- Finance construction/maintenance of solid waste facilities.
- Award grants to local SWAs for projects that facilitate effective, sustainable, solid waste management programs, as funds are available.
- Monitor repayments of loans to ensure compliance with terms of agreement.

### *Recycling, Market Development, and Planning Program*

- Provide funding to county and regional SWAs through assessment fees.
- Prepare the West Virginia Solid Waste Management Plan.
- Develop and implement integrated solid waste management programs to reduce, reuse, and recycle waste.
- Provide technical assistance to local authorities and other governmental entities on solid waste issues such as market development, mandatory disposal, source reduction, and local waste management plans.



*Solid Waste Management Board*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Business & Financial Assistance Program	3.90	\$322,018	\$3,401,951	\$408,380	
Recycling, Market Development, and Planning Program	9.10	1,776,151	2,143,549	2,125,954	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>13.00</b>	<b>2,098,169</b>	<b>5,545,500</b>	<b>2,534,334</b>	<b>2,545,500</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		11.00	13.00	13.00	13.00
Total Personal Services		425,418	571,075	590,000	599,450
Employee Benefits		135,586	175,926	184,765	186,481
Other Expenses		1,537,165	1,798,499	1,759,569	1,759,569
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>2,098,169</b>	<b>2,545,500</b>	<b>2,534,334</b>	<b>2,545,500</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	3,000,000	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>3,000,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>11.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$2,098,169</b>	<b>\$5,545,500</b>	<b>\$2,534,334</b>	<b>\$2,545,500</b>

# Programs

## ***Business and Financial Assistance Program***

### **Mission**

Provide solid waste authorities with funding and financing to assist with environmentally sound solid waste management projects and provide technical expertise and training to these entities to identify potential problems and ensure long term viability.

### **Goals/Objectives**

*Series 1 Grant, Loan, and Bond Program (statutory authority to issue bonds when market conditions are favorable)*

- Provide low interest loans to government entities for construction and maintenance of solid waste projects—currently have two loans outstanding for \$725,000.
- Evaluate program performance against objectives and compliance with terms of the agreement via ongoing monitoring and analysis of project status updates and monthly financial reports from the administering bank trustees.

*Series 5 Grant Program*

- Award 26 grants to local SWAs to facilitate projects that establish effective, sustainable programs to reduce, reuse, and recycle waste.
- Provide technical expertise to establish effective management and operating procedures that will improve operating revenues and cash flows for local government entities operating solid waste facilities, thus minimizing the need for state financial assistance.
- Establish proper financial controls through two annual training workshops to ensure early detection of problems.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
PSWFs that received in-depth business analysis	2	3	2	2	2	2
Loans monitored	3	5	5	3	6	5
Annual loan payments or repayments	\$209,000	\$373,767	\$569,000	\$206,724	\$375,900	\$375,900
SWA representation at training workshops	47	50	50	30	50	50

## ***Recycling, Market Development, and Planning Program***

### **Mission**

Develop a comprehensive, integrated, state solid waste management plan. Planning assistance is provided at the local level to develop and implement local solid waste management plans that are incorporated into the state plan and is committed to promoting and facilitating economic growth and development in the waste management arena by identifying and securing markets for recyclable materials.

### **Goals/Objectives**

- Assist the 50 local SWAs in developing commercial solid waste facility siting plans and comprehensive litter and solid waste control plans.
- Integrate the local SWA comprehensive and siting plans into the West Virginia Solid Waste Management Plan with biennial reviews.
- Conduct program reviews to monitor progress and to provide technical expertise on solid waste management issues to the local SWAs and other government agencies.

## *Solid Waste Management Board Programs*

- Develop and implement recycling market development, source reduction, reuse, recycling, and composting programs.
- Provide technical expertise, research, technology, education, and communications to local SWAs to assist in developing local programs.
- Develop technological information services to promote better waste management—i.e., the on-line West Virginia materials exchange, the SWMB Web site, and the fax-on-demand.
- Provide published information, education, and training on various issues to the SWAs, other government agencies, and the public.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Assessment fees distributed to SWAs (millions of dollars)	\$1.13	\$1.13	\$1.00	\$1.15	\$1.00	\$1.00
Siting and/or comprehensive plans reviewed and approved	25	24	11	22	38	25
On-site program reviews	21	48	50	20	50	35





Department of Environmental Protection  
**Surface Mine Board**

**Mission**

Provide fair, efficient, and equitable treatment of appeals of environmental enforcement and permit actions as set forth on W.Va. Code §22-B-4.

**Operations**

- The Surface Mine Board conducts administrative hearings and appeals for any person appealing a decision of the director relating to mining operations.

**Goals/Objectives**

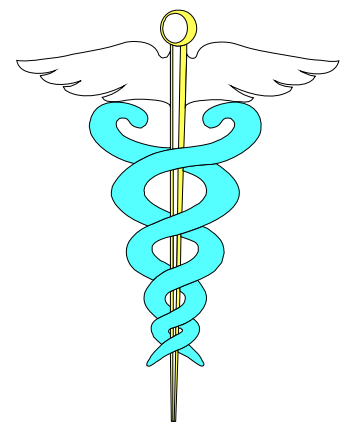
- Fair, efficient, and equitable resolution of appeals.

**Performance Measures**

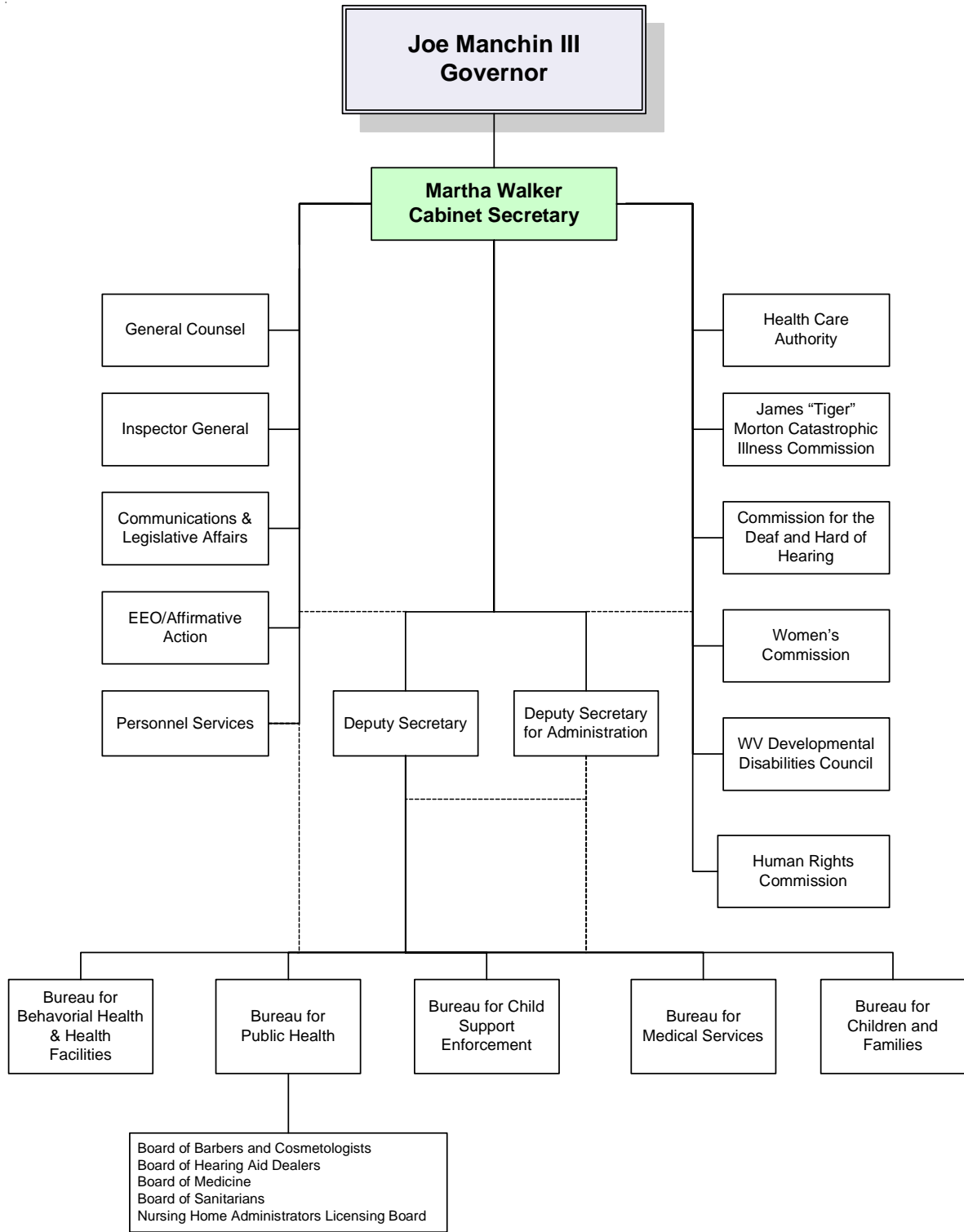
<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Appeals filed	57	58	60	32	65	45
Final orders on appeals	51	36	58	28	60	40



DEPARTMENT  
OF  
HEALTH  
AND  
HUMAN RESOURCES



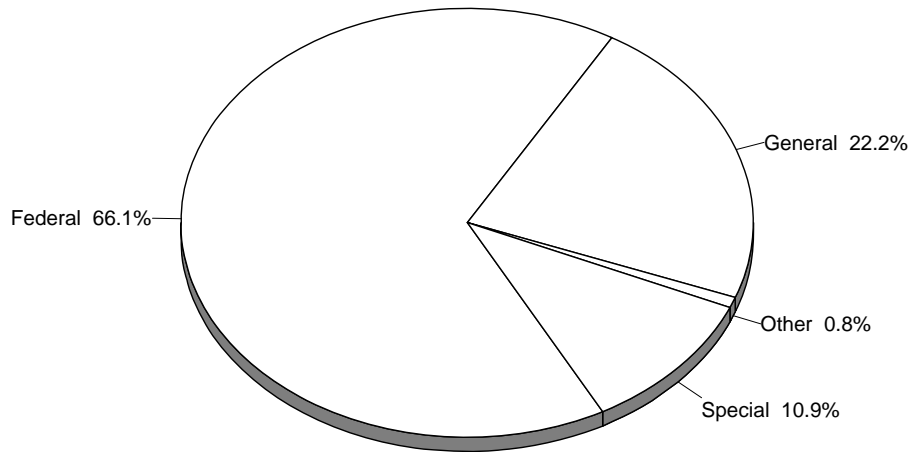
# Department of Health and Human Resources



Department of Health and Human Resources  
**Revenues and Expenditures**

**Total Available Funds**

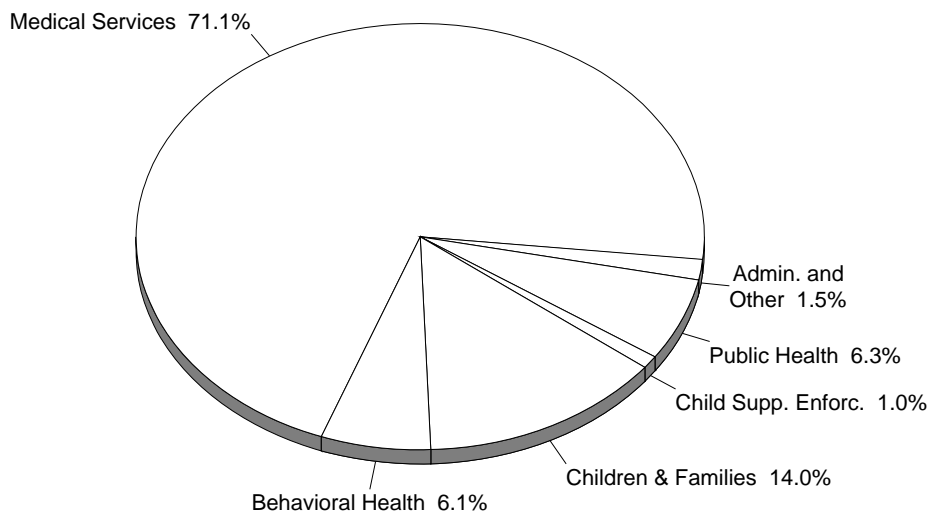
Fiscal Year 2007  
\$3,576,370,637\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Bureau**

Fiscal Year 2007  
\$3,533,633,842



# Department of Health and Human Resources

## Mission

The Department of Health and Human Resources (DHHR) improves the quality of life of the people of West Virginia through promotion and provision of appropriate health and human services.

## Goals/Objectives

### **Promote a department that is modern, professional, and accountable.**

- Utilize technology to provide measured, regulated programs and services to clients.
- Encourage continuing education and training at all levels.
- Take advantage of internal and external program reviews to ensure DHHR is responding to its mission.

### **Enhance the exemplary management of the department.**

- Achieve administrative and programmatic efficiency through automation.
- Enhance management and staff's abilities through interdepartmental communication, training, and continued education.
- Improve/maintain a sound fiscal policy through creative and legitimate financing of priority service delivery systems.
- Create and foster positive attitudes among staff through recruitment, rewards, working environment, wellness opportunities, and training so that customer service quality and efficiency is enriched.
- Emphasize accountability of staff and those with whom the department contracts services.

### **Prioritize the allocation of limited staff resources to best meet the administrative and programmatic needs of the department.**

- Focus on the use of technology.
- Review job descriptions of employees in the department of communication by December 1, 2005, to determine if the job descriptions are appropriate for the jobs that employees are doing.
- Share media response responsibilities with appropriate programmatic individuals.

### **Implement and administer health care and welfare reform statewide.**

- Focus appropriate programs and services on prevention and meeting basic needs.
- Provide assistance to individuals and families to become economically self-sufficient.
- Prioritize delivery of services to meet the basic health and human service needs of individuals and families within the limits of available federal and state funds.

## Recommended Improvements

- ✓ Includes \$2,850,000 for a \$50 increase in school clothing vouchers.

*Department of Health and Human Resources*

- ✓ Additional \$60,000,000 General Revenue for Medicaid, additional spending authority of \$21,135,386 in provider tax for Medicaid, and a matching \$161,075,900 in Federal Funds.
- ✓ Includes \$500,000 for Medicaid fraud project.
- ✓ Additional \$100,000 for indigent burials.
- ✓ Additional \$1,284,100 for child care match.
- ✓ Includes \$68,000 for Healthy Lifestyles.
- ✓ Additional \$752,000 for AIDS drug assistance program.
- ✓ Includes \$4,000,000 for community support for Behavioral Health patients.
- ✓ Includes \$3,000,000 for use in major repairs to state-owned hospitals.
- ✓ Includes \$2,000,000 for capital outlay and maintenance.
- ✓ Includes \$10,992,067 for Behavioral Health to comply with Hartley consent decree.
- ✓ Includes \$10,200,000 for institutional facilities operations to cover the potential decrease in tobacco settlement funding.
- ✓ Additional spending authority of \$34,093 Special Revenue for an additional customer service staff position for the Vital Registration Office.
- ✓ Includes \$362,465 for the medical command center.

Department of Health and Human Resources  
**Office of the Secretary**

## **Mission**

The Office of the Secretary provides leadership for effectiveness in the delivery of health and human services to the citizens of West Virginia who are our clients. The secretary and the secretary's staff members represent the Department of Health and Human Resources (DHHR) to the public and provide policy-level leadership for staff and programs.

## **Operations**

### *Executive Staff*

#### *Secretary's Office Staff*

- \* Provides administrative support to the secretary.
- \* Assists secretary in development of department policy, and advises secretary and commissioners on regulatory development.

#### *Communications and Legislative Affairs*

- \* Coordinates departmental information through the media, teleconferences, and interaction with legislators and staff.
- \* Monitors legislative and interim committee meetings.

#### *General Counsel*

- \* Provides legal advice to department secretary, and manages departmental litigation through coordination with the Attorney General.

#### *Human Resources*

- \* Provides personnel services and staff development within the department.
- \* Monitors and reports on the department's affirmative action plan and equal employment opportunity.
- \* Evaluates and conducts the department's hearings for grievances at level three.
- \* Acts as liaison for the department's BRIM and workers' compensation issues.
- \* Manages the department's education program.

### *Commission for the Deaf and Hard-of-Hearing*

- Provides opportunities for the deaf and hard-of-hearing to fully participate as independent citizens.
- Promotes equality and opportunity for the deaf and hard-of-hearing.
- Increases support and encourages growth of statewide certified interpreters.
- Collaborates statewide resources such as videotapes, books, and other materials pertaining to deafness and hearing loss.

### *Developmental Disabilities Council*

- Serves as an advocate for disabled citizens to assure they receive the services and support they need in order to achieve independence.

### *Inspector General*

- Ensures integrity of departmental programs and operations through impartial evaluation and investigation.

### *James "Tiger" Morton Catastrophic Illness Commission*

- Provides medical coverage for individuals with a catastrophic illness who can provide no other means of financial support for medical services.

### *Women's Commission*

- Promotes the quality and empowerment of all West Virginia women.
- Fosters women's economic, political, educational, and social development.

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Executive Staff	37.70	\$3,075,035	\$4,423,693	\$3,402,043	
Commission for the Deaf & Hard-of-Hearing	3.50	222,300	312,834	315,434	
Developmental Disabilities Council	4.00	642,529	925,621	920,304	
Inspector General	103.40	5,014,500	6,446,680	6,365,101	
James "Tiger" Morton Catastrophic Illness Commission	1.00	940,000	1,607,564	1,606,500	
Women's Commission	3.00	199,645	237,787	236,837	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>152.60</b>	<b>10,094,009</b>	<b>13,954,179</b>	<b>12,846,219</b>	<b>13,483,754</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		79.02	79.60	79.60	84.60
Total Personal Services		2,793,515	2,921,706	2,870,959	3,246,631
Employee Benefits		919,534	1,032,252	1,032,088	1,132,252
Other Expenses		1,117,003	2,900,907	1,901,971	2,000,907
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>4,830,052</b>	<b>6,854,865</b>	<b>5,805,018</b>	<b>6,379,790</b>
<b>Federal Fund</b>					
FTE Positions		66.68	69.00	69.00	69.00
Total Personal Services		2,442,035	2,529,221	2,468,339	2,529,221
Employee Benefits		819,979	889,637	888,820	889,637
Other Expenses		1,037,211	1,466,629	1,466,629	1,466,629
<b>Subtotal: Federal Fund</b>		<b>4,299,225</b>	<b>4,885,487</b>	<b>4,823,788</b>	<b>4,885,487</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		659,072	667,564	666,500	667,564
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>659,072</b>	<b>667,564</b>	<b>666,500</b>	<b>667,564</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		4.00	4.00	4.00	4.00
Total Personal Services		124,196	133,978	133,978	133,978
Employee Benefits		34,990	38,245	38,245	38,245
Other Expenses		146,474	1,374,040	1,378,690	1,378,690
<b>Subtotal: Nonappropriated Special Fund</b>		<b>305,660</b>	<b>1,546,263</b>	<b>1,550,913</b>	<b>1,550,913</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>149.70</b>	<b>152.60</b>	<b>152.60</b>	<b>157.60</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$10,094,009</b>	<b>\$13,954,179</b>	<b>\$12,846,219</b>	<b>\$13,483,754</b>



# Programs

## Executive Staff

### Mission

The Executive Staff provides administrative support to the secretary to ensure the department's mission, goals, and objectives are accomplished at the cabinet level.

### Goals/Objectives

- Ensure timely response and handling of internal and external inquiries and requests from DHHR staff and customers.
- Ensure timely dissemination of data, informational materials, and correspondence to departmental staff.
- Develop talking points on appropriate issues and share them with individuals who may be involved, updating as needed.
- Counsel department employees (on an as-needed basis) on proper media relations.

#### **Advance and promote use of instructional technology (Web-based and video conferencing).**

- Implement new leadership development to increase DHHR managerial skills and talent.
- Conduct workforce planning analysis through 2009.
- Provide financial support through stipend program to department employees interested in continuing their education to better serve the department and the citizens of the state.
- Visit colleges and universities for recruitment efforts.
- Increase the number of Web-based courses offered to 30 in FY 2006 and 40 in FY 2007.

#### **Conduct hearings and render decisions for all employee grievances appealed to level three consistent with the West Virginia Code (utilizing technology resources such as videoconferencing, relevant Web sites, and other appropriate capabilities).**

- Conduct safety analysis for department offices and facilities to develop strategies for targeting safety risks.
- Review new on-the-job injury claims and determine claims issues, i.e. challenge compensability, further investigation required, etc.
- Facilitate modified return-to-work opportunities.
- Conduct seminars with local human resource and customer service managers or coordinators on targeted issues related to employee relations, workers' compensation, and other identified issues as needed.

### Performance Measures

- ✓ The department developed eight legislative rules and saw them through to enactment by the Legislature.
- ✓ Reorganized and realigned training functions to effectively address workforce needs and to utilize Web-based programs and video conference capabilities.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
DHHR employees in education stipend program	62	125	150	72	200	175
Web-based training courses offered*	N/A	11	N/A	20	30	40

\* The Web-based training curriculum was initiated in 2004.



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## **Commission for the Deaf and Hard of Hearing**

### **Mission**

The West Virginia Commission for the Deaf and Hard-of-Hearing was established to advocate for, develop, and coordinate public policies, regulations, and programs to assure full and equal opportunity for persons who are deaf and hard-of-hearing in West Virginia. Committed to carrying out that mission, the commission works statewide to provide opportunities through which the deaf and hard-of-hearing can participate fully as active, responsible, productive, and independent citizens.

### **Goals/Objectives**

- Increase public awareness of deafness, and promote understanding between deaf and hearing persons through town meetings, workshops, and other public arenas.
- Increase number of communication access services available to people who are deaf and hard-of-hearing, including the number of certified and qualified sign language interpreters and real-time captioning.
- Conduct ongoing workshops to increase skill levels of interpreters.
- Distribute telephonic devices for individuals with communication access needs, including amplified telephone, teletypewriter/telephone digital device (TTY/TDD), large display TTY/TDD for low-vision individuals, and Braille TTY/TDD.
- Add items to the commission's library collection. The library, located at the Rehabilitation Center in Institute, provides information and materials—including sign language training materials—for the deaf, the hard-of-hearing, and interpreters.

### **Performance Measures**

<b>Fiscal Year</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Estimated 2005</b>	<b>Actual 2005</b>	<b>Estimated 2006</b>	<b>Estimated 2007</b>
Town meetings, workshops, and conferences held	2	8	22	13	10	10
Additions to the commission's library collection	N/A	N/A	N/A	62	50	40
TTY/TDDs and amplified phones distributed	134	56	45	29	40	35

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## **Developmental Disabilities Council**

### **Mission**

The mission of the West Virginia Developmental Disabilities Council is to assure that West Virginians with developmental disabilities receive the services and supports they need in order to achieve independence, productivity, and inclusion in their communities.

### **Goals/Objectives**

- Increase access for people with developmental disabilities to quality, affordable community housing.
- Increase the health and activity of people with developmental disabilities by increasing access to the full range of community medical and health services.
- Continue to advocate for the adoption of self-determination principles and practices by the state system of supports for people with developmental disabilities.
- Strengthen West Virginia's developmental disabilities workforce by improving training standards and support.
- Increase opportunities, reaching up to 1,350 professional and paraprofessional workers in the areas of behavioral health, education, emergency response, and vocational rehabilitation.
- Expand self-advocacy training, education, and support for persons with developmental disabilities and their families by teaching 450 persons in FY 2006 and 500 in FY 2007.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Persons with developmental disabilities and families trained in self-advocacy and policy making	81	332	340	451	450	500
Workers reached with value-based training	611	789	850	1,349	1,200	1,350

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## Inspector General

### Mission

The Inspector General, by impartial evaluation, investigation, and reporting, seeks to ensure the integrity of departmental programs and operations including the fair, accurate, and nondiscriminatory delivery of benefits and services to qualified state residents.

### Goals/Objectives

**Afford timely redress for all customers and social service providers aggrieved by agency action by administering a responsive and competent fair hearing process.**

- Conduct hearings within federally-mandated time frames:
  - \* 90 days from receipt of the hearing request for Medicaid, Social Services, and TANF programs
  - \* 60 days from hearing request for Food Stamp program and for Low-Income Home Energy Assistance Program (LIHEAP)
  - \* Eight days from hearing request for Emergency Assistance (Emergency Assistance time limits are set by a court order rather than by regulations.)

**Deter agency or program-related fraud, abuse, or misconduct, and prevent the misuse of agency resources.**

- Objectively investigate all allegations of recipient, provider, or employee impropriety.
- Refer cases as warranted for possible prosecution, disciplinary action, or administrative repayment.

**Maximize recovery of all agency funds or benefits that were issued inappropriately to customers or improperly obtained by others.**

- Track and collect court-ordered restitution compliance.
- Establish and monitor collections resulting from administrative repayment contracts.
- Refer delinquent claims for action under the federal Treasury Offset Program.

**Ensure integrity of benefits to recipients by providing quality assurance function for benefit programs.**

- Review, investigate, and analyze 2,600 customer benefit cases.
- Perform state-directed special project initiatives including review of 625 West Virginia Works cases.
- Pursue national and agency initiatives in facilitating the transition engendered by welfare reform legislation.

**Assist employees and customers by addressing perceived violations, providing related education, and general oversight of agency civil rights compliance.**

- Process and investigate all civil rights/sexual harassment customer inquiries or complaints.
- Conduct on-site civil rights compliance reviews.
- Provide approximately 70 training sessions to DHHR employees statewide in the areas of civil rights and sexual harassment prevention.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Fraud complaints investigated	393	256	N/A	264	250	250
Money recovered* (in millions)	\$5.2	\$11.0	\$4.0	\$11.2	\$7.0	\$8.0

\* Includes state and federal portions of monies recouped from Medicaid providers and benefit customers. Funds were recovered due to either improper payments to benefit customers or fraudulent activities on the part of the provider or customer.

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## James "Tiger" Morton Catastrophic Illness Commission

### Mission

The James "Tiger" Morton Catastrophic Illness Commission was developed and funded for the purpose of meeting the needs of individuals who have sustained a catastrophic physical illness, who have exhausted all other financial resources both public and private, and for whom death is imminent without intervention.

### Goals/Objectives

- Provide medical coverage for all individuals who meet the criteria.
- Link individuals with the appropriate resources.
- Respond promptly, accurately, and appropriately to all referrals.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Clients financially assisted	72	71	80	73	85	85
Clients referred for in-kind support	441	371	380	398	430	400

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## Women's Commission

### Mission

The West Virginia Women's Commission promotes the status and empowerment of all West Virginia women through advocacy, research, education, and consensus building. The commission exists to foster women's economic, political, educational, and social development; to ensure their full participation in society; and to recognize their achievements.

### Goals/Objectives

**Advance the economic status, health, personal safety, education, leadership, and advocacy of state women.**

- Work with other state agencies and nonprofit groups to develop statewide educational and awareness forums.
- Continue to sponsor workshops that enhance the knowledge, skills, and legal rights of women.
- Continue to seek partnerships with government agencies; nonprofit groups; and private businesses to contribute information, expertise, volunteers, money, or other resources to the goals and work of the commission.
- With the team of editors, publish in 2006 the third edition of *Women and the Law: A Legal Rights Handbook*.
- Publish in 2006 the second edition of "African American Women of Distinction."

## **Performance Measures**

- ✓ Recognized twelve outstanding West Virginia women and girls in volunteer service, business, the arts, professions, sports, government, public service, math and science, labor, education, and mountaineer spirit.
- ✓ Held Annual Women's Day at the Legislature, convening women of all ages and educating about policy and the policy process, where the following awards were made:
  - \* Recognized three "Rosie the Riveters" for their contributions to women in the workforce during World War II
  - \* Recognized three winners of an essay contest for middle and high school students that focused on the important roles women play in their lives and society
- ✓ Developed and implemented a nontraditional career and college fair for the citizens of southern West Virginia.
- ✓ Developed and implemented an after-school program, with an emphasis on nontraditional careers for boys and girls, for three middle schools—Collins Middle School in Fayette County, Robert L. Bland Middle School in Lewis County, and Monongah Middle School in Marion County.

# Deputy Secretary for Administration

## Mission

The Deputy Secretary for Administration's organizational function is to plan, coordinate, safeguard, and oversee the daily financial and administrative operations for the department; provide accountability through accurate reporting of revenues and expenditures; and provide quality and cost-effective information technology, systems, and human resources to support the overall DHHR mission statement.

## Operations

### *Deputy Secretary's Office*

- Oversee departmentwide review and evaluation of internal control functions and activities.
- Oversee departmentwide Health Insurance Portability and Accountability Act (HIPAA) compliance.
- Oversee departmentwide security efforts to ensure protection and safeguarding of assets.
- Coordinate and oversee the Single Audit resolution process.

### *Finance*

- Provide financial, statistical, and other related consulting services, as requested, to assist DHHR managers with special studies, reports, and other matters relating to operations and performance.
- Assist DHHR commissioners, office directors, and program managers in the effective design, development, and testing of management information, reporting systems, and applications.
- Maintain and manage the electronic benefits transfer solution for food stamps and cash assistance checks.

### *Chief Budget Office*

- \* Provide high-quality, accurate budgetary services to the department.
- \* Provide grants management services including application review, grant budget control, federal reporting, cost allocation, and cash management.

### *Office of Accountability and Management Reporting*

- \* Schedule and perform all mandated audits, and evaluation of financial data for the department.
- \* Perform cost evaluations for rate setting and forecasting criteria to provide the department with quantitative data to make informed decisions and satisfy mandated requirements.
- \* Provide compliance reviews and audits to ensure that grantees and subrecipients comply with federal, state and local rules, regulations, and guidelines for grants, awards, and other financial assistance.

### *Office of Accounting*

- \* Provide a high standard of accounting and reporting.
- \* Develop and improve a plan of organization and all coordination methods and measures adopted to safeguard assets, check accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies.

### *Management Information Systems*

- Evaluate and initiate quality computer updates to provide reports and continue the necessary technological support to the secretary.
- Perform quality service and assure the department's continued services to its clients statewide.
- Provide technological support to all programs within DHHR including programming, personal computer and network implementation and maintenance, technology planning and purchasing, policy development and enforcement, and information security.

## *Deputy Secretary for Administration*

### ***Operations***

#### *Property Management*

- \* Leasing
- \* Facility maintenance
- \* Project, building, and security management
- \* Shipping, receiving, and centralized warehousing
- \* Parking coordination (Diamond Building, garage, and capitol complex assigned)
- \* Asset management (inventory and real property management)

#### *Purchasing*

- \* Process purchase orders under agency authorization limits.
- \* Assist with and process requisitions to the Purchasing Division (Department of Administration).
- \* Conduct training for all department staff involved in the procurement process.
- \* Manage the department's use of purchasing card program.
- \* Assist the department's staff in preparing contracts.

Deputy Secretary for Administration  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Deputy Secretary's Office	3.00	\$5,770,231	\$1,305,740	\$1,303,680	
Finance	94.75	16,486,724	12,384,475	11,582,021	
Management Information Systems	60.00	6,438,788	7,072,362	7,025,690	
Operations	39.00	10,065,274	10,354,147	10,303,665	
Less: Reappropriated		(940)	(9,060)	0	
<b>TOTAL BY PROGRAM</b>	<b>196.75</b>	<b>38,760,077</b>	<b>31,107,664</b>	<b>30,215,056</b>	<b>30,345,101</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		98.75	89.75	89.75	89.75
Total Personal Services		3,929,463	4,036,526	3,982,135	4,066,020
Employee Benefits		1,557,497	1,364,588	1,552,100	1,552,100
Other Expenses		11,543,660	9,792,758	9,117,562	9,117,562
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>17,030,620</b>	<b>15,193,872</b>	<b>14,651,797</b>	<b>14,735,682</b>
<b>Federal Fund</b>					
FTE Positions		59.50	69.00	69.00	69.00
Total Personal Services		3,123,837	2,426,728	2,354,343	2,397,844
Employee Benefits		1,236,370	1,545,407	1,553,679	1,553,679
Other Expenses		15,876,480	8,773,117	8,773,117	8,773,117
<b>Subtotal: Federal Fund</b>		<b>20,236,687</b>	<b>12,745,252</b>	<b>12,681,139</b>	<b>12,724,640</b>
<b>Appropriated Special Fund</b>					
FTE Positions		3.50	6.00	6.00	6.00
Total Personal Services		145,772	266,417	264,267	266,517
Employee Benefits		54,228	84,613	84,104	84,513
Other Expenses		940	94,060	85,000	85,000
Less: Reappropriated		(940)	(9,060)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>200,000</b>	<b>436,030</b>	<b>433,371</b>	<b>436,030</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		32.00	32.00	32.00	32.00
Total Personal Services		830,218	1,166,701	1,147,396	1,147,396
Employee Benefits		478,948	454,665	447,837	447,837
Other Expenses		(16,396)	1,111,144	853,516	853,516
<b>Subtotal: Nonappropriated Special Fund</b>		<b>1,292,770</b>	<b>2,732,510</b>	<b>2,448,749</b>	<b>2,448,749</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>193.75</b>	<b>196.75</b>	<b>196.75</b>	<b>196.75</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$38,760,077</b>	<b>\$31,107,664</b>	<b>\$30,215,056</b>	<b>\$30,345,101</b>



# Programs

## Deputy Secretary's Office

### Mission

The Deputy Secretary's Office provides management, oversight, and leadership for the financial, operations, security, and information systems of the department. The deputy secretary and staff assure the coordination of these functions with the bureau programs to provide efficient services.

### Goals/Objectives

- Reduce statewide Single Audit findings to 20 by FY 2007.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Single Audit findings*	25	25	25	23	21	20

\* Single Audits are done for a fiscal year, but are not conducted until the following fiscal year.

## Finance

### Mission

Finance is responsible for planning, coordinating, safeguarding, and overseeing the daily financial operations for the various programs within the department.

### Goals/Objectives

- Continue to streamline and improve the department's budgeting process to meet deadlines established by the State Budget Office.
- Develop formal training programs relating to budget, accounting, and grant issues for the department's program financial staff by FY 2007.
- Complete the implementation of a decision support system by FY 2007.
- Complete the implementation of the department's new grantee monitoring policy and guide by FY 2007.
- Strive for completion of provider cost reports within five months of receipt by the end of FY 2007.
- Seek to better understand and meet the reporting needs of the various programs within DHHR in a prompt and accurate fashion.
- Analyze the Public Assistance Cost Allocation Plan in accordance with recent changes in federal rules and regulations to find opportunities to maximize federal funding.
- Reduce Statewide Single Audit findings.
- Continue to train new staff to review DHHR federal grants and contract applications for compliance with financial and Code of Federal Regulations (CFR) guidelines.
- Find ways to prevent the perpetual turnover problems with the agency's federal grant reporting accountants, caused by the job classification and pay scale as related to the job responsibility.
- Continue to enhance payroll processing/reporting through simplification and automation.
- Seek ways to minimize the payment turnaround time that in turn will reduce the administrative distractions for the service providers and program managers.

## Performance Measures

- ✓ Submitted for approval in FY 2005 the changes to the Public Assistance Cost Allocation Plan.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Federal grant reporting turnover*	1	3	N/A	3	2	0
Timeliness of completion of cost reports (in months)	N/A	N/A	N/A	7	6	5

\* Federal grant reporting staff consists of seven positions.

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## Management Information Services

### Mission

The Office of Management Information Services provides the leadership, innovation, and services to achieve efficient and effective technology solutions to meet the mission of DHHR.

### Goals/Objectives

- Continue to expand current capabilities, and maintain a robust wide area network.
- Install a large scale virtual server consolidation solution with initial implementation by December 2005.
- Continue to enhance and implement new e-government services throughout the department.
- Continue with the implementation of time saving and productivity improvement tools throughout the department (e.g., videoconferencing and Voice over Internet Protocol telephony).
- Continually integrate and augment existing security applications and processes to enhance and improve technology security throughout the department.
- Continue to maintain and strengthen communication between all bureaus and offices relating to technology issues.
- Continue to aggressively evaluate various cost saving options in the use of technology.

### Performance Measures

- ✓ Upgraded the Child Support On-line Support Collections and Reporting system (OSCAR) to allow clients to access their payment information by phone or via the Internet.
- ✓ Provided ability for DHHR clients to apply for assistance through the Internet.
- ✓ Expanded the DHHR network to include the state hospitals, providing a more secure and reliable system for the hospitals.
- ✓ Installed new servers in DHHR county offices, Women, Infants, and Children (WIC) offices, training center, and 15 local health departments.
- ✓ Fifty of the DHHR data circuits throughout the state were replaced with new data transport options such as digital subscriber lines, improving bandwidth, and reducing cost.
- ✓ Implemented a new backup system, allowing backup data from DHHR offices across the state to be processed to the tape library in the Office of Management Information Services data center, providing a faster and more reliable system.
- ✓ Created several on-line training courses for DHHR employees, covering aspects such as physical and information security, virus awareness, and mainframe navigation.
- ✓ Increased information security awareness throughout DHHR, including HIPAA security rule compliance.
- ✓ Assisted the Bureau for Medical Services with converting Medicaid processing from one system to another.
- ✓ Assumed responsibility of all telephone systems for DHHR.

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## Operations

### Mission

Operations is responsible for providing services for the department in an effective and efficient manner to enhance the department's delivery of services and programs to its clients.

### Goals/Objectives

- Revise and update the department's three-year facility plan for leased property.
- Establish an annual capital improvement plan that prioritizes the facility projects in a three-to-five year plan.
- Establish a three-year plan that addresses the use, retention, inspection, disposition, and/or upgrade of DHHR-owned properties leased or used by third parties.
- Develop a preventative maintenance plan for yearly inspections and repairs of DHHR facilities.
- Continue to maintain and modify standard purchasing procedures for the department via the Intranet.
- Continue to maintain a base level of operating knowledge throughout the department on the statewide purchasing system through refresher courses and training of new staff.
- Continue to maintain the purchasing card operation—226 cards issued as of July 1, 2005.
- Complete facility upgrades for Randolph, Hampshire, and Pocahontas.
- Award contract for evaluation and preventative program for the Diamond Building parking facility.
- Complete new carpet installation on the first floor and lower level at the Diamond.
- Start a systematic five year plan to paint all interior walls at the Diamond.
- Complete construction of William Sharpe, Jr., transitional buildings.
- Construct a storage building for the Office of Laboratory Services, and complete the demolition of two structures on site.

### Performance Measures

- ✓ Completed construction of new county offices in Morgan and Hampshire counties.
- ✓ Moved the Hancock/Brooke community services staff into the new state office building in Weirton.
- ✓ Issued bonds for the purchase and renovation of a building for the new chief medical examiner facility.
- ✓ Completed all repairs of the Diamond Building caused by a water main break, and settled an associated insurance claim.
- ✓ Completed on-site visits for over 90% of the department's leased facilities.

*Department of Health and Human Resources*

# **Bureau for Behavioral Health and Health Facilities**

## **Mission**

The Bureau for Behavioral Health and Health Facilities ensures that positive meaningful opportunities are available for persons with mental illness, chemical dependency, developmental disabilities, and those at risk. The bureau provides support for families, providers, and communities in assisting persons to achieve their potential and gain greater control over the direction of their future.

## **Operations**

### *Commissioner's Office*

- Provide administrative and fiscal oversight for state and federal funds for the operation of community-based services.
- Develop and implement a strategic plan for stabilization of the state facilities and the Behavioral Health Services' delivery plan.
- Develop a means of assuring accessible, affordable, and quality behavioral health services.
- Implement sections of the West Virginia Code and the Hartley plan as it pertains to the bureau.
- Support the operational plans of the behavioral health Administrative Service Organization at the first stage of the behavioral health managed care plan.

### *Office of Finance and Administration*

- Responsible for all fiscal-related duties for the bureau, including budgeting, fiscal reporting, and administrative policy.
- Provide fiscal monitoring of the seven state facilities.
- Responsible for allocating grant funds to the community behavioral health centers, processing payments to grantees, and monitoring compliance with grant expenditures.

### *Office of Behavioral Health Services*

- Administer state and federal funds for the operation of community-based services.
- Provide coordination and monitoring of department policy pertaining to behavioral health services.
- Coordinate prevention, treatment, and rehabilitation services to the state's mentally ill, developmentally disabled, and substance abusers or those who have been identified as at risk.
- Monitor the placements of former Colin Anderson Center clients in the community to assure services are equal to or better than those provided at the facility.

### *Office of Health Facilities*

- Oversee the operations of the seven state-owned and operated hospitals including two psychiatric hospitals, four nursing homes, and one acute care hospital with a long-term care unit.
- Responsible for oversight of compliance of office programs with federal and state rules, policies, and standards.
- Responsible for management for administrative and business planning, organizing, directing, and control functions in the areas of procurement and personnel matters.

### *Hopemont Hospital/Lakin Hospital/John Manchin, Sr. Health Care Center/Pinecrest Hospital*

- Provide geriatric services to West Virginians requiring long-term and behavioral health care who are not served by traditional health care systems, and improve their functioning ability and independence.

### *Mildred Mitchell-Bateman Hospital/William R. Sharpe, Jr. Hospital*

- Provide quality, coordinated, cost-effective, acute inpatient psychiatric treatment for mentally ill adults in West Virginia.

*Bureau for Behavioral Health and Health Facilities*

***Welch Community Hospital***

- Provide health care services to the rural population of southern West Virginia with emphasis on prevention and community education.

***Office of the Ombudsman for Behavioral Health***

- Provide assistance and referral services to the citizens of West Virginia who have concerns with behavioral health care.
- Manage all Olmstead related activities.



Bureau for Behavioral Health and Health Facilities

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Commissioner's Office	3.00	\$268,369	\$479,145	\$381,615	
Office of Behavioral Health Services	42.50	63,505,715	75,165,092	65,328,051	
Office of Finance & Administration	14.50	26,168,394	46,343,127	31,709,255	
Office of Health Facilities-	7.00	378,311	1,088,515	456,245	
Hopemont Hospital	183.00	7,791,967	8,837,769	8,081,610	
John Manchin, Sr. Health Care Center	74.90	3,385,593	3,615,209	3,366,967	
Lakin Hospital	181.00	7,786,445	8,041,793	7,702,994	
Mildred-Mitchell Bateman Hospital	331.30	21,247,733	20,912,206	20,110,818	
Pinecrest Hospital	216.50	9,893,682	10,511,492	10,014,126	
Welch Community Hospital	297.40	21,496,676	21,582,361	20,443,472	
William R. Sharpe, Jr. Hospital	424.40	30,027,977	30,918,561	27,419,249	
Office of Ombudsmen for Behavioral Health	3.00	206,855	262,987	253,887	
Less: Reappropriated		(19,248,405)	(30,877,539)	0	
<b>TOTAL BY PROGRAM</b>	<b>1,778.50</b>	<b>172,909,312</b>	<b>196,880,718</b>	<b>195,268,289</b>	<b>216,338,019</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		1,151.30	1,224.60	1,224.60	1,224.60
Total Personal Services		32,041,392	35,199,285	34,497,975	44,403,087
Employee Benefits		12,532,863	12,201,609	12,201,609	13,548,462
Other Expenses		47,781,080	54,578,900	43,685,685	63,677,752
Less: Reappropriated		(8,199,774)	(10,893,215)	0	0
<b>Subtotal: General Fund</b>		<b>84,155,561</b>	<b>91,086,579</b>	<b>90,385,269</b>	<b>121,629,301</b>
<b>Federal Fund</b>					
FTE Positions		27.00	27.00	27.00	27.00
Total Personal Services		733,128	1,130,450	1,108,700	1,130,450
Employee Benefits		239,471	339,844	335,896	339,844
Other Expenses		12,844,446	17,413,151	17,413,151	17,413,151
<b>Subtotal: Federal Fund</b>		<b>13,817,045</b>	<b>18,883,445</b>	<b>18,857,747</b>	<b>18,883,445</b>
<b>Appropriated Special Fund</b>					
FTE Positions		587.20	513.90	513.90	513.90
Total Personal Services		16,811,671	15,128,818	14,215,628	5,362,481
Employee Benefits		5,962,073	6,306,827	5,985,747	4,638,894
Other Expenses		60,540,323	82,859,729	63,591,132	63,591,132
Less: Reappropriated		(11,048,631)	(19,984,324)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>72,265,436</b>	<b>84,311,050</b>	<b>83,792,507</b>	<b>73,592,507</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		13.00	13.00	13.00	13.00
Total Personal Services		369,014	440,267	434,572	434,572
Employee Benefits		130,644	137,243	137,236	137,236
Other Expenses		2,171,612	2,022,134	1,660,958	1,660,958
<b>Subtotal: Nonappropriated Special Fund</b>		<b>2,671,270</b>	<b>2,599,644</b>	<b>2,232,766</b>	<b>2,232,766</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>1,778.50</b>	<b>1,778.50</b>	<b>1,778.50</b>	<b>1,778.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$172,909,312</b>	<b>\$196,880,718</b>	<b>\$195,268,289</b>	<b>\$216,338,019</b>

# Programs

## Commissioner's Office

### Mission

The Commissioner's Office of the Bureau for Behavioral Health and Health Facilities coordinates the state behavioral health and long-term care facilities, so West Virginia citizens are assured the availability of high quality, long-term, behavioral health services.

### Goals/Objectives

**Continue coordinating the development of a plan for creative and cost-effective approaches to redesign West Virginia's system of behavioral health services.**

- Begin work with a consultant in FY 2006 to develop a redesign plan.

**Provide an ongoing forum for consumer, family, and provider input into the design and delivery of West Virginia's behavioral health services.**

- Continue to update policies to provide consistency among like state-operated health care facilities.
- Continue the effort to maximize revenue collections.
- Increase monitoring and accountability of bureau contracts for provision of health and mental health care services by more clearly defining this bureau's purpose and mission. (The redesign to the behavioral health system, with the help of consultants, will assist in this function.)
- Continue to identify and implement new strategies to decrease dependency on the ability to commit clients to state-operated psychiatric hospitals (instead of keeping them in the community).
- Continue to monitor patient diversions, and continue the effort to minimize their daily costs to the state by utilizing Medicaid versus 100% General Revenue dollars when the client qualifies for Medicaid. (Diverted patients are those who the courts have ordered to go to public mental facilities, but have been diverted to private facilities because of insufficient available space.)

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Patients diverted	1,172	1,374	1,300	1,728	1,800	1,800
Cost of diverted patients (in millions)	\$3.21	\$3.54	\$3.60	\$2.74	\$3.50	\$3.50

## Office of Behavioral Health Services

### Mission

Office of Behavioral Health Services ensures positive, meaningful opportunities are available for persons with mental illness, chemical dependency, developmental disabilities, and those at risk. The office provides support for families, providers, and communities in assisting persons to achieve their potential and gain greater control over the direction of their future.

### Goals/Objectives

- Implement identified outcome measures with all behavioral health providers by July 2006.
- Increase fiscal accountability for targeted funds awarded to providers within the next year with the Behavioral Health redesign.
- Begin discussions by April 1, 2007, regarding the 2006 behavioral risk factor surveillance system as it relates to depression and other chronic diseases.



*Bureau for Behavioral Health and Health Facilities Programs*

- Develop outcome data reporting/collections for all grantees by November 1, 2006.
- Maintain the community-based behavioral health delivery system at current or expanded levels as evidenced by the number of people served.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Clients served by Division of MR/DD	5,128	6,564	6,714	7,157	7,300	7,300
Clients served by Division of Substance Abuse	9,958	17,404	19,200	13,384	14,200	15,000
Clients served by Division of Adult & Children's Mental Health	40,328	42,918	43,776	42,876	43,700	44,500

**Office of Finance and Administration**

**Mission**

The Office of Finance and Administration is responsible for all fiscal-related duties, including budgeting for the bureau and the state hospitals, hospital oversight, grant allocations to the community behavioral health centers, monitoring compliance of grants with the community behavioral health centers, processing payments to grantees, and administrative policy and support.

**Goals/Objectives**

- Process all grant invoice payments to behavioral health providers within three days.
- Complete budget submissions within 14 day deadline set by DHHR budget office.

**Performance Measures**

- ✓ Completed budget submissions for state hospitals within 14 day deadline.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Grant payments processed within three days of receipt	95%	95%	96%	95%	96%	100%

**Office of Health Facilities—Hopemont Hospital**

**Mission**

Hopemont Hospital provides quality, efficient, and economical services to geriatric residents of West Virginia requiring long-term care and behavioral interventions to maximize their functioning ability and independence.

**Goals/Objectives**

- Continue to provide long-term care services for individuals with behavioral problems not being served by the private nursing home sector.
- Maintain contracted psychiatric services.
- Maintain a 1.19 to 1 staff-to-patient ratio for direct care and a 1.85 to 1 total staff-to-patient ratio.
- Continue to be a training site for graduate West Virginia University psychology students.





**Maximize use of financial resources.**

- Maintain compliance with fiscal year budget.
- Maintain no less than 95% bed capacity in any two-week period.
- Secure and implement by the end of FY 2007 the new state facility software that will include the following functions: general ledger, accounts receivable, billing, inventory, medical records, and numerous clinical applications.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Direct staff ratio for each patient	1.19	1.18	1.19	1.19	1.19	1.19
Total staff ratio for each patient	1.87	1.87	1.85	1.81	1.85	1.85
Occupancy rate	97%	97%	100%	97%	100%	100%

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**Office of Health Facilities—John Manchin, Sr. Health Care Center**

**Mission**

John Manchin, Sr. Health Care Center offers skilled/intermediate nursing and inpatient and outpatient clinical services at the most affordable cost and in the most efficient and accessible manner, targeting indigent residents who are unable to obtain these services in the community.

**Goals/Objectives**

**Operate within yearly-allotted budget.**

- Maintain staff-to-patient ratio that meets Medicaid standards, as well as being cost efficient.
- Monitor expenditures monthly to ensure spending is in line with projections.
- Maintain billings within three weeks after the end of the billing period to maximize revenue.
- Secure and implement by the end of FY 2007 the new state facility software that will include the following functions: general ledger, accounts receivable, billing, inventory, medical records, and numerous clinical applications.

**Maintain at least 95% occupancy in the long-term care (LTC) unit.**

- Have good communication with acute care facility social workers for placement of residents.
- Continue excellent quality of care and community respect to continue a waiting list of potential residents.
- Maintain direct care staff-to-patient ratio of 0.67 to 1.

**Renew certification for health facilities licensure and certification.**

- Maintain proper records in relation to patient care.
- Ensure proper staffing/training of personnel.
- Keep quality assurance committee active.

**Provide primary care to the low income, underinsured, and indigent people of the area through the outpatient clinic, thus saving unnecessary emergency room and hospital expense.**

- Provide outpatient services including family practice, family planning, breast and cervical cancer screening, dietitian consultants, and early periodic screening for children.
- Provide laboratory tests, radiological and mammogram services, and electrocardiogram services.



## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
LTC occupancy rate	99%	95%	99%	96%	97%	97%
LTC direct care staff ratio for each patient	0.60	0.53	0.67	0.64	0.67	0.67

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## Office of Health Facilities—Lakin Hospital

### Mission

Lakin Hospital provides quality long-term care services to West Virginia residents who have special placement needs of behavioral, developmental, and other complex problems because community health will not or cannot provide these needed services. Although the services offered are long-term in nature, Lakin Hospital is not in competition with local private sector nursing facilities. Our role is to seek and develop additional needed services for the community and to continue to be an alternative placement option.

### Goals/Objectives

**Lakin Hospital will continue to provide long-term care nursing services to meet the state's needs in utilizing the facility for underserved West Virginia residents with special behavioral, developmental, and other complex problems.**

- Admit residents who need behavior program services and cannot find these services in the community.
- Transfer all residents identified for community-based or specialized service placement to appropriate placements when available.
- Assist community-based services in locating and developing additional community placement options for behavioral residents.
- Maintain a daily rate (cost per day to patient) of \$235 or less.
- Reach an average annual occupancy rate of at least 90%.
- Maintain an average overall staff-to-patient ratio of 1.8 to 1 in FY 2006.
- Provide indigent care within a two percent annual rate or until the cost of care was obtained for residents without resources.
- Secure and implement by the end of FY 2007 the new state facility software that will include the following functions: general ledger, accounts receivable, billing, inventory, medical records, and numerous clinical applications.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Occupancy rate (annual average)	89.7%	84.5%	90.0%	84.0%	90.0%	91.3%
Total staff ratio for each patient*	1.65	1.88	1.85	1.83	1.80	1.67

\* Staff-to-patient ratio is expected to decrease in 2007 because the goal is to raise the occupancy rate, which will lower the ratio.

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## **Office of Health Facilities—Mildred Mitchell-Bateman Hospital**

### **Mission**

Mildred Mitchell-Bateman Hospital, as an important part of West Virginia's behavioral health system, provides inpatient, acute psychiatric treatment for the adult client/citizens of southern West Virginia. This care is provided in a therapeutic environment that strives to restore patients with acute psychiatric symptoms to an optimal level of wellness, utilizing ongoing evaluation to continue improving the quality of care.

### **Goals/Objectives**

#### **Admission of forensic step-down patients from William R. Sharpe, Jr. Hospital to Mildred Mitchell-Bateman Hospital to assist in the continuum of care and increasing census of the forensic population.**

- Coordinate the transfer/transition of ten forensic graduates for inclusion on the three units at Mildred Mitchell-Bateman Hospital.
- Initiate a patient vocational training program for forensic and civilly committed patients.
- Develop placement plans in conjunction with William R. Sharpe, Jr. Hospital and the Bureau for Behavioral Health and Health Facilities for approval by the forensics board.
- Provide staff training during orientation on Mildred Mitchell-Bateman Hospital's role with forensic step-down patients.

#### **Develop strategies in conjunction with the Bureau for Behavioral Health and Health Facilities to maintain the patient census within Mildred Mitchell-Bateman Hospital's certified bed capacity of 90.**

- Explore the options to increase bed capacity at the hospital and decrease diversion costs, i.e. funding/construction of two fifteen bed units at Mildred Mitchell-Bateman Hospital, decrease current units to 25 beds each, and increase the certified bed capacity through the Centers for Medicare and Medicaid Services (CMS).
- Assist in the development of plans to enhance and increase utilization of community resources.
- Monitor commitment rates and work with the community to promote voluntary treatment in Mildred Mitchell-Bateman Hospital's surrounding areas.
- Continually update, as needed, the over-census plan developed by the hospital leadership team.
- Implement staffing proposals for direct care staff in order to reduce the use of temporary staff, increase continuity of care, and promote staff retention and recruitment.
- Maintain an occupancy rate of 98.0%.

#### **Maintain continuous survey readiness for regulatory agencies.**

- Focus on improving the physical environment on the patient units, i.e., refurbishing units with new flooring, furniture replacement where needed, and general repairs.
- Continue ongoing education of the staff on the new tracer methodology.
- Implement annually the national patient safety goals as the federal government updates and changes the goals.
- Conduct monthly walk-throughs and/or mock surveys.
- Complete all plans of correction approved in the hospital's periodic performance review.

#### **Maximize accountability for the utilization of hospital resources and services.**

- Maintain DHHR approved budget.
- Utilize state approved collection policy, and reduce outstanding accounts receivable by 40% by the end of FY 2006.
- Maximize revenue receipts.
- Maintain neoadult (ages 18-21) treatment program and meet the one percent Medicaid requirement (one percent of inpatient days must be neoadults).

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Occupancy rate	96.0%	98.0%	98.0%	96.0%	98.0%	98.0%
Neoadult treatment program—Medicaid days	1.13%	1.58%	1.00%	1.87%	1.00%	1.00%

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## Office of Health Facilities—Pincrest Hospital

### Mission

Pincrest Hospital provides intermediate level nursing care and services to that population that cannot be served by traditional health care systems due to behavioral needs and/or financial status.

### Goals/Objectives

**Continue to serve as an integral part of the greater community by providing programs that are need-driven in response to the community and the state health services system.**

- Maintain nursing staff-to-patient ratio that meets or exceeds state and federal regulations (between 1.20 through 1.50 to 1) while maintaining budgetary compliance.
- Continue the professional and program services to provide for the special needs of each resident in order to produce the highest level of habilitative potential.
- Increase occupancy rate to 67.8% (135 residents) by FY 2006 to generate \$635,000 of additional revenue.
- Maintain effective dialogue between Pincrest Hospital and its traditional referral services.
- Become certified as an Alzheimer's care center in FY 2007.
- Increase education/ training for level one management staff in order to retain more productive, professional, and knowledgeable staff employees.
- Meet the regulatory requirements of the Omnibus Budget Reconciliation Act of 1987 by maintaining a 2.25 per patient day ratio in direct nursing care.
- Work towards obtaining an approved contract with the local Veterans Administration hospital to obtain veteran patient admissions to the facility.
- Improve the internal quality assurance process by providing follow-up audits and needed changes to documented concerns in order to produce better resident and survey outcomes.
- Include all levels of employees, inasmuch as practical, in the development of workplace rules, policies, etc.
- Continue all established total quality management audits and systems in order to maintain preventive quality initiatives.

**Continue to emphasize the use of technology in order to increase efficiency and produce better, timelier results.**

- Develop more meaningful monthly financial statements that will aid in operating more efficiently within the annual budget.
- Secure and implement by the end of FY 2007 the new state facility software that will include the following functions: general ledger, accounts receivable, billing, inventory, medical records, and numerous clinical applications.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Occupancy rate	51.4%	56.0%	62.0%	60.8%	67.8%	68.0%
Nursing staff-to-patient ratio	1.16	1.17	1.17	1.20	1.20	1.20

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## Office of Health Facilities—Welch Community Hospital

### Mission

Welch Community Hospital provides quality, accessible acute care and long-term health care to the rural population of southern West Virginia with emphasis on prevention and community education. Welch Community is to become a vital health care organization that promotes and provides quality health care that is integrated into and valued by the community.

### Goals/Objectives

**Provide the best skilled/intermediate care to the residents of the 59-bed, long-term care unit, focusing on people who have difficulty getting these services in the private sector.**

- Renew and maintain federal and state certification from the federal CMS and from DHHR’s Office of Health Facilities Licensure and Certification.
- Provide assistance to patients on waiting list by offering help with medical options they are not aware of.
- Maintain LTC unit occupancy rate of 90% in FY 2006 and FY 2007.
- Continue to provide quality nursing care to patients and long-term care residents by maintaining a consistent staff to patient ratio.

**Maximize the use of financial resources.**

- Improve the overall revenue cycle by reducing the time from the date a bill is generated to the date the account is paid up to date (or in full)—from 95 days to 75 days by the end of FY 2006.
- Lower accounts receivable over 90 days from 37% to 30% by the end of FY 2006 by coding bills faster and increasing the follow-up procedure.
- Secure and implement by the end of FY 2007 the new state facility software that includes the following functions: general ledger, accounts receivable, billing, inventory, medical records, and numerous clinical applications.

**Provide primary care to the low income, underinsured, and indigent citizens of the area through the outpatient clinic, thus saving unnecessary hospital visits and reducing state expense.**

- Continue to provide at the current level of service: laboratory tests, radiological diagnostic procedures, computed axial tomography (CAT) scans, ultrasounds, and mammographies.
- Continue to provide at the current level of service: outpatient services including family practice, pediatric clinic, newborn care, internal medicine, surgery, emergency room services, radiology services, and respiratory services.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Long-term care occupancy rate	83.7%	83.1%	85.0%	94.9%	90.0%	90.0%
Staff ratio for each patient	2.51	2.39	3.00	2.23	2.50	2.50

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## Office of Health Facilities— William R. Sharpe, Jr. Hospital

### Mission

The William R. Sharpe, Jr. Hospital will be successful in improving the quality of life for each patient, in becoming an employer of choice, and in becoming a recognized leader in mental health practices.

## Goals/Objectives

### Expand and improve the continuum of care for the forensic population.

- Complete the 12-bed transitional program and provide 3,700 bed days of service for the forensic population in the new facility. (This facility is scheduled to open in June 2006.)
- Collaborate with the Bureau for Behavioral Health and Health Facilities to implement phase two of the forensic proposal that identified the need for forensic group homes. One group home is scheduled to open by the end of FY 2006, and the other is scheduled to open sometime during FY 2007.

### Participate in the development of uniform human resource policies and technology systems and in the development and implementation of best practices for the care and treatment of patient populations.

- Secure and implement by the end of FY 2007 the new state facility software that includes the following functions: general ledger, including scheduling and acuity levels, accounts receivable, billing, inventory, medical records, and numerous clinical applications that include working toward a paperless record system.
- Collaborate with Mildred Mitchell-Bateman Hospital for developing and implementing policies and best practices.
- Ensure the highest quality of patient care, consistent with patient needs and service demands, by improving the staff-to-patient ratio for direct care staff consistent with national norms by the end of FY 2006.

### Increase the accountability for the utilization of hospital resources and services.

- Maximize revenue receipts by precertification of all third party insurance companies, utilization of the state collection policy, and pursuit of aging accounts receivable.
- Monitor and ensure compliance with all state and federal regulations.
- Maintain specialized treatment programs for the following populations: neoadult, mentally ill/chemically addicted, and psychogeriatric.

### Ensure that the hospital provides appropriate level of treatment for the acute care psychiatric/forensic patients that it is licensed to provide.

- Reduce the average length of stay from 74.1 days to 65 days in FY 2006.
- Develop a system of monitoring transfers to/from outside psychiatric hospital/units.
- Reduce length of stay of patients with pure substance abuse diagnoses or pure mental retardation diagnoses by diverting to appropriate residential treatment settings.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Occupancy rate	102.0%	104.3%	100.0%	101.5%	100.0%	100.0%
Average length of stay (in days)	92.0	98.2	95.0	74.1	65.0	65.0

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## Office of the Ombudsman for Behavioral Health

### Mission

This office was established to assist citizens of West Virginia in addressing concerns and grievances that they have regarding the behavioral health care delivery system and to provide a process in which resolution of those issues can be accomplished. This office was created by the department (at the order of the West Virginia Thirteenth Judicial Circuit Court) to investigate reported complaints and to attempt to resolve them.

This office will not duplicate or invalidate any existing programs involved in dispute resolution for behavioral health care and continues to be an intermediary for citizens in West Virginia who are experiencing difficulties with behavioral health services.

## Bureau for Behavioral Health and Health Facilities Programs

The activities pertinent to Olmstead are overseen by this office. (Olmstead is a United States Supreme Court decision that mandates states to administer services, programs, and activities in the most integrated settings.)

### Goals/Objectives

#### **Help citizens who are having trouble accessing the system for care/support services through education about the Ombudsman and Olmstead programs.**

- Continue to provide a grievance process for citizens of West Virginia who have issues regarding the behavioral health care system in this state. (The number of grievances will increase as awareness of the program grows.)
- Provide 300 copies of the annual report (approved by the judge) to citizens, state facilities, advocacy agencies, and behavioral health care providers.
- Distribute 800 brochures by FY 2007 to provide information on the Ombudsman and Olmstead programs.
- Provide training to interested parties.
- Develop a statewide Olmstead Plan by October 2005.
- Monitor the implementation of statewide Olmstead Plan by responsible agencies.

#### **Resolve issues in E.H., et al., v. Khan Matin, et al.**

- Continue to address the reimbursement rates to residential settings for behavioral health consumers in West Virginia.
- Continue the development and implementation of a performance-based and outcome-oriented process to evaluate the effectiveness of service coordination in West Virginia.
- Continue efforts to create community-based residential options for individuals currently living on the campus of Green Acres.
- Continue to follow the plans for a step-down facility, creating a system to qualify forensic evaluators, investigating, and instituting a diversion program whereby individuals with mental illness accused of committing nonviolent crimes can be diverted from the criminal justice system and channeled into appropriate community treatment programs.
- Implement a memorandum of understanding in collaboration with several departments in state government to secure adequate funding for developing programs and services for persons with traumatic brain injury.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Grievances received by ombudsman	77	79	100	108	110	115
Grievances received regarding Olmstead	11	27	50	37	50	75
Unresolved issues in E.H., et al., v. Khan Matin, et al.	8	6	5	5	4	3



# Bureau for Child Support Enforcement

## Mission

The Bureau for Child Support Enforcement uses all available resources to promote and enhance the social, emotional, and financial bonds between children and their parents by:

- \* Establishing paternity and establishing and enforcing child and medical support orders;
- \* Educating parents and prospective parents;
- \* Having accurate case management;
- \* Facilitating parent responsibility to minimize taxpayer burden; and
- \* Performing these activities in a customer-friendly atmosphere.

## Operations

The Bureau for Child Support Enforcement implements and manages the federal Title IV-D program for West Virginia. The Title IV-D program operates pursuant to a federally-approved state plan and is primarily federally funded.

The bureau's primary activities are the establishment of paternity, child support, and medical support orders and the enforcement of such orders, as well as the collection and distribution of support. All establishment activity (and much of the enforcement activity) involves the use of judicial proceedings.

### *Field Operations*

In terms of service delivery, the bureau is organized into ten regions. Bureau offices are staffed on a full-time basis in 31 counties—24 counties are served by satellite offices staffed on an assigned schedule. Kanawha County operations have been privatized since 1996. Field staff are responsible for intake, case management, legal activity to establish paternity or modify support obligations, enforcement of court orders, entering and maintaining correct information in the automated data system, and frontline customer relations. The West Virginia Family Court system, part of the Supreme Court, provides the federally-required expedited process for resolving disputed issues.

### *Central Office Operations*

- Operate the automated On-line Support Collections and Reporting system (OSCAR), the case management/case processing system.
- Oversee collections and distributions (privatized since 1988).
- Act as liaison with Title IV-D agencies in other states and territories.
- Manage the Hospital Paternity Project.
- Locate noncustodial parents, and promote employer new hire reporting.
- Audit and update case financial data.
- Maintain a customer service hotline, a 24-hour interactive voice response system, and a Web-based customer service system.
- Provide organizational support and management to program operations.

## Goals/Objectives

- Provide services for eligible voluntary applicants, persons subject to wage withholdings, and for all individuals who are mandatory referrals to the Bureau for Child Support Enforcement based on their receipt of Temporary Assistance for Needy Families (TANF), Medicaid, or foster care services when one or both parents of the affected child is not in the household with the child.
- Increase court orders for child support and the provision of medical care in at least 90% of cases by FY 2007.
- Disburse funds collected within 48 hours of receipt.
- Meet all five federal benchmarks each year to receive incentive funding.



## Bureau for Child Support Enforcement

- Use technology as broadly as possible to deliver timely and effective services to customers through increased use of electronic funds transfer, Web access to information, updated computer systems, Web-based payment options, the use of debit cards for the distribution of child support, on-line scheduling for paternity testing, and implementing document imaging for each Bureau for Child Support Enforcement field office.
- Maintain a collection and distribution efficiency rate above the federal standard of 75%.

### Performance Measures

- ✓ Implemented debit cards as the new distribution of child support payments on February 1, 2005.
- ✓ Met all five federal benchmarks for FFY 2004 to receive incentive funding.

<u>Federal Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Caseload	109,930	111,000	112,078	112,000	112,500	118,522
Cases under court order	81.1%	83.0%	82.8%	85.0%	86.0%	90.0%
Collection/distribution efficiency rate	97.8%	98.0%	98.0%	98.0%	98.0%	98.0%



Bureau for Children and Families

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Child Support Enforcement	511.76	\$30,574,580	\$41,688,280	\$34,252,220	
Less: Reappropriated		(1,588,275)	(7,047,748)	0	
<b>TOTAL BY PROGRAM</b>	<b>511.76</b>	<b>28,986,305</b>	<b>34,640,532</b>	<b>34,252,220</b>	<b>34,640,532</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		95.59	97.44	97.44	97.44
Total Personal Services		2,869,288	2,871,296	2,871,296	2,871,296
Employee Benefits		1,253,108	1,284,549	1,284,549	1,284,549
Other Expenses		2,202,070	2,170,629	2,170,629	2,170,629
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>6,324,466</b>	<b>6,326,474</b>	<b>6,326,474</b>	<b>6,326,474</b>
<b>Federal Fund</b>					
FTE Positions		337.92	337.76	337.76	337.76
Total Personal Services		10,466,384	10,337,494	10,008,834	10,337,494
Employee Benefits		3,630,706	4,128,876	4,069,224	4,128,876
Other Expenses		6,283,248	8,312,984	8,312,984	8,312,984
<b>Subtotal: Federal Fund</b>		<b>20,380,338</b>	<b>22,779,354</b>	<b>22,391,042</b>	<b>22,779,354</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		43,007	75,513	0	0
Employee Benefits		59,557	76,623	0	0
Other Expenses		1,485,711	6,895,612	0	0
Less: Reappropriated		(1,588,275)	(7,047,748)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		78.49	76.56	76.56	76.56
Total Personal Services		1,389,152	2,454,038	2,454,038	2,454,038
Employee Benefits		339,922	968,848	968,848	968,848
Other Expenses		552,427	2,111,818	2,111,818	2,111,818
<b>Subtotal: Nonappropriated Special Fund</b>		<b>2,281,501</b>	<b>5,534,704</b>	<b>5,534,704</b>	<b>5,534,704</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>512.00</b>	<b>511.76</b>	<b>511.76</b>	<b>511.76</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$28,986,305</b>	<b>\$34,640,532</b>	<b>\$34,252,220</b>	<b>\$34,640,532</b>

Department of Health and Human Resources

# Bureau for Children and Families

## Mission

The Bureau for Children and Families provides an accessible, integrated, comprehensive quality service system for West Virginia's children, families, and adults to help them achieve maximum potential and improve their quality of life.

## Operations

### *Commissioner's Office*

- Affect the development and implementation of public policy for children and families.
- Respond to all inquiries regarding benefits and services provided by the bureau.
- Assist bureau clients in benefit problem resolution.
- Oversee the 54 human services county offices, and provide support services to program staff at the community level.

### *Children and Adult Services*

- Provide services to protect children and help families develop and maintain a safe and healthy life.
- Provide services to aged, blind, and disabled adults so they may remain in their homes and receive care.

### *Family Assistance*

- Assist families and individuals to improve their quality of life through self-sufficiency.

### *Early Care and Education*

- Provide quality and affordable child care and early care programs.

### *Family Resource Networks (FRN)*

- Maintain and support Starting Points early childhood family resource centers and early parent education programs.
- Administer the funds to provide basic operating grants to FRN coalitions covering all counties in West Virginia.

Bureau for Children and Families

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Commissioner's Office	478.00	\$30,607,521	\$33,773,810	\$33,420,230	
Children & Adult Services	1,109.40	158,404,887	180,624,522	184,656,335	
Early Care & Education	23.00	52,100,257	67,650,991	67,622,565	
Family Assistance	934.60	150,221,334	221,814,451	197,032,613	
Family Resource Networks	0.00	0	3,040,398	2,930,416	
Less: Reappropriated		0	(382,766)	0	
<b>TOTAL BY PROGRAM</b>	<b>2,545.00</b>	<b>391,333,999</b>	<b>506,521,406</b>	<b>485,662,159</b>	<b>492,422,773</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		922.20	954.20	954.20	954.20
Total Personal Services		24,581,659	27,255,157	26,586,025	27,589,721
Employee Benefits		9,493,378	10,745,365	10,745,365	10,745,365
Other Expenses		114,240,570	122,763,622	122,388,356	126,611,206
Less: Reappropriated		(298,800)	(382,766)	0	0
<b>Subtotal: General Fund</b>		<b>148,016,807</b>	<b>160,381,378</b>	<b>159,719,746</b>	<b>164,946,292</b>
<b>Federal Fund</b>					
FTE Positions		1,581.89	1,555.00	1,555.00	1,555.00
Total Personal Services		39,913,762	46,037,151	44,621,687	46,037,151
Employee Benefits		14,379,111	18,998,676	18,894,584	18,998,676
Other Expenses		170,333,891	271,099,099	256,069,863	256,062,363
<b>Subtotal: Federal Fund</b>		<b>224,626,764</b>	<b>336,134,926</b>	<b>319,586,134</b>	<b>321,098,190</b>
<b>Appropriated Special Fund</b>					
FTE Positions		13.60	13.80	13.80	13.80
Total Personal Services		325,000	343,630	325,000	343,630
Employee Benefits		141,749	145,131	154,399	157,781
Other Expenses		335,608	438,022	438,022	438,022
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>802,357</b>	<b>926,783</b>	<b>917,421</b>	<b>939,433</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		21.50	22.00	22.00	22.00
Total Personal Services		864,263	1,013,523	895,259	895,259
Employee Benefits		300,828	318,821	302,591	302,591
Other Expenses		16,722,980	7,745,975	4,241,008	4,241,008
<b>Subtotal: Nonappropriated Special Fund</b>		<b>17,888,071</b>	<b>9,078,319</b>	<b>5,438,858</b>	<b>5,438,858</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>2,539.19</b>	<b>2,545.00</b>	<b>2,545.00</b>	<b>2,545.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$391,333,999</b>	<b>\$506,521,406</b>	<b>\$485,662,159</b>	<b>\$492,422,773</b>



# Programs

## Commissioner's Office

### Mission

The Commissioner's Office provides leadership in the development and administration of community-based, family-centered, integrated services to children and families.

### Goals/Objectives

**Provide leadership in the continuing development and implementation of programs to enhance services provided to children, families, and adults.**

- Provide administrative oversight for programs to ensure compliance with federal and state quality standards.
- Provide an accessible centralized location for reporting and processing changes for Family Assistance recipients.
- Develop budgets that will maximize financial resources to ensure sufficient funding for all programs.
- Upgrade and maintain the Recipient Automated Payment Information Data System (RAPIDS) and the Family and Children Tracking System (FACTS) to ensure customers receive service payments promptly.

### Performance Measures

- ✓ Monitored progress toward upgrading facilities that will provide employees with a safe work environment and increase operational efficiencies to better meet the needs of the bureau's clients.
- ✓ Monitored administrative and program expenditures to remain within the bureau's budget.
- ✓ Met program compliance and quality standards as established by state and federal program policies.

## Children and Adult Services

### Mission

The Division of Children and Adult Services develops programs, establishes policies and standards, provides insight, and collaborates across systems in support of public/private and state/regional/local efforts to protect vulnerable adults, children, and families, and to address other social service needs.

### Goals/Objectives

**Provide quality assessment and treatment for children and families that will ensure safe and healthy lives.**

- Continue further development and maintenance of the child welfare system.
- Continue further development of a comprehensive services system to assess the needs of aged and/or disabled adults and to provide efficient and effective services that will allow them to live independently in their homes and communities.
- Provide services to meet the needs of the following people:
  - \* Abused or neglected children and adults
  - \* Children needing out-of-home care (foster care)
- Comply with SB 1002, and develop a cross systems approach with other divisions that will provide support programs and expand family involvement for delinquent and pre-delinquent youth.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Children with substantiated abuse or neglect	7,504	7,900	7,770	7,512	7,575	7,638
Children in out-of-home care	3,022	2,955	3,038	2,794	2,700	2,700
Adults with substantiated abuse/neglect	719	628	655	654	660	667



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## Early Care and Education

### Mission

The Division of Early Care and Education develops programs, policies, and standards to enhance the quality, availability, and affordability of child care and early education programs.

### Goals/Objectives

- Provide child care services to eligible low income families.
- Ensure availability of providers for child care and early education programs.
- Continue to work with state agencies, business and community programs, and Partners Implementing an Early Care and Education System, to develop a comprehensive plan for early care and education that coordinates programs such as child care, head start, birth-to-three, and public early childhood education programs throughout the state.
- In cooperation with the Department of Education, continue to implement and refine policy and procedures of the West Virginia prekindergarten program. The law requires universality by 2013.
- Continue to develop and implement policies and procedures for the child care certificate system in compliance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
- Continue to develop and implement standards and policies for child care programs in compliance with West Virginia State Code.
- Continue further development of a comprehensive system of training and technical assistance to Child Care Resource and Referral agencies.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Children receiving child care subsidy	16,377	15,299	N/A	14,432	14,435	14,438
Families receiving child care subsidy	9,707	9,117	N/A	8,758	8,760	8,762
Service providers	2,959	2,430	N/A	2,121	2,121	2,121

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## Family Assistance

### Mission

The Division of Family Assistance provides services and administers programs that empower customers to develop and achieve self-sufficiency and provides all staff with necessary quality training.

### Goals/Objectives

- Provide financial assistance and supportive services to eligible adults and families (TANF).
- Comply with the federally mandated Food Stamp Act of 1977 by providing benefits to low-income individuals/households to purchase food.
- Continue to develop and expand programs that prepare service recipients for employment by providing training and educational opportunities, e.g., expand the Strategic Planning in Occupational Knowledge for Employment and Success program from 13 counties in 2005 to 26 counties in 2006.
- Comply with the Omnibus Reconciliation Act of 1981, by providing home heating assistance for eligible persons during the winter/early spring months through LIHEAP.
- Continue to refine the on-line services' application system (implemented statewide in June 2003) in order to better serve Family Assistance's customers.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
<i>Temporary Assistance for Needy Families (TANF)</i>						
Caseload as of June 30th	13,750	13,346	13,415	9,969	9,930	9,900
Clients served through LIHEAP	64,017	64,822	N/A	67,610	67,000	67,300

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## Family Resource Networks

### Mission

Family Resource Networks has been established by statute to enhance the ability of families to protect, nurture, educate, and support the development of their children so that each child's full potential is achieved.

### Goals/Objectives

- Support the coordination of early care and education services through Starting Points centers and through Early Parent Education programs.
- Establish, maintain, and support FRN community-based coalitions throughout the state to improve local services for children and families.
- Build communities' capacities for planning and coordination through training and funding.
- Promote donations to the Children's Trust Fund to help in the coordination of statewide initiatives for children and families.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Counties covered by FRNs	53	52	55	52	52	52
Donations to the Children's Trust Fund	\$71,870	\$59,868	\$60,000	\$79,162	\$70,000	\$70,000

Department of Health and Human Resources

# Bureau for Medical Services

## Mission

The Bureau for Medical Services is committed to administering the Medicaid Program, while maintaining accountability for the use of resources, in a way that assures access to appropriate, medically necessary, and quality health care services for all beneficiaries; provides these services in a user friendly manner to providers and beneficiaries alike; and focuses on the future by providing preventative care programs.

## Operations

### *Commissioner's Office*

#### *Commissioner's Office Staff*

- \* Provides oversight and guidance for all programs within the State's Title XIX Medical Assistance Program (Medicaid).

#### *Finance and Administration*

- \* Manages the Bureau for Medical Services, general administrative activities, including budgeting, purchasing, contracting, personnel, and asset management.

#### *Legal and Regulatory Services*

- \* Oversight and coordination of the bureau's legal services, including legal research and analysis and coordination of litigation-related services.
- \* Oversight and amendments to the Medicaid State Plan, including conferring with the program managers on updates to the plan, public notices, and interacting with the Centers for Medicare and Medicaid Services on any plan questions.

### *Office of Behavioral, Long Term, and Alternative Care*

- Develops the behavioral health care, long term care, and alternative care coverage and reimbursement policies. Areas of responsibility include: home health, hospice care, nursing home services, the aged/disabled waiver program, psychiatric residential treatment facilities, psychiatric services under 21—acute care, psychiatric and psychological services, personal care program, mentally retarded/developmentally disabled waiver program, intermediate care facilities for the mentally retarded, behavioral health clinic and rehabilitation services, targeted case management services, children with disabilities community services program, and grant activity related to long-term care services.

### *Office of Medicaid Management Information System and Information Technology Support*

- Manages the Medicaid Management Information System (MMIS), a relational database claims processing system that processes over 20 million claims annually, accounting for program expenditures in excess of \$2.2 billion per year. The Medicaid program serves over 301,000 recipients/members as of the end of FY 2005 through a network of approximately 11,000 health care providers.
- Maintains the bureau's Web site.
- Manages the HIPAA privacy and security policy.

### *Office of Medicaid Policy and Managed Care Coordination*

- Oversees the development of Medicaid health care coverage, policy, and utilization management. The areas of responsibility include hospital, physician, ambulatory surgery, primary care clinics, hospital inpatient and outpatient services, and transportation.
- Plans, implements, and monitors the activities required under 42 CFR Part 400 et al. for the Medicaid Mountain Health Trust Program, including the managed care organizations and the Physician Assured Access System (PAAS).



## *Bureau for Medical Services*

### *Office of Pharmacy Services*

- Establishes coverage and reimbursement policies for outpatient medications within federal guidelines. Included within the program responsibilities are the federally-mandated prospective and retrospective drug utilization review activities; the collection of pharmaceutical manufacturers' federal and supplemental rebates; and prior authorization of high-cost, high-risk, and nonpreferred drugs. Drug coverage is fee-for-service for all Medicaid-covered eligible groups, including recipients enrolled in managed care organizations.

### *Office of Quality and Program Integrity*

- Completes the activities required under 42 CFR Section 456. This mandate requires postpayment review of paid claims to assure that the services were provided by eligible providers, provided to eligible clients, that the services were medically necessary, were appropriate to the patient's medical condition, and were provided in conformance with the service definitions set forth in the Medicaid manuals. This office uses tools such as on-site reviews, desk reviews, and analysis of paid claims data to meet this mandate.



Bureau for Medical Services

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Commissioner's Office	39.00	\$7,187,506	\$11,421,346	\$11,401,596	
Office of Behavioral, Long-Term & Alternative Health Care	13.00	8,246,311	19,925,460	19,916,968	
Office of Medicaid Policy & Managed Care Coordination	21.00	9,076,602	16,136,732	16,125,462	
Office of MMIS Operations & IT Support	35.00	2,094,759,047	2,504,716,928	2,218,523,202	
Office of Pharmacy Services	8.00	3,029,091	3,593,831	3,587,412	
Office of Quality & Program Integrity	16.00	739,642	917,168	906,429	
Less: Reappropriated		(33,018,926)	0	0	
<b>TOTAL BY PROGRAM</b>	<b>132.00</b>	<b>2,090,019,273</b>	<b>2,556,711,465</b>	<b>2,270,461,069</b>	<b>2,512,862,485</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		53.25	56.00	53.00	53.00
Total Personal Services		1,617,716	1,948,732	1,920,088	1,960,757
Employee Benefits		518,765	705,792	703,357	703,357
Other Expenses		316,111,383	362,327,549	362,817,668	422,817,668
Less: Reappropriated		(33,018,926)	0	0	0
<b>Subtotal: General Fund</b>		<b>285,228,938</b>	<b>364,982,073</b>	<b>365,441,113</b>	<b>425,481,782</b>
<b>Federal Fund</b>					
FTE Positions		73.75	76.00	73.00	73.00
Total Personal Services		2,320,222	2,743,346	2,722,769	2,772,230
Employee Benefits		740,148	970,065	961,793	961,793
Other Expenses		1,594,568,087	1,981,812,135	1,695,148,186	1,856,224,086
<b>Subtotal: Federal Fund</b>		<b>1,597,628,457</b>	<b>1,985,525,546</b>	<b>1,698,832,748</b>	<b>1,859,958,109</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		181,977,219	183,353,846	183,337,208	204,572,594
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>181,977,219</b>	<b>183,353,846</b>	<b>183,337,208</b>	<b>204,572,594</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		25,184,659	22,850,000	22,850,000	22,850,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>25,184,659</b>	<b>22,850,000</b>	<b>22,850,000</b>	<b>22,850,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>127.00</b>	<b>132.00</b>	<b>126.00</b>	<b>126.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$2,090,019,273</b>	<b>\$2,556,711,465</b>	<b>\$2,270,461,069</b>	<b>\$2,512,862,485</b>

# Programs

## Commissioner's Office

### Mission

The Commissioner's Office is committed to providing the necessary oversight and guidance for the efficient operation and management of the State's Title XIX Medical Assistance Program (Medicaid).

### Goals/Objectives

- Improve the quality of services to consumers and providers in all Medicaid health care delivery systems.
- Improve the bureau's accountability and reporting of public funds and resources under its jurisdiction and control.
- Improve the State's health care technology infrastructure by supporting the electronic medical records initiative.

### Performance Measures

- ✓ Implemented the new MMIS claims processing modules.
- ✓ Updated and posted provider manuals on the Internet for easier access.

## Office of Behavioral, Long-Term, and Alternative Care

### Mission

The Office of Behavioral, Long-Term, and Alternative Health Care is committed to the development of quality behavioral health, long-term care, and alternative health care coverage through policy development and management.

### Goal/Objectives

- Strengthen communication to enhance information provided to members and stakeholders.
- Improve programs by actively seeking and responding to the input of members and providers.
- Strengthen programs and services based on clinically accepted, evidence-based, clinical practice methodologies and treatments that have proven to be effective and have shown substantial outcomes.
- Increase opportunity for provider choice and access to long-term support services by increasing the number of enrolled providers in the mentally retarded/developmentally disabled (MR/DD) and aged/disabled (A/D) waiver programs.
- Improve member satisfaction with programs, services, and care.
- Promote the fiscal soundness of programs.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Providers in MR/DD waiver program	N/A	N/A	N/A	70	75	80
Homemaker—providers in A/D waiver program	N/A	N/A	N/A	156	158	160
Case management—providers in A/D waiver program	N/A	N/A	N/A	80	82	84
Members authorized—licensed behavioral health centers*	N/A	N/A	N/A	31,592	32,223	32,867
Services authorized—licensed behavioral health centers*	N/A	N/A	N/A	302,711	308,765	314,940
Members authorized—private practitioners*	N/A	N/A	N/A	28,117	30,647	33,405
Services authorized—private practitioners*	N/A	N/A	N/A	81,357	88,679	96,660

\* Began July 1, 2004.



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## **Office of Medicaid Management Information System and Information Technology Support**

### **Mission**

The Office of Medicaid Management Information System (MMIS) and Information Technology Support is devoted to ensuring that Medicaid program policies are correctly defined in the MMIS, and that the bureau's fiscal agent operates in accordance with the contract and with all state and federal regulations.

### **Goals/Objectives**

- Monitor existing federal and state program policies that exist in the MMIS to determine that the most accurate benefits and contracts are used to process claims.
- Implement new federal and state program policies accurately in the MMIS system.
- Implement the national provider identifier into the MMIS system by June 2006.
- Obtain CMS certification of the MMIS system by June 2006.
- Accurately maintain the bureau's Web site.
- Manage the HIPAA privacy and security policy.
- Implement the Medicare coordination of benefits clearinghouse activities into the fiscal agent's front end operations by December 2005.

### **Performance Measures**

- ✓ Implemented the MMIS relational database medical/dental system.
- ✓ Implemented the HIPAA compliant electronic claim, eligibility, and remittance voucher transactions and standard medical procedure codes. (Providers must use these standardized means of billing claims, validating eligibility and receiving information about paid, denied, and pending claims when sending and receiving information electronically to and from Medicaid.)
- ✓ Implemented the MMIS relational database pharmacy point-of-sale system with HIPAA compliant National Council for Prescription Drug Programs 5.1 formats.

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## **Office of Medicaid Policy and Managed Care Coordination**

### **Mission**

The Office of Medicaid Policy and Managed Care Coordination is committed to promoting high quality, cost-effective, medically necessary, and preventive health care services and to improving the health and outcomes of care for the Medicaid population.

### **Goals/Objectives**

- Ensure that payments made by Medicaid conform to the service description limitations and exclusions as defined in the Medicaid manuals.
- Reduce inpatient utilization by five percent after implementation of national criteria in FY 2007.
- Increase managed care enrollment by expanding covered eligibility categories.

### **Performance Measures**

- ✓ Managed care was expanded into 100% of West Virginia counties, exceeding the previous goal of 90%.

## Bureau for Medical Services Programs

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Medicaid members enrolled in HMO	47,783	92,993	125,000	122,753	150,000	**N/A
Medicaid members enrolled in PAAS*	103,703	63,475	35,000	17,831	10,000	**N/A

\* Forty-six of the 55 counties have been converted to managed care. The decrease in PAAS in FY 2005 is due to 22 counties which were PAAS being converted to managed care. Those members are now enrolled in an HMO.

\*\* Information to estimate FY 2007 is not yet available due to the conversion to a new MMIS and the addition of new eligibility categories beginning in FY 2007.

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## Office of Pharmacy Services

### Mission

The Office of Pharmacy Services provides access to quality pharmaceutical care in a cost-effective manner for West Virginia Medicaid members and ensures that the use of these pharmaceuticals is appropriate, necessary, and not likely to result in medically adverse effects.

### Goals/Objectives

- Pursue CMS certification for the newly implemented pharmacy point-of-sale claims processing system by June 2006.
- Implement the Pharmaceutical Rebate Information Management System rebate system, and fully automate the drug rebate collection process by June 2006.
- Pursue funding for mental health drug management program.
- Increase efforts to access the federal drug discount program for Medicaid members and, as part of this effort, utilize resources of qualifying entities to provide drug-disease management services.
- Pursue funding to provide prescriber access to the preferred drug list via electronic handheld devices.
- Pursue funding for implementation and maintenance of a real-time, on-line database of patient medication records to reduce fraud and abuse of controlled substances.

### Performance Measures

- ✓ Implemented the state maximum allowable cost pricing for generic drugs.
- ✓ Joined the multistate purchase pool for the pharmacy preferred drug list.
- ✓ Participated in a quality improvement project to reduce antibiotic resistance.
- ✓ Fully implemented the diabetes disease management program.

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## Office of Quality and Program Integrity

### Mission

The Office of Quality and Program Integrity is committed to assuring that the Medicaid program provides services to Medicaid recipients that are medically necessary, appropriate to the patients' medical conditions, and are provided in a quantity and quality to meet the members' needs and in accordance to service definitions set forth in the Medicaid manuals.

### Goals/Objectives

- Analyze paid claims data to assure all Medicaid and other applicable payment rules have been correctly implemented in the new payment system.
- Recoup monies paid inappropriately during the implementation of the new payment system.

Bureau for Medical Services Programs

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Provider reviews conducted	3,540	2,128	2,200	1,608	2,200	2,200
Inappropriately paid monies recouped (in millions)	\$4.41	\$10.72	\$10.00	\$9.49	\$10.00	\$10.00



Department of Health and Human Resources  
**Bureau for Public Health**

## **Mission**

The vision of the Bureau for Public Health is to have healthy people in healthy communities. The mission is to help shape the environments within which people and communities can be safe and healthy.

## **Operations**

Nine offices and five boards advance the health of every West Virginian through a public health system designed to:

- Assess and monitor the health status of the population.
- Promote a healthy and productive life for West Virginians.
- Protect the public's health from adverse environmental factors.
- Reduce the incidence of preventable disease and death.
- Assure a health care delivery system that has adequate resources and qualified public health professionals to provide a continuum of care including:
  - \* Basic disease control activities
  - \* Comprehensive primary care
  - \* Coordinated emergency medical services
  - \* Integrated hospital services

### ***Office of the Commissioner***

- Provides administrative oversight for the bureau and state health officer.

### ***Board of Barbers and Cosmetologists***

- Certifies and regulated the education, practitioner, and facility standards for barbering, cosmetology, manicuring, and aesthetics.

### ***Board of Hearing Aid Dealers***

- Administer examinations, and issue licenses to eligible applicants.
- Investigate complaints, and issue disciplinary action as necessary.

### ***Board of Medicine***

- Educate licensees, medical students, podiatric students, and physician assistant students on the functions of the board and requirements for licensure.
- Receive, process, and maintain all applications for initial licenses and renewal of licenses.
- Investigate complaints and malpractice reports.

### ***Board of Registration for Sanitarians***

Sanitarian duties include enforcement of environmental and public health sanitation, including:

- \* Food, milk, and water sanitation,
- \* Sewage and solid waste disposal,
- \* School and institutional sanitation,
- \* Disease and rodent control, and
- \* Disaster sanitation.
- Register all sanitarians in West Virginia, both initial or renewal.
- Hold hearings for administrative adjudication of matters that may come before the board.

### ***Nursing Home Administrators Licensing Board***

- Ensure that all persons holding a West Virginia nursing home administrator's license meet the standards and criteria set forth in the West Virginia Code.

### ***Office of the Chief Medical Examiner***

- Provide modern medicolegal death investigative technology to establish within reasonable medical certainty the cause and manner of death and the retrieval of medicolegal evidence germane to the case in question.

## *Bureau for Public Health*

- Provide death analysis inclusive of the autopsy examination and toxicological studies, thereby providing the medical contribution pertaining to the investigation of deaths of public interests.
- Investigate fatalities relating to therapeutic complications, workplace incidents, potential Sudden Infant Death Syndrome cases, child abuse, and deaths occurring in public custody such as in law enforcement confinement, prisons, and state hospitals.
- Identify previously undiagnosed contagious diseases that could represent a threat to public health.
- Assist in the personal identification and compilation of forensic science data pertaining to victims of mass disaster.
- Monitor trends of death and the institution of preventive measures so as to improve public health, welfare, and safety.

### *Office of Community Health Systems*

- Develop policies and plans that support individual and community health efforts.
- Implement, perform, and set standards for emergency medical services (EMS) agencies, local public health departments, and primary care centers.
- Respond to health facilities in crisis.

### *Office of Environmental Health Services*

- Provide loans to public water systems through the state's Drinking Water Treatment Revolving Fund program.
- Provide technical assistance to public water systems through the wellhead/source water assessment and protection program.
- Provide training and certification to water and wastewater operators, water well drillers, monitoring well drillers, and backflow and inspector testers.
- Investigate health hazards and complaints related to sewage, infectious medical waste, food, milk, and bottled water supplies in the state.
- Enforce regulations concerning on-site sewage disposal, infectious medical waste, food, milk, and bottled water.
- Inform and educate people of proper emergency and disaster cleanup procedures.
- Enforce rules and regulations regarding the health and safety of asbestos and lead abatement projects, as well as the inspection and registration of mammography and x-ray devices to ensure safety.
- Investigate health problems resulting from indoor air quality and from lead sources in homes of lead-poisoned children.
- Accredit training providers, and license asbestos, lead, and radon professionals.
- Conduct and coordinate site-specific activities concerning potentially hazardous sites.

### *Office of Epidemiology and Health Promotion*

- Mobilize community partnerships and action to identify and solve health problems.
- Inform, educate, and empower people about health issues, including healthy lifestyles.
- Monitor the health status to identify community problems through active surveillance of infectious and chronic diseases.
- Assure a competent public health and personal health care workforce.
- Identify and investigate health problems and hazards in the community.
- Planning and implementation of prevention interventions in collaboration with local health departments, community-based organizations, and other disease control entities.
- Implement threat preparedness activities as directed by the bureau commissioner's office.
- Provide adequate immunization services to prevent the spread of preventable infectious diseases.

### *Office of Health Facility Licensure and Certification*

- Conduct on-site inspections, and recommend certification to the CMS for the following health care facilities when found to be in compliance with federal standards—ambulatory surgical centers, end stage renal dialysis, home health agencies, hospices, hospitals, intermediate care facilities for the mentally retarded, nursing



## *Bureau for Public Health*

facilities, outpatient physical/speech therapy, rural health clinics, skilled nursing facilities, and portable x-ray suppliers.

- Conduct on-site inspections, and recommend enforcement actions to the CMS for those facilities found to be out of compliance.
- Conduct complaint investigations in all healthcare facilities either certified by the CMS and/or licensed to operate in the state.
- Conduct on-site inspections, and issue licenses to those of the following facilities who are determined to be in compliance with state law—assistive living residences, behavioral health centers, birthing centers, hospices, hospitals, medical adult day care centers, nursing homes, and residential care communities.
- Conduct on-site inspections, and take enforcement action against those facilities determined to be out of compliance with state law.
- Conduct investigations when allegations of abuse are lodged against nurse aides employed in certified nursing homes.

### ***Office of Laboratory Services***

- Diagnose and assist state and local health workers with investigation of tuberculosis, human immunodeficiency virus (HIV), sexually transmitted diseases, rabies, food poisoning, influenza, and other microbial health hazards in the community.
- Provide laboratory testing of Grade A dairy products to enforce laws and regulations that protect health and ensure safety.
- Monitor health status of newborns to identify those children with phenylketonuria (PKU), galactosemia, hypothyroidism, and sickle cell diseases.
- Test drinking water, bottled water, and recreational water for microbial and chemical contamination.
- Monitor drinking water supplies to ensure added fluoride meets Centers for Disease Control guidelines.
- Assure a competent public health and personal health care workforce through lab training opportunities, licensure, and inspections of public and private laboratories.

### ***Office of Maternal, Child, and Family Health***

- Provide clinical genetic services for patients at eight satellite locations under the auspices of WVU's Department of Pediatrics.
- Screen and provide services to children under age three who are diagnosed with developmental delay or at risk of developmental delay.
- Provide comprehensive physical examination, pregnancy and other lab testing, counseling, education, and contraceptive supplies.

### ***Office of Nutrition Services***

- Monitor health status of WIC recipients (including pregnant and postpartum women, infants, and children) for use as a quality and service improvement tool.
- Inform and educate WIC families as to the value of good nutrition, including the benefits of breast-feeding.
- Support and operate the WIC Farmer's Market Nutrition program to encourage the consumption of fresh fruits and vegetables.
- Monitor services to WIC participants, and ensure they receive prompt and proper service at local agency clinic sites and the prescribed foods at approved WIC vendors.
- Monitor WIC local agency sites to assure service provision meets program standards.

Bureau for Public Health

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Commissioner's Office	98.00	\$12,449,666	\$27,313,528	\$18,337,504	
Board of Barbers & Cosmetologists	9.00	435,909	453,769	444,198	
Board of Hearing Aid Dealers	0.00	10,026	15,835	15,835	
Board of Medicine	12.00	1,094,615	1,182,309	1,174,749	
Board of Registration for Sanitarians	0.00	4,435	6,435	6,435	
Nursing Home Administrators Licensing Board	1.00	60,665	82,822	83,022	
Office of Chief Medical Examiner	29.50	3,473,593	4,779,655	3,700,002	
Office of Community & Rural Health Services	49.00	32,298,536	32,181,396	31,486,657	
Office of Environmental Health Services	108.80	11,937,359	16,846,686	16,202,605	
Office of Epidemiology & Health Promotion	155.58	29,771,299	44,268,050	38,231,286	
Office of Health Facility Licensure & Certification	82.80	5,369,573	7,515,179	7,482,221	
Office of Laboratory Services	64.70	4,607,432	5,949,320	5,641,933	
Office of Maternal, Child & Family Health	214.00	50,838,258	57,679,464	56,603,871	
Office of Nutrition Services	22.00	31,244,719	43,285,609	43,174,252	
Less: Reappropriated		(2,852,282)	(7,760,087)	0	
<b>TOTAL BY PROGRAM</b>	<b>846.38</b>	<b>180,743,803</b>	<b>233,799,970</b>	<b>222,584,570</b>	<b>224,241,466</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		259.81	272.96	272.96	272.96
Total Personal Services		9,431,878	10,878,423	10,660,260	10,515,207
Employee Benefits		2,853,231	3,439,015	3,439,015	3,322,830
Other Expenses		41,283,330	40,576,548	39,290,080	40,789,584
Less: Reappropriated		(73,622)	(846,468)	0	0
<b>Subtotal: General Fund</b>		<b>53,494,817</b>	<b>54,047,518</b>	<b>53,389,355</b>	<b>54,627,621</b>
<b>Federal Fund</b>					
FTE Positions		366.74	358.09	358.09	358.09
Total Personal Services		10,607,815	13,167,273	12,897,268	13,169,123
Employee Benefits		3,382,205	4,177,911	4,133,302	4,178,266
Other Expenses		75,883,422	103,900,230	103,898,025	103,898,025
<b>Subtotal: Federal Fund</b>		<b>89,873,442</b>	<b>121,245,414</b>	<b>120,928,595</b>	<b>121,245,414</b>
<b>Appropriated Special Fund</b>					
FTE Positions		71.83	73.33	73.33	74.33
Total Personal Services		2,195,788	2,718,935	2,654,996	2,732,371
Employee Benefits		751,694	1,019,332	1,011,417	1,033,353
Other Expenses		26,459,544	35,352,761	28,438,708	28,441,208
Less: Reappropriated		(2,778,660)	(6,913,619)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>26,628,366</b>	<b>32,177,409</b>	<b>32,105,121</b>	<b>32,206,932</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		147.00	142.00	142.00	142.00
Total Personal Services		4,181,508	5,730,510	5,371,363	5,371,363
Employee Benefits		1,448,142	2,105,318	1,974,253	1,974,253
Other Expenses		5,117,528	18,493,801	8,815,883	8,815,883
<b>Subtotal: Nonappropriated Special Fund</b>		<b>10,747,178</b>	<b>26,329,629</b>	<b>16,161,499</b>	<b>16,161,499</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>845.38</b>	<b>846.38</b>	<b>846.38</b>	<b>847.38</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$180,743,803</b>	<b>\$233,799,970</b>	<b>\$222,584,570</b>	<b>\$224,241,466</b>

# Programs

## Commissioner's Office

### Mission

The Commissioner's Office of the Bureau for Public Health directs public health activities at all levels within the state to fulfill the core functions of public health: the assessment of community health status and available resources; policy development resulting in proposals to support and encourage better health; and assurance that needed services are available, accessible, and of acceptable quality. Several special assistants coordinate activities across all offices that relate to public health regulations, school-based health initiatives, information systems, finance, and workforce development.

### Goals/Objectives

#### *School-Based Health*

- Meet goals and objectives of a joint five-year plan with the Department of Education for comprehensive school health.
- Ensure continued funding for school-based health clinics.
- Improve mental health services for schools and adolescents.

#### *Information Systems*

- Build computer and communication systems (or revise existing systems) to achieve compliance with the Centers for Disease Control's emerging standards for a Public Health Information Network.
- Develop policies relative to both personnel and equipment that allow and account for the sharing of resources across programs in support of a Public Health Information Network architecture.
- Remove obstacles preventing the increased use of technology to reduce program operating costs.

#### *Public Health Workforce Development*

- Strengthen the bureau's workforce through terrorism and other emerging threat training of over 1,700 people.
- Provide an average of 24 public health satellite broadcasts per year to help in the awareness and training of citizens and the workforce.

#### *Threat Preparedness*

- Through collaborative leadership and coordination, ensure adequate capacity and effective systems ready to respond to natural and intentional threats to the public's health.

#### *Trauma and Communications System*

- Provide full oversight, operation, maintenance, and upgrade of the statewide medical command microwave communications system.
- Increase the number of communication microwave paths from 42 to 67 by the end of FY 2007 to better serve trauma systems.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Students served by school-based health clinics	23,826	24,155	24,500	25,780	25,950	26,800
Public health satellite broadcasts	N/A	24	30	19	24	24
State communication microwave paths	29	35	N/A	42	55	67



## **Board of Barbers and Cosmetologists**

### **Mission**

The Board of Barbers and Cosmetologists protects the health and welfare of all West Virginia citizens who seek professional services in barbering, cosmetology, manicuring, and aesthetics.

### **Goals/Objectives**

**Provide maximum protection for all citizens receiving professional services in barbering, cosmetology, manicuring, and aesthetics.**

- Conduct frequent inspections of all professional facilities and practitioners.
- Continue to require licensing examinations to determine competency.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Inspections conducted	9,533	8,959	10,500	10,600	10,500	10,700
Individual licenses issued	9,905	10,012	10,200	10,666	10,300	10,800
New shop licenses issued	325	304	350	334	350	360

## **Board of Hearing Aid Dealers**

### **Mission**

The Board of Hearing Aid Dealers regulates and controls hearing aid dealers to ensure quality service to the hearing-impaired citizens of West Virginia.

### **Goals/Objectives**

- Maintain the number of licensed dealers to better serve the hearing impaired citizens of West Virginia.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
New individual licenses issued	6	4	5	10	5	5
Individual renewals issued	80	78	85	75	80	80
Company renewals issued	32	32	35	32	35	35

## **Board of Medicine**

### **Mission**

The Board of Medicine provides licensure and professional discipline of physicians, podiatrists, and physician assistants in order to protect the public interest.

### **Goals/Objectives**

- Reduce the length of time to complete investigations to 18 months.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
<i>Investigations</i>						
Probable cause findings	25	19	30	30	30	30
Closure decisions	139	147	145	161	150	170
Months to complete investigations	N/A	N/A	N/A	24	18	18

## Board of Registration for Sanitarians

### Mission

The Board of Registration for Sanitarians promotes professionalism among sanitarians to help assure that West Virginians receive uniform and quality environmental health services.

### Goals/Objectives

- Enforce the provisions of the West Virginia Code requiring the registration of sanitarians.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
New sanitarians-in-training registrations	18	20	15	10	15	10
Renewed sanitarians-in-training registrations	44	54	45	75	65	75
New sanitarian registrations	6	5	10	3	10	5
Renewed sanitarian registrations	144	147	145	148	155	150

## Nursing Home Administrators Licensing Board

### Mission

The Nursing Home Administrators Licensing Board protects the public good by developing and enforcing regulations to govern the practice of nursing home administration in West Virginia.

### Goals/Objectives

- Continue to develop relationships with universities and colleges within West Virginia to provide mutual awareness of the education and work experience requirements for persons preparing to seek licensure.
- Continue board visitations with administrator-in-training trainees and preceptors on-site at training facilities.
- Render timely processing of applications, licenses, and permits.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
New nursing home administrators licenses issued	18	19	17	25	18	20
Administrator-in-training permits	9	5	8	6	6	6
License renewals	206	210	210	214	215	212

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## Office of Community Health Systems

### Mission

The Office of Community Health Systems establishes a public health system designed to assure a health care delivery system that has resources and qualified public health professionals to provide a continuum of care including comprehensive primary care, coordinated EMS, local public health departments, and integrated hospital services with a special emphasis on providing improved access to primary and preventive health services for the uninsured.

### Goals/Objectives

**Assure the quality and accessibility of community health services (EMS, basic public health, primary care, and rural hospitals).**

- Continue development of rural health networks.
- Increase the number of rural health care providers to 55 by the end of FY 2006 to aid in the health care of rural West Virginia.

**Assure a competent public health and personal health care workforce.**

- Increase to 9,600 by FY 2006 the number of EMS personnel certified to respond to public health issues.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
EMS personnel certified	9,300	9,057	9,600	8,707	9,600	9,600
EMS agencies licensed	210	209	225	210	225	225
Rural health care providers placed	86	39	49	52	55	55

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## Office of Environmental Health Services

### Mission

The Office of Environmental Health Services improves environmental health protection for every West Virginia citizen and visitor through quality programs designed and administered to serve, educate, and regulate in the least restrictive and most efficient manner.

### Goals/Objectives

#### *Environmental Engineering*

- Oversee activities mandated in the federal Safe Drinking Water Act to ensure safe drinking water to the public.
- Enhance environmental health services that protect and improve the health and environment of all West Virginians.

#### *Public Health Sanitation*

- Enhance education to households, haulers, and health care providers on proper disposal of sharps and syringes.

#### *Radiation, Toxics, and Indoor Air (RTIA)*

- Enhance education to the public concerning dangers of radon gas and the need for testing and mitigation.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Environmental Engineering sanitary surveys written	312	304	258	253	256	295
Public Health Sanitation inspections/investigations	2,783	1,473	1,600	1,323	1,700	1,500
RTIA inspections/investigations	943	820	1,110	1,498	1,600	1,700
RTIA licenses issued	3,037	2,995	3,000	3,269	3,000	3,100

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## Office of Epidemiology and Health Promotion

### Mission

The Office of Epidemiology and Health Promotion will assess and monitor the health status of the population, promote healthy and productive lives for West Virginians, and strive to reduce the incidence of preventable disease and death.

### Goals/Objectives

**Promote and encourage healthy behaviors by reducing prevalence of obesity, increasing physical activity levels, and increasing the consumption of fruits and vegetables.**

- Hold educational seminars.
- Work in conjunction with wellness programs.

**Prevent epidemics and spread of disease.**

- Timely reporting of all reported cases of communicable diseases in accordance with required disease rules, 64CSR7.
- Maintain a minimum 99% accuracy rate for vital data sent to National Center for Health Statistics.

### Performance Measures

- ✓ Maintained an accuracy rate of over 99% for vital data sent to National Center for Health Statistics.
- ✓ Kept the child immunization coverage level above the 80% Healthy People 2010 goal.

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
<i>Reported cases of communicable diseases</i>						
LaCrosse Encephalitis	23	36	29	35	35	26
Salmonella	152	175	247	175	175	157
Invasive Group A Streptococcus/Streptococcal						
Toxic Shock Syndrome	43	25	37	25	25	33

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## Office of Health Facility Licensure and Certification

### Mission

The Office of Health Facility Licensure and Certification ensures that health care facilities provide healthy, safe, and productive lives for patients, residents, and clients through enforcement of state rules and federal regulations.

## Goals/Objectives

- Satisfy all federal certification and state licensure and registration mandates as set forth by the CMS and the West Virginia Legislature.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Certification on-site inspections	344	254	318	279	268	273
Licensure on-site inspections	366	324	354	364	337	317
Complaint on-site investigations	460	588	547	538	615	566

## Office of Laboratory Services

### Mission

The Office of Laboratory Services is dedicated to the promotion, protection, and assurance of the health of citizens of West Virginia.

## Goals/Objectives

**Protect against environmental hazards, and prevent epidemics and spread of disease.**

- Increase testing samples.

**Assure the quality and accessibility of health and environmental services.**

- Increase laboratory inspections and training requirements of laboratory personnel.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Cases of PKU, galactosemia, hypothyroidism tested screen positive	13	8	15	8	10	10
Total patients tested	20,961	21,574	21,000	21,378	21,000	21,000
Drinking water samples tested from flooded areas	99	249	100	195	100	100
Total water samples tested	21,138	20,378	22,000	19,011	20,000	21,000
Positive rabies specimens	126	72	100	62	70	50
Total rabies specimens tested	1,569	1,761	1,500	1,469	1,500	1,600

## Office of Maternal, Child, and Family Health

### Mission

Title V of the Social Security Act mandates that the Office of Maternal, Child, and Family Health assure the health of the nation's women, infants, children, and youth, especially children with special health care needs. These efforts are supported by federal block grants to states for establishment of systems to improve the health and well-being of targeted populations.



## Goals/Objectives

**Link people to needed personal health services, and assure provision of health care when otherwise unavailable.**

- Assure that caregivers of eligible children are informed and encouraged to participate in the Early and Periodic Screening, Diagnosis, and Treatment program.
- Identify and link all newborns to needed medical services by increasing to 100% the number screened for metabolic disorders.
- Increase the number of women receiving first trimester prenatal care to 89% in FY 2007 through education and promotion of the health benefits to children when prenatal care is received.
- Enhance the promotion of dental education and hygiene awareness.
- Identify and link children with special health needs with medical and social services.
- Enhance the promotion of early detection and reduction of breast and cervical cancers through screening and follow-up services and education for low-income women, older women, and minority women.
- Promote toll-free information and assistance lines to establish quicker access to health care.

**Research for new insights and innovative solutions to health problems.**

- Enhance promotion activities targeted at preventive health education, specifically reducing risk behavior leading to injury.
- Aggressively identify gaps in the service delivery system that prevents access to services.

## Performance Measures

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Calls to toll-free information and assistance lines	36,103	35,000	34,517	36,500	37,000	37,500
Newborns screened for metabolic disorders	99%	100%	99%	100%	100%	100%
Eligible women receiving first trimester prenatal care	86%	86%	87%	88%	88%	89%

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## Office of Nutrition Services

### Mission

The Office of Nutrition Services improves the health of women, infants, and children in West Virginia by providing quality nutrition, breast-feeding counseling, and education; as well as health monitoring and nutritious foods.

## Goals/Objectives

**Promote and encourage good health through good nutrition.**

- Reduce by 0.1% each year the percent of WIC children with anemia by promoting the benefits of breast-feeding.

## Performance Measures

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
WIC children with anemia	5.0%	4.9%	4.9%	4.8%	4.7%	4.6%
Breast-feeding initiation rate	43%	44%	43%	44%	45%	46%
Breast-feeding duration rate*	17%	22%	17%	18%	20%	21%

\* Breast-feeding duration rate is based on the percentage of West Virginia WIC infants who are breast-fed for at least 21 weeks.

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## Office of the Chief Medical Examiner

### Mission

The Office of the Chief Medical Examiner provides high quality medicolegal death investigation services utilizing the expertise of specialist forensic pathologists and toxicologists so as to establish cause and manner of death regarding deaths resulting from homicide, accident, and suicide, as well as the certification of natural deaths that occur in the absence of a treating family physician.

### Goals/Objectives

**Obtain adequate resources for timely and accurate reports of death investigation findings to law enforcement, prosecutors, and families.**

- Development of a database to supply timely and accurate reports.
- Obtain adequate staffing and improved facilities.
- Improve communications with county personnel.

**Work toward National Association of Medical Examiners accreditation for the Office of the Chief Medical Examiner.**

- Complete the renovation of new Chief Medical Examiner facility on Virginia Street by October 2005.
- Provide documented procedures and policies.
- Improve optimal performance for procedures of work products.

**Develop clinical services to West Virginia's social services community.**

- Continue ongoing training for the social services community.
- Continue to provide clinical forensic assessment for Child Protective and Adult Protective Services.

**Through education and training, continue to improve overall understanding of physicians, other health professionals, and members of the legal and law enforcement professions regarding medicolegal death investigation.**

- Conduct the Office of the Chief Medical Examiner's Annual Training and Certification Conference that reaches an estimated 225 referenced participants each year.

### Performance Measures

- ✓ Moved administrative offices to Charleston to better serve the public and staff.

Calendar Year	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
	2003	2004	2004	2005	2006	2007
Deaths in West Virginia	21,034	21,000	20,555	21,000	21,000	21,000
Deaths referred to medical examiner	3,239	3,150	3,234	3,150	3,150	3,150
Homicides in West Virginia	99	100	82	100	100	100

*Department of Health and Human Resources*  
**Health Care Authority**

**Mission**

The Health Care Authority (HCA) will work with public and private sector entities to protect citizens from unreasonable increases in the cost of health care services; assure the collection, analysis, and dissemination of health-related information to citizens, providers, policy-makers, and other customers; promote appropriate distribution of health care services; promote quality in health care services; and promote the financial viability of the health care delivery system.

**Operations**

- Determine the average charges hospitals impose on patients.
- Determine if health facility capital expenditures are needed and are consistent with the state health plan criteria.
- Review and evaluate rural health systems program grant and/or loan applications, and prepare grant agreements.
- Collect, analyze, and disseminate health-related information to citizens, providers, policy-makers, and other customers.
- Administer responsibilities of leading the state in compliance efforts under HIPAA.
- Administer Uninsured Project under the federal Human Resources and Services Administration state planning grant with federal funds awarded.
- Use financial disclosure data to produce reports for the Governor, the Legislature, and other interested parties.
- Review and evaluate rural health systems program applications, and disburse approved funds.
- Collect, analyze, and disseminate health-related information, in serving as the state health-related data warehouse.

**Goals/Objectives**

**Administer the rural health systems program and four statutory programs—Health Care Financial Disclosure Act, hospital rate review, certificate of need, and the state health plan.**

- Constrain the rate of increase in health care costs within acute care hospitals through hospital rate review.
- Process all applications received within time frames established in rules, and prepare orders promptly through certificate of need.
- Update the state health plan through the efforts of health planning on an ongoing basis.
- Develop and revise standards for certificates of need to reflect changes in the health care industry on an ongoing basis.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Average inpatient hospital increase allowed *	6.76%	5.53%	6.18%	2.82%	6.18%	5.59%
Certificate of need applications received and processed	63	53	50	30	50	40
Excess HCA funds distributed to small rural health care providers (in millions)	\$0.59	\$0.58	\$0.50	\$0.66	\$0.50	\$0.65

\* The average inpatient hospital rate increase allowed measures the aggregate percentage rate increase for hospitals who file standard increase requests in a given fiscal year. In 2005, a much smaller number of hospitals filed standard requests that impacted the percentage increase received (2.82%). The drop in standard requests was due to the revision to benchmarking, a streamlined methodology that gives automatic increases to hospitals who qualify. The revision resulted in many more hospitals being eligible for automatic increases. Automatic increases are not included in the performance measure.



Health Care Authority  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Health Care Authority	47.00	\$5,513,927	\$8,746,608	\$7,527,083	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>47.00</b>	<b>5,513,927</b>	<b>8,746,608</b>	<b>7,527,083</b>	<b>7,567,491</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		283,756	200,000	200,000	200,000
<b>Subtotal: Federal Fund</b>		<b>283,756</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		41.00	43.00	43.00	43.00
Total Personal Services		1,700,425	2,243,904	2,209,704	2,243,904
Employee Benefits		485,615	688,250	682,042	688,250
Other Expenses		2,620,727	3,689,545	3,689,545	3,689,545
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>4,806,767</b>	<b>6,621,699</b>	<b>6,581,291</b>	<b>6,621,699</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		4.00	4.00	4.00	4.00
Total Personal Services		136,213	191,758	197,766	197,766
Employee Benefits		45,013	65,569	71,900	71,900
Other Expenses		242,178	1,667,582	476,126	476,126
<b>Subtotal: Nonappropriated Special Fund</b>		<b>423,404</b>	<b>1,924,909</b>	<b>745,792</b>	<b>745,792</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>45.00</b>	<b>47.00</b>	<b>47.00</b>	<b>47.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$5,513,927</b>	<b>\$8,746,608</b>	<b>\$7,527,083</b>	<b>\$7,567,491</b>

*Department of Health and Human Resources*  
**Human Rights Commission**

**Mission**

The West Virginia Human Rights Commission will encourage and endeavor to bring about respect, tolerance, and mutual understanding among all citizens of West Virginia regardless of race, gender, religious persuasion, ethnicity, or disability. The commission will administer and ensure adherence to, through investigation and adjudication, the Human Rights Act and the Fair Housing Act, which prohibit discrimination in employment, housing, and places of public accommodation.

**Operations**

- Receive, investigate, and adjudicate allegations of unlawful discrimination.
- Implement and promote programs that encourage a greater equality of rights among West Virginia citizens and spawn a climate of mutual understanding and respect among all racial, gender, religious, ethnic, or disability groups.
- Oversee the activities of the West Virginia Hate Crimes Task Force in planning and implementing initiatives and programs designed to identify and eradicate bias-motivated crimes and other similar manifestations of intolerance throughout the state.

**Goals/Objectives**

- Reduce intolerance, and encourage acceptance of diversity throughout West Virginia.
- Utilize mediation and conciliation programs as an alternative in order to resolve disputes.
- Develop relationships with industry, management and labor, secondary and higher education systems, commercial enterprises, and communities to create opportunities to discourage discrimination.
- Process 450 cases (per the federal contract guidelines) for the federal Housing and Urban Development (HUD) and the U.S. Equal Employment Opportunity Commission (EEOC).
- Conduct a yearly human rights conference to engage representatives from state and county governments, management and labor leaders, educators, civic leaders, and citizens representing all cultures within the state to create opportunities and develop strategies for promoting harmony, mutual respect, and equal protection under the laws for all citizens of West Virginia.

**Performance Measures**

- ✓ Conducted the West Virginia Civil Rights Day, through joint efforts, in which thirteen individuals were recognized for their efforts in the civil rights movement over the years.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
HUD and EEOC cases processed	420	480	500	430	450	450



Human Rights Commission

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Human Rights Commission	31.00	\$1,541,932	\$1,724,871	\$1,700,600	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>31.00</b>	<b>1,541,932</b>	<b>1,724,871</b>	<b>1,700,600</b>	<b>1,732,221</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		22.00	22.00	22.00	22.00
Total Personal Services		648,203	698,167	683,467	705,517
Employee Benefits		209,445	227,238	224,705	224,705
Other Expenses		274,144	279,428	281,961	281,961
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>1,131,792</b>	<b>1,204,833</b>	<b>1,190,133</b>	<b>1,212,183</b>
<b>Federal Fund</b>					
FTE Positions		9.00	9.00	9.00	9.00
Total Personal Services		178,283	250,722	242,622	250,722
Employee Benefits		73,609	89,923	90,840	92,311
Other Expenses		158,248	179,393	177,005	177,005
<b>Subtotal: Federal Fund</b>		<b>410,140</b>	<b>520,038</b>	<b>510,467</b>	<b>520,038</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>31.00</b>	<b>31.00</b>	<b>31.00</b>	<b>31.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$1,541,932</b>	<b>\$1,724,871</b>	<b>\$1,700,600</b>	<b>\$1,732,221</b>



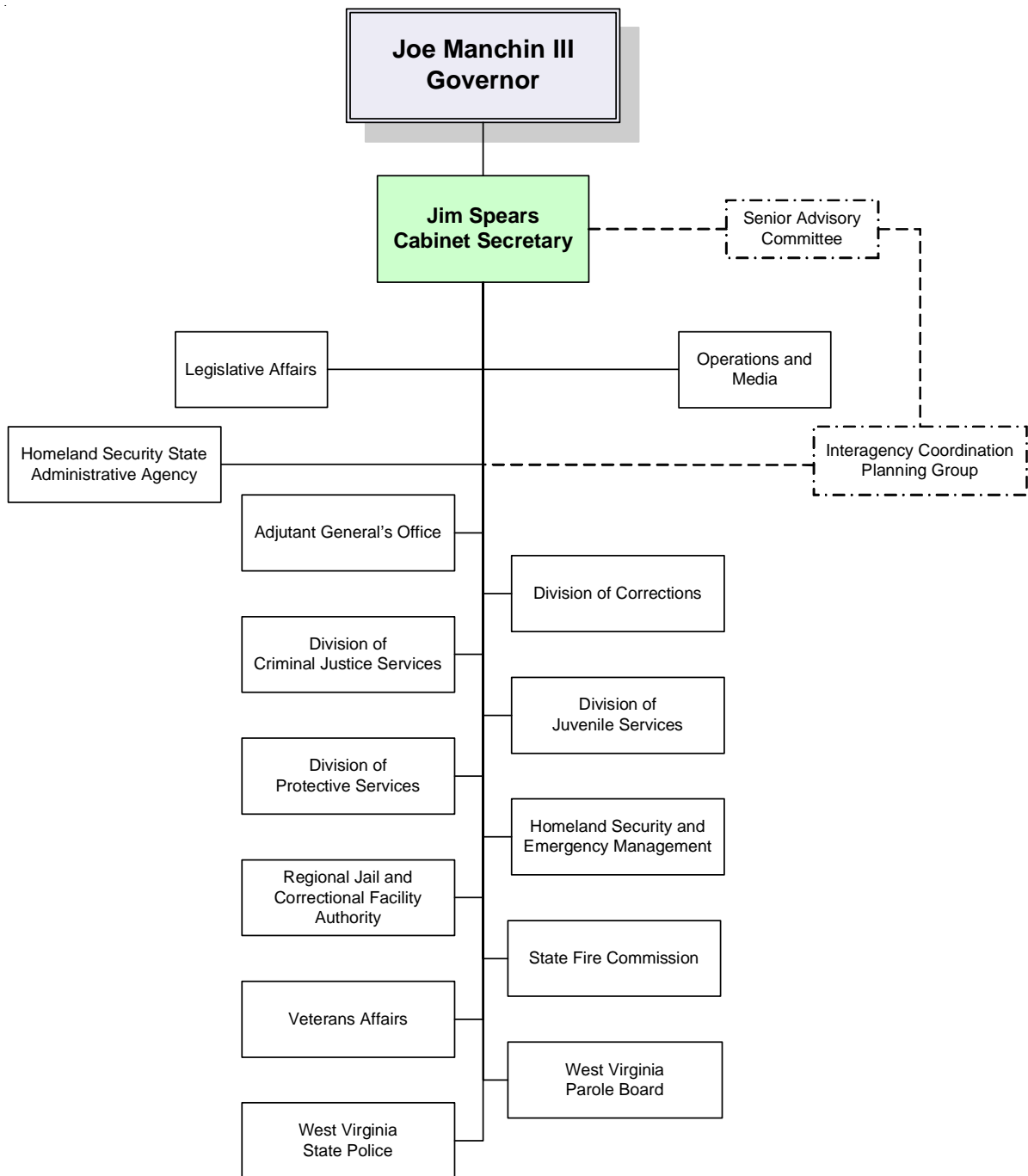


DEPARTMENT  
OF  
MILITARY AFFAIRS  
AND  
PUBLIC SAFETY





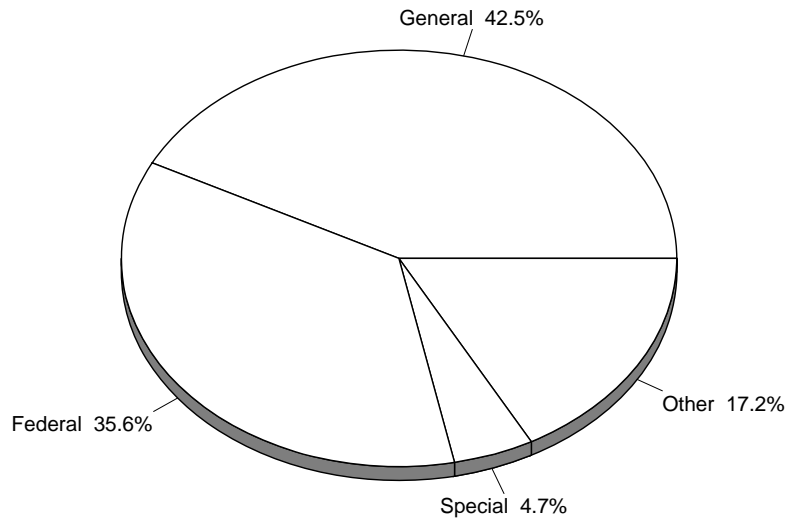
# Department of Military Affairs and Public Safety



Department of Military Affairs and Public Safety  
**Revenues and Expenditures**

**Total Available Funds**

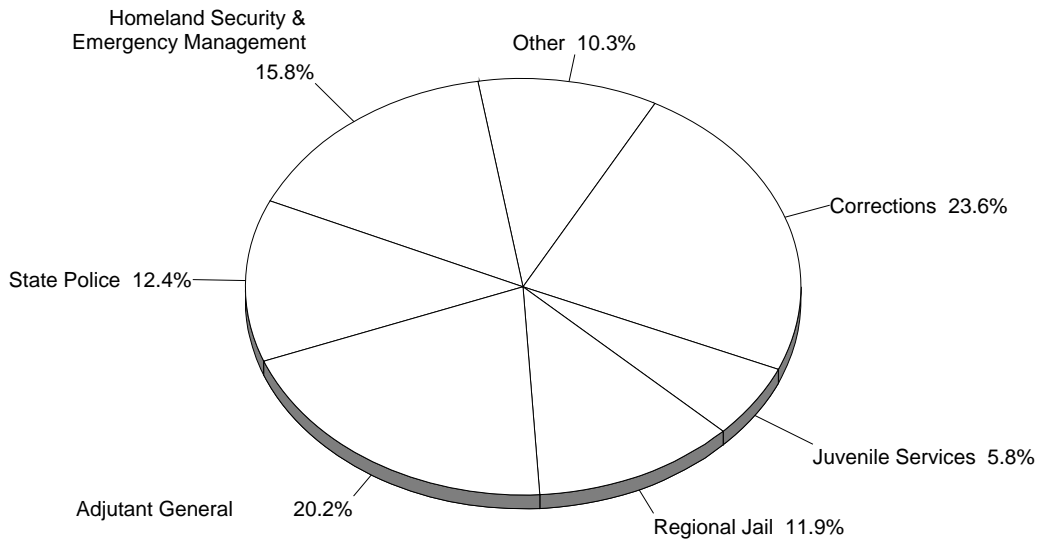
Fiscal Year 2007  
 \$644,435,573\*  
 (Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
 \$620,637,057



# Department of Military Affairs and Public Safety

## Mission

The Department of Military Affairs and Public Safety's mission is to provide for the public safety of the people of West Virginia effectively and efficiently through a highly motivated and professional workforce.

## Goals/Objectives

**Develop and maintain an effective homeland security strategy for the State of West Virginia.**

**Provide responsive and effective emergency services assistance to affected communities.**

- Provide immediate reaction to disasters, and direct follow-up action to save lives and minimize property damage.

**Provide adequate and timely law enforcement and fire protection.**

- Maintain lowest possible crime and arson rates.

**Provide necessary services to West Virginia's 198,000 veterans, and effectively operate the West Virginia Veterans Home.**

**Maintain a highly trained National Guard.**

- Maintain the ability to meet state emergencies and national contingencies.

**Operate a corrections and jail system at the lowest possible risk to the public.**

**Continually train staff and update programs throughout the department to keep pace with West Virginia's public safety requirements.**

- Maintain highly motivated, professional, well-informed staff.

## Recommended Improvements

- ✓ Additional spending authority of \$10,000,000 in the Homeland Security Federal Fund.

Office of the Secretary  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Office of the Secretary	11.00	\$471,695	\$11,540,925	\$10,862,377	
Less: Reappropriated		(290)	(672,848)	0	
<b>TOTAL BY PROGRAM</b>	<b>11.00</b>	<b>471,405</b>	<b>10,868,077</b>	<b>10,862,377</b>	<b>20,866,877</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		7.00	6.00	6.00	6.00
Total Personal Services		295,501	380,269	377,269	381,769
Employee Benefits		69,876	94,869	94,869	94,869
Other Expenses		106,318	716,005	43,157	43,157
Less: Reappropriated		(290)	(672,848)	0	0
<b>Subtotal: General Fund</b>		<b>471,405</b>	<b>518,295</b>	<b>515,295</b>	<b>519,795</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	10,000,000	10,000,000	20,000,000
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>20,000,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	20,000	20,000	20,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	5.00	5.00	5.00
Total Personal Services		0	241,450	238,750	238,750
Employee Benefits		0	88,332	88,332	88,332
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>329,782</b>	<b>327,082</b>	<b>327,082</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>7.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$471,405</b>	<b>\$10,868,077</b>	<b>\$10,862,377</b>	<b>\$20,866,877</b>

# **Adjutant General**

## **Mission**

The Adjutant General is responsible for providing Army and Air National Guard units with personnel that can successfully mobilize and deploy soldiers to meet our federal and state missions and to add value to the communities in which we live, work, and serve. The federal role is to support national security objectives while being prepared to meet the state mission requirements of protecting life and property and preserving peace, order, and public safety.

## **Operations**

- Serve as command headquarters for the operations of all Army and Air National Guard units within West Virginia.
- Participate in community support by providing training for engineer units with equipment for minor construction projects.
- Maintain the military records of all West Virginia service personnel.
- Provide and maintain armories in communities throughout the state to house National Guard units and provide community emergency centers.
- Continue armory construction program for 21st century.
- Provide funds for the necessary repairs and maintenance of armory facilities.
- Offer voluntary educational improvement to National Guard members to further their education and meet the needs of the Guard and its employees.
- Provide an educational program for high school dropouts to assist them in getting a GED and to provide educational instruction in the areas of life coping skills, employability skills, health and hygiene, citizenship, community service, physical training, and leadership/followership skills.
- Administer force protection for Army National Guard.

# Adjutant General Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Adjutant General & Division of Engineering & Facilities (Armory Board)	295.00	\$56,922,438	\$136,027,706	\$121,659,474	
Mountaineer ChalleNGe Academy	50.00	1,199,962	2,930,000	2,930,000	
West Virginia STARBASE Academy	8.00	0	490,000	500,000	
Less: Reappropriated		(6,127,898)	(13,990,410)	0	
<b>TOTAL BY PROGRAM</b>	<b>353.00</b>	<b>51,994,502</b>	<b>125,457,296</b>	<b>125,089,474</b>	<b>125,352,621</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		34.00	34.00	34.00	34.00
Total Personal Services		1,534,902	1,570,877	1,466,227	1,580,702
Employee Benefits		503,350	1,018,315	1,018,315	1,018,315
Other Expenses		13,564,389	31,989,192	18,283,782	18,198,782
Less: Reappropriated		(6,127,898)	(13,990,410)	0	0
<b>Subtotal: General Fund</b>		<b>9,474,743</b>	<b>20,587,974</b>	<b>20,768,324</b>	<b>20,797,799</b>
<b>Federal Fund</b>					
FTE Positions		230.50	267.00	267.00	267.00
Total Personal Services		6,757,440	10,035,536	8,911,289	10,035,536
Employee Benefits		2,277,993	3,564,841	3,655,722	3,655,722
Other Expenses		26,762,447	82,233,295	83,114,639	82,224,064
<b>Subtotal: Federal Fund</b>		<b>35,797,880</b>	<b>95,833,672</b>	<b>95,681,650</b>	<b>95,915,322</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		62,977	100,000	70,000	70,000
Employee Benefits		11,785	19,650	14,655	14,655
Other Expenses		344,040	516,000	154,845	154,845
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>418,802</b>	<b>635,650</b>	<b>239,500</b>	<b>239,500</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		52.00	52.00	52.00	52.00
Total Personal Services		1,234,303	1,653,638	1,655,638	1,655,638
Employee Benefits		500,881	618,150	634,498	634,498
Other Expenses		4,567,893	6,128,212	6,109,864	6,109,864
<b>Subtotal: Nonappropriated Special Fund</b>		<b>6,303,077</b>	<b>8,400,000</b>	<b>8,400,000</b>	<b>8,400,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>316.50</b>	<b>353.00</b>	<b>353.00</b>	<b>353.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$51,994,502</b>	<b>\$125,457,296</b>	<b>\$125,089,474</b>	<b>\$125,352,621</b>



Adjutant General  
**Programs**

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**Division of Engineering and Facilities (Armory Board)**

**Mission**

The Armory Board is responsible for the acquisition, design, construction, renovation, repair, and maintenance of the facilities for the West Virginia Army National Guard military force structure. Additionally, the facilities can be used for public meeting places, recreational, and other activities, including shelters for the general welfare of our citizens.

**Goals/Objectives**

- Maintain the personnel strength of all National Guard units at the maximum readiness levels authorized by the National Guard Bureau with an ultimate goal of gaining a force structure authorization of 4,300 Army troops by 2007.
- Complete all ADA facility modifications by the end of FY 2008.
- Select an architect/engineer for ADA compliance plans and specifications for the armory in Clarksburg
- Continue development of the master plan for the designation of Camp Dawson's Joint Integrated Training Center East.
- Complete in FY 2007 the following construction projects:
  - \* Army aviation support facility taxi/ramp repair in Williamstown
  - \* Reroof Buckhannon Armory
  - \* Reroof Logan Armory
  - \* Gassaway Armory expansion
  - \* Camp Dawson range rehabilitation
- Initiate programming for construction of Logan and Moorefield Reserve Centers—expected completion date is June 30, 2008.
- Continue environmental stewardship efforts through FY 2007:
  - \* Select consultants for spill prevention control and countermeasure plans at Lewisburg and Summersville.
  - \* Modify and revise the pest management plan.
  - \* Construct oil and water separators at Summersville.
- Complete construction in early FY 2006 on Reserve Centers in Eleanor, Lewisburg, and Summersville.

**Performance Measures**

- ✓ The Army National Guard mobilized over 1,212 soldiers for active duty in FY 2005.
- ✓ The Air National Guard mobilized over 1,728 airmen for active duty in FY 2005.
- ✓ Completed architect/engineer plans and specifications in FY 2005 for unit motor pool expansion located at the Huntington armory.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Completion of ADA facility modifications	22%	30%	42%	30%	48%	53%

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**Mountaineer ChalleNGe Academy**

**Mission**

The Mountaineer ChalleNGe Academy is charged with the responsibility to train and mentor selected high school dropouts to become contributing members of society.



## Goals/Objectives

The Mountaineer Challenge Academy is a program of eight core components in a quasimilitary environment during a 22-week residential stay with a one year follow-up (mentoring program) that provides a secure network of support for the young people.

- Encourage at least 75% of graduates to earn their GED before program completion.
- Encourage 100% of graduates to remain in the job market, serve in the military, or pursue further educational goals during the 12 months following program completion.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Students graduated from the academy	140	175	200	157	200	200
Students who entered the job market	39%	37%	40%	40%	40%	40%
Students who entered military service	21%	21%	20%	20%	20%	20%
Students who pursued further educational goals	40%	42%	40%	34%	40%	40%

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## West Virginia STARBASE Academy

### Mission

The mission of the federally funded STARBASE Academy is to provide innovative, educational outreach programs in unconventional settings, focusing on science, math, technology, positive personal goal setting, substance abuse prevention, and teamwork skills.

### Goals/Objectives

- Present 700 hours of academics (classroom instruction) per year—offered to fifth grade classes (and their teachers) in sessions of five hours per day, once a week, for four weeks.
- Raise the interest and improve the knowledge and skills of at-risk youth in math, science, and technology by exposing them to the technological environment and positive role models found on military bases and installations. Through experiential learning at STARBASE, students will:
  - \* Overcome the perception that the study of science, mathematics, and technology is difficult and boring.
  - \* Become more interested, knowledgeable, and skilled in these content areas.
  - \* Become aware of the need to set personal goals to achieve success.
  - \* Understand the importance and advantage of working collaboratively with others to solve problems.
  - \* Realize the negative effects of substance abuse.
  - \* Recognize the importance of remaining in school.
  - \* Be encouraged to pursue careers in the sciences.
- The long-term goal of STARBASE is to assist the next generation in becoming responsible, goal-oriented, productive citizens who value lifelong learning and are better prepared for the future.
- The objective of STARBASE is to enhance the performance and success of students who have been identified as educationally and/or economically at risk.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Academy students (fifth grade students)	1,137	2,250	1,500	2,212	2,300	2,300
Summer students	323	233	400	*64	250	250

\* The summer students dropped in FY 2005 because the children from the Kid's Camp did not participate.



Department of Military Affairs and Public Safety  
**Division of Corrections**

## **Mission**

To provide a safe, secure, and humane correctional system for the public, staff, and offenders.

## **Operations**

### *Administrative/Support*

- Prepares budget requests and expenditure schedules, and provide all payroll, personnel, and other administrative functions.
- Provides accounting services including accounts payable, procurement, and budgetary reporting and maintaining internal controls of all accounts.
- Provides all reporting for federal funds.
- Provides for monitoring and assistance to all field locations to ensure policy and procedure adherence.
- Provides management of special divisionwide projects.
- Maintains official record of each inmate and/or parolee.
- Provides oversight of all operations—5,300 inmates, 1,800 parolees, and 1,700 employees.
- Initiates divisionwide policies and procedures.
- Manages the division's management information systems.
- Provides centralized supervision of the state's parole and interstate compact program.
- Provides employee relations and human resource assistance.

### *Academy Services/Staff Training and Development*

- Provides quality training programs to ensure professional staff development of each correctional program to comply with annual in-service standards for training as provided by the American Correctional Association (ACA).
- Provides required five-week basic training program for correctional employees upon hire.
- Provides specialized training programs as necessary.
- Provides the magisterial operations for inmate disciplinary hearings at all adult facilities, work release centers, and the Anthony Correctional Center for young adult offenders.
- Administers promotion tests for correctional officer III through correctional officer VII.

### *Adult Offender Services*

- Provides safe, secure, humane institutional environment for offenders and staff.
- Provides total operational aspects including food service, laundry service, religious service, diagnostic and classifications services, work program services, counseling services, educational services, and commissary services to an adult housing capacity of approximately 3,900 inmates.
- Ensures all inmates are afforded the avenue for self-rehabilitation through programs offered prior to release.
- Provides diagnostic and evaluation services for individuals committed for such testing by the judicial system.
- Adult correctional facilities include Mount Olive Correctional Complex, Huttonsville Correctional Center, St. Mary's Correctional Center, Pruntytown Correctional Center, Denmark Correctional Center, Northern Correctional Facility, Ohio County Correctional Complex, Beckley Correctional Center, Lakin Correctional Center, and Martinsburg Correctional Center.
- Provides a more intense mental health program.
- Provides sufficient housing capacity for all state sentenced felons.
- Provides a statewide inmate medical/mental health program in compliance with the ACA and the National Commission on Correctional Health Care Standards.
- Implements reentry program plans for adult felons providing progressive and comprehensive treatment plan from the initial date of incarceration to community placement.

### *Parole Supervision Services*

- Provides supervision to approximately 1,800 parolees/interstate probationers utilizing the three-step management theory in place to ensure these individuals are meeting their terms of parole for eventual successful discharge.

## *Division of Corrections*

- Prepares postsentence investigations on all sentenced inmates to determine potential parole release.
- Prepares presentence investigations to sentencing judge, if requested.
- Provides interstate compact services in compliance with applicable rules and regulations.

### ***West Virginia Correctional Industries***

- Provides quality products at competitive pricing using inmate workforce and civilian supervision.
- Provides employment for current inmate work force of 259 in the following shops: printing, license plates, furniture reupholstering, new furniture, graphics, mattress factory, linen factory, and expansion of new industries to employ as many additional inmates as possible under the market-driven concept of industries.
- Teaches work skills and work ethics beneficial to the inmate for gainful employment upon release from state custody.

### ***Work Release/Community-Based Corrections***

- Provides housing located in Charleston and Huntington for 120 adult male and female convicted felons as they progress from institutionalized status to reentry status.
- Provides basic life skills, outside community employment, educational opportunities, and counseling transitional programs.
- Provides inmate work crews to the Division of Highways and other community agencies.

### ***Young Adult Services***

- Provides an intense, comprehensive, quality, educational, and treatment-oriented correctional program for first time male and female offenders between the ages of 18–23 adjudicated under the Youthful Offender Act at the Anthony Correctional Center.

## **Recommended Improvements**

- ✓ Includes \$2,000,000 for capital outlay and maintenance.
- ✓ Additional \$2,200,000 for inmate medical expenses.
- ✓ Additional \$4,582,693 for general operational costs, including facility expansions.
- ✓ Additional spending authority of \$336,000 in the Parolee Supervision Fees Special Revenue Fund.

*Division of Corrections*  
**Cost per Inmate**  
**FY 2003 through FY 2005**

<b>Institution</b>	<b>Average Population</b>			<b>Daily Cost per Inmate</b>		
	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Anthony Center	215	207	193	\$51.74	\$56.21	\$57.76
Beckley Correctional Center	57	60	61	\$41.45	\$38.00	\$39.23
Charleston Work Release Center	51	54	54	\$47.67	\$41.83	\$42.28
Denmar Correctional Facility	207	208	208	\$47.36	\$47.79	\$47.87
Huntington Work Release Center	62	59	59	\$31.87	\$33.05	\$37.74
Huttonsville Correctional Center	926	903	902	\$39.73	\$41.55	\$41.82
Lakin Correctional Facility	239	239	238	\$50.90	\$66.06	\$68.94
Mount Olive Correctional Complex	984	974	973	\$48.79	\$47.31	\$46.80
Northern Correctional Facility*	255	253	253	\$63.35	\$64.48	\$66.90
Ohio County Correctional Facility	54	54	56	\$64.80	\$61.52	\$62.56
Pruntytown Correctional Center	357	362	360	\$43.52	\$42.74	\$44.19
St. Mary's Correctional Facility**	315	389	506	\$81.03	\$72.36	\$57.90
Inmate medical expense***	3,243	3,282	3,380	\$9.29	\$10.49	\$10.89

\* Northern Correctional Facility is operated jointly by the Division of Corrections and the Regional Jail and Correctional Facility Authority. Data reflects the cost to the Division of Corrections and includes inmate medical.

\*\* St. Mary's Center was not at full capacity as the 192-bed addition was not completed until February 2004, skewing the average inmate population and impacting the per diem cost.

\*\*\* Inmate medical expense is administered through a divisionwide contract for the following institutions and is not included in their daily cost per inmate: Anthony Center, Denmar, Huttonsville, Lakin, Mount Olive, Pruntytown, and St. Mary's.



# Educational Expenditures for Juvenile and Adult Institutions\* FY 2003 through FY 2005

Juvenile and Youthful Offender Institutions	Students			Cost per Juvenile**		
	2003	2004	2005	2003	2004	2005
Board of Child Care	27	37	50	\$10,596	\$19,878	\$12,616
Burlington Beckley Center	30	30	30	\$13,501	\$17,314	***\$25,876
Elkins Mountain School	59	59	59	\$11,564	\$12,630	\$12,414
Anthony Correctional Center	215	196	193	\$5,652	\$6,210	\$6,314
Barboursville School	22	22	22	\$27,971	\$28,479	\$29,885
Davis Correctional Center	47	37	33	\$15,598	\$22,662	\$26,721
WV Industrial Home for Youth	154	180	161	\$11,078	\$9,013	\$10,547
Pressley Ridge at White Oak Village	61	61	61	\$13,269	\$14,860	\$14,748
Davis-Stuart School	47	47	47	\$11,514	\$10,397	\$12,121
West Virginia Children's Home	25	25	25	\$9,768	\$12,097	\$11,255
Juvenile detention centers	81	***111	118	\$10,133	\$12,902	\$15,986
	<b>Average Cost</b>			<b>\$10,493</b>	<b>\$11,842</b>	<b>\$13,123</b>

Adult Institutions	Inmates			Cost per Inmate**		
	2003	2004	2005	2003	2004	2005
Lakin Correction Center for Women	239	239	238	\$1,203	\$1,666	\$1,640
Huttonsville Correctional Center	926	903	902	\$1,201	\$1,057	\$1,090
Pruntytown Correctional Center	357	362	360	\$604	\$633	\$826
Northern Regional Jail and Ohio County Correctional Center	576	577	613	\$999	\$1,211	\$1,046
Mount Olive Correctional Facility	984	974	973	\$837	\$736	\$737
Denmar Correctional Center	207	208	208	\$1,419	\$1,455	\$1,475
St. Mary's Correctional Center	315	389	506	\$994	\$1,076	\$1,096
	<b>Average Cost</b>			<b>\$1,005</b>	<b>\$1,019</b>	<b>\$1,024</b>
Regional jails (seven)	2,373	2,827	3,241	\$308	\$170	\$190

\* Data reflects the cost to the Department of Education.

\*\* Costs reflect 12 months of education.

\*\*\* Increased costs reflect construction of a new building.

\*\*\*\* The number of juvenile detention centers increased from five in FY 2003 to seven in FY 2004.

*Division of Corrections*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative/Support Services & West Virginia Correctional Industries	120.25	\$12,763,671	\$14,739,260	\$14,454,354	
Academy Services/Staff Development & Training	22.00	997,157	1,035,887	868,831	
Adult Offender Services	1,614.30	104,758,982	118,290,748	108,391,909	
Parole Supervision Services	51.00	2,446,479	2,400,896	2,400,896	
Work Release/Community Corrections	36.00	1,670,314	1,627,495	1,627,495	
Young Adult Offender Services	101.30	4,271,605	4,555,013	4,555,013	
Less: Reappropriated		(10,750,444)	(9,107,407)	0	
<b>TOTAL BY PROGRAM</b>	<b>1,944.85</b>	<b>116,157,764</b>	<b>133,541,892</b>	<b>132,298,498</b>	<b>146,257,663</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		1,703.06	1,879.06	1,879.06	1,879.06
Total Personal Services		41,574,388	45,823,646	44,585,240	48,026,861
Employee Benefits		17,859,594	19,564,495	19,564,495	20,177,676
Other Expenses		55,338,842	66,927,783	57,820,376	67,383,751
Less: Reappropriated		(10,750,444)	(9,107,407)	0	0
<b>Subtotal: General Fund</b>		<b>104,022,380</b>	<b>123,208,517</b>	<b>121,970,111</b>	<b>135,588,288</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		3,536	0	0	0
Employee Benefits		753	0	0	0
Other Expenses		43,723	650,000	650,000	650,000
<b>Subtotal: Federal Fund</b>		<b>48,012</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		3.69	3.69	3.69	5.69
Total Personal Services		118,425	122,646	118,425	261,846
Employee Benefits		52,130	52,897	52,130	91,177
Other Expenses		4,177,609	212,684	212,684	371,204
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>4,348,164</b>	<b>388,227</b>	<b>383,239</b>	<b>724,227</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		62.10	62.10	62.10	62.10
Total Personal Services		2,065,699	2,191,953	2,191,953	2,191,953
Employee Benefits		604,102	715,360	715,360	715,360
Other Expenses		5,069,407	6,387,835	6,387,835	6,387,835
<b>Subtotal: Nonappropriated Special Fund</b>		<b>7,739,208</b>	<b>9,295,148</b>	<b>9,295,148</b>	<b>9,295,148</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>1,768.85</b>	<b>1,944.85</b>	<b>1,944.85</b>	<b>1,946.85</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$116,157,764</b>	<b>\$133,541,892</b>	<b>\$132,298,498</b>	<b>\$146,257,663</b>



## Programs

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### ***Administrative/Support Services***

#### **Mission**

Administrative/Support Service provides for the efficient and timely delivery of all administrative and support functions while providing technical assistance to field units to ensure compliance and integrity with all policies and procedures.

#### **Goals/Objectives**

**Provide leadership training for executive and management staff.**

- Ensure compliance with affirmative action.
- Ensure divisionwide funding is allocated appropriately, and monitor expenditures for fiscal integrity.
- Monitor compliance with division rules and regulations, as well as other applicable regulations used by division officials.
- Ensure fair treatment of every individual employed by the division.
- Formulate division policy directives in compliance with ACA standards applicable in all rules and regulations that require management accountability in all areas.
- Empower the division's employees with training and information necessary for each to develop professionally.
- Assist all field personnel with timely information and responses to all of their requests.
- Establish an employee assessment program.
- Implement phases II and III of the newly developed, automated Inmate Management Information System for full operational mode by the end of FY 2007.
- Request continuous upgrade of employee salaries.
- Outsource inmate commissary services by January 2006.
- Evaluate option of standard, consistent inmate law library services through automated plan by February 2006.
- Secure funding for capital renovation projects for aged facilities and equipment (including critical life/safety/health and security).

#### **Performance Measures**

- ✓ Provided ongoing management of inmate transfers from jails to state facilities as space permits. As of June 30, 2005, approximately 1,286 sentenced felons awaited transfer and another 108 inmates are under a contracted agreement with McDowell County Jail.
- ✓ Completed the RFP for outsourcing commissary services, and the contract is award pending.
- ✓ Completed and implemented 60% of the automated Inmate Management Information System.

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### ***Academy Services/Staff Development and Training***

#### **Mission**

The West Virginia Corrections Academy is dedicated to providing quality training and staff development for each correctional employee as required by division policy and ACA standards.

#### **Goals/Objectives**

- Ensure each staff member attains 40 hours annual in-service training by providing continual training sessions on variety of issues to staff and by increasing the specialized training classes offered for the development of all employees.
- Ensure every correctional officer receives 40 hours of institutional orientation upon hire at facilities.
- Ensure every correctional officer completes the five week basic training within one year of hire in compliance with ACA standards.

*Division of Corrections Programs*

- Provide leadership to promote a career concept in the Division of Corrections rather than “just a job.”
- Market to correctional officers agreements with colleges whereby the basic training and specialized training are credited towards applied science degrees. (Current agreements are in place with five West Virginia postsecondary educational facilities.)

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Staff completing 40 hours annual in-service training	N/A	93%	100%	95%	100%	100%
Newly-hired staff receiving 40-hours institutional orientation training	100%	100%	100%	100%	100%	100%
New employees completing five-week basic training within one year of hire date	100%	100%	100%	95%	95%	95%

## Adult Offender Services

### Mission

Adult Offender Service provides a safe, secure, and humane environment for offenders, staff, and public while providing quality services as required by statute, court orders, and ACA standards.

### Goals/Objectives

**Provide housing for every state-sentenced inmate.**

- Open the 120-bed Martinsburg Correctional Center during FY 2006.
- Open the proposed Lakin minimum security addition housing 120 inmates by April 2006.
- Open the 200 bed housing addition at Huttonsville Correctional Center in July 2006.
- Contract with the McDowell County Commission Stevens Facility to provide correctional facility and total services for 300 inmates—projected completion date December 2005.
- Secure funding for completion of the St. Mary’s Correctional Center.
- Secure ACA accreditation for all adult facilities and secure reaccreditation in October 2005 for the Northern Correctional Facility.
- Secure funding for an additional 1,500-bed housing expansion as projected by the West Virginia Division of Criminal Justice Services Statistical Analysis Center.
- Implement the (federal) Serious and Violent Offender Reentry Initiative, developing appropriate programming modules from the date the inmate enters the prison system to release, according to the inmate’s needs/ offense/classification and risk factors for successful community placement.

## Performance Measures

- ✓ Received the National Commission on Correctional Healthcare accreditation at all facilities under comprehensive Inmate Medical/Mental Health contractual services through Correctional Medical Systems in June 2003 and continue to be reaccredited.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Adult inmate housing capacity (operational)*	3,880	4,070	4,190	4,070	4,610	4,810

\* All of the data includes contracted McDowell County Correctional Center. Starting with FY 2005, data includes the 120-bed Martinsburg Correctional Center scheduled tentatively to begin housing inmates April 2005. Starting with FY 2006, data includes the 120-bed Lakin Correctional Center Expansion minimum security dorm and the 300-bed proposed Stephens’ Facility in McDowell County. Starting with FY 2007, data includes the 200-bed addition to Huttonsville.

## Parole Supervision Services

### Mission

Parole Supervision Services provides necessary level of supervision and availability of programs to enable the parolee to be a more productive individual upon release from parole custody.

### Goals/Objectives

#### Prepare parolee for eventual community release.

- Provide maximum/medium/minimum supervisory management to monitor parolee activities to prevent return to incarceration.
- Prepare parolee for reentry by providing an avenue for assistance in social skills, substance abuse, employment, and counseling with added emphasis on sex offenders and repeat drug users.
- Continue electronic tracking of certain offenders in community to reduce jail fees but not risking public safety.
- Continue implementation of community supervision practices throughout the state.
- Increase parole officers and support staff salaries, and enhance services to parolees from increased collections.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Parolee collections*	\$309,882	\$348,516	\$700,000	\$651,105	\$700,000	\$700,000
Total parole caseload closures by revocation	38%	33%	35%	40%	35%	35%
Parolees testing negative for drug/alcohol abuse	96%	94%	95%	94%	95%	95%
Average number of parolees on electronic monitoring	38	22	25	23	25	25

\* Parolees are employed in communities and pay a monthly \$40 supervision fee as required by law or perform community service work as a substitute for the fee.

## West Virginia Correctional Industries

### Mission

Prison Industries employs the maximum number of eligible inmates possible in meaningful productivity producing quality products at competitive pricing.

### Goals/Objectives

- Increase employment to a minimum of 270 inmates in FY 2006.
- Increase sales by \$800,000 by June 30, 2006.
- Develop enhanced marketing strategies.
- Ongoing effort to enforce state use law as provided by West Virginia Code through telephone contacts with agencies requesting waivers and working with the Purchasing Division on outsourcing.
- Continue to enhance Web site to provide on-line ordering and customer registration.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Inmate employment	244	259	265	228	270	270
Sales volume (in millions)	\$7.2	\$7.1	\$7.3	\$6.7	\$7.5	\$7.5





## Work Release/Community Corrections

### Mission

Work Release/Community Corrections provides a meaningful, transitional life-style program from incarceration to release into society, maintaining the safety and security of residents, staff, and public.

### Goals/Objectives

**Place accountability and responsibility on inmate to pay portion of incarceration.**

- Collect \$120 monthly from each inmate in program.
- Perform a team evaluation on each eligible inmate using the DOC risk assessment instrument as the guide for acceptance to work release status. (This team evaluation and instrument reduces the risk of negative impact on public safety.)

**Ensure inmate is functioning within regulations of Work Release program for release to parole custody.**

- Assist inmate with responsibility as to work, family, and socialization, thereby reducing the recidivism rate and public safety risk to society.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Inmates paroled from program	70%	72%	75%	78%	75%	75%
Inmates employed in community placements during program	88%	90%	95%	95%	95%	95%

## Young Adult Offender Services—Anthony Center

### Mission

Young Adult Offender Services—Anthony Center provides an intense comprehensive quality treatment correctional program for residents' successful return to communities, ensuring a safe, secure, and humane environment during placement at facility.

### Goals/Objectives

- Maintain in place academic and vocational programs to assist residents in gainful employment.
- Maintain a disciplinary system and counseling system restructuring the offender's behavior patterns.
- Redirect the offender's lifestyle approach so as to minimize the possibility of a return to the correctional system.
- Continue implementation of structured treatment/discipline program for selective offenders.
- Maintain American Correctional Association accreditation—the facility will be under review May 2006.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
New youthful offenders sentenced by the courts	271	247	250	220	250	250
Youth who successfully completed programs/returned to community	148	196	200	180	200	200
Youth who received GED prior to release	80	102	100	84	100	100

# Division of Criminal Justice Services

## Mission

The Division of Criminal Justice Services is the designated state criminal justice planning agency. The division is responsible for fostering the public safety in West Virginia by providing planning, system coordination, grant administration, training and technical assistance, monitoring, research, statistical services, and law enforcement training certification.

## Operations

Although providing many different types of services for all aspects of West Virginia's criminal justice system, the division is organized in the following structure for efficiency:

### *Operations Section*

This section provides administrative support in the areas of fiscal control and personnel and includes one program—Law Enforcement Training and Certification.

### *Programs Section*

This section provides planning, system coordination, grants administration, monitoring, training and technical assistance services, and research and statistical services. Several grant programs make up this section.

## Recommended Improvements

- ✓ Additional spending authority of \$500,000 for the Court Security Special Revenue Fund.

Division of Criminal Justice Services

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	3.97	\$274,718	\$280,675	\$216,765	
Bulletproof Vest Partnership Program	0.00	4,235	21,000	21,000	
Byrne Justice Assistance Grant	9.06	3,468,744	4,122,636	4,145,426	
Court Security Fund	0.00	1,254,386	1,050,000	1,050,000	
Criminal Justice Research & Development	0.00	0	0	87,783	
Criminal Justice Statistical Analysis Center	1.43	106,357	98,607	98,607	
Enforcing the Underage Drinking Laws Grant Program	0.36	404,654	360,000	360,000	
Juvenile Accountability Incentive Block Grant	1.72	1,385,851	572,263	572,263	
Juvenile Justice & Delinquency Prevention- Title II	2.08	774,859	811,138	816,301	
Juvenile Justice Challenge Grants	0.00	15,155	0	0	
Law Enforcement Training	0.70	652,504	840,000	840,000	
Local Law Enforcement Block Grants	0.18	936,897	947,069	0	
National Criminal History Improvement	0.55	556,335	503,879	512,546	
Paul Coverdell National Forensic Science Program	0.06	32,917	50,000	80,000	
Project Safe Neighborhood/Research Partner & Crime Analyst Grant	2.21	229,350	300,000	300,000	
Residential Substance Abuse Treatment for State Prisoners	0.32	351,561	427,464	406,109	
Rural Domestic Violence & Child Victimization Enforcement Program	0.28	264,121	552,000	500,000	
Safe & Drug Free Communities	0.36	579,459	635,659	623,846	
State Incentive Grant Program	0.00	0	1,000,000	2,350,965	
Stop Violence Against Women	1.35	1,157,686	1,232,000	1,200,000	
Title V-Incentive Grants for Local Delinquency Prevention	0.95	47,181	100,000	100,000	
Victims Assistance	2.16	2,904,192	2,572,000	2,500,000	
Violent Offender Incarceration	0.88	3,947,684	2,394,535	0	
West Virginia Community Corrections Program	1.88	684,076	3,460,220	2,800,000	
Less: Reappropriated		0	(660,220)	0	
<b>TOTAL BY PROGRAM</b>	<b>30.50</b>	<b>20,032,922</b>	<b>21,670,925</b>	<b>19,581,611</b>	<b>21,223,899</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		7.81	6.64	6.64	6.64
Total Personal Services		270,379	276,555	271,934	278,734
Employee Benefits		87,721	91,580	91,664	91,664
Other Expenses		279,228	1,598,372	938,156	938,156
Less: Reappropriated		0	(660,220)	0	0
<b>Subtotal: General Fund</b>		<b>637,328</b>	<b>1,306,287</b>	<b>1,301,754</b>	<b>1,308,554</b>
<b>Federal Fund</b>					
FTE Positions		21.27	21.19	20.03	20.03
Total Personal Services		659,220	769,984	706,386	769,984
Employee Benefits		212,648	269,998	255,396	269,998
Other Expenses		16,072,540	15,432,231	13,428,075	14,482,938
<b>Subtotal: Federal Fund</b>		<b>16,944,408</b>	<b>16,472,213</b>	<b>14,389,857</b>	<b>15,522,920</b>



*Division of Criminal Justice Services Expenditures*

(Continued)

	<b>TOTAL FTE POSITIONS 11/30/2005</b>	<b>ACTUALS FY 2005</b>	<b>BUDGETED FY 2006</b>	<b>REQUESTED FY 2007</b>	<b>GOVERNOR'S RECOMMENDATION</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.91	1.98	3.14	3.14
Total Personal Services		30,463	65,438	107,174	107,174
Employee Benefits		11,019	23,526	39,548	39,548
Other Expenses		1,757,200	2,963,461	2,903,278	3,405,703
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>1,798,682</b>	<b>3,052,425</b>	<b>3,050,000</b>	<b>3,552,425</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.70	0.69	0.69	0.69
Total Personal Services		27,285	26,320	37,504	37,504
Employee Benefits		7,398	9,894	7,372	7,372
Other Expenses		617,821	803,786	795,124	795,124
<b>Subtotal: Nonappropriated Special Fund</b>		<b>652,504</b>	<b>840,000</b>	<b>840,000</b>	<b>840,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>30.69</b>	<b>30.50</b>	<b>30.50</b>	<b>30.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$20,032,922</b>	<b>\$21,670,925</b>	<b>\$19,581,611</b>	<b>\$21,223,899</b>



## Programs

### ***Bulletproof Vest Partnership Program***

#### **Mission**

The Bulletproof Vest Partnership Act of 2000 was enacted to save lives of officers by helping to equip state, local, and tribal law enforcement officials with ballistic and stab resistant vests. This program provides priority funding to jurisdictions with less than 100,000 persons and will pay up to 50% of the total vest cost.

#### **Goals/Objectives**

- Provide all state level West Virginia law enforcement officers with ballistic and stab resistant vests.

#### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Participating state agencies	4	4	5	*0	5	5
Armor vests purchased	200	35	30	*0	30	30
Federal funding provided	\$16,000	\$11,064	\$10,000	\$14,852	\$10,000	\$10,000

\* West Virginia did not receive the FY 2005 funds from the federal government until FY 2006.

### ***Byrne—Justice Assistance Grant Program***

#### **Mission**

Enhance the quality of life in West Virginia through the fostering of a crime-free environment within local communities; help ensure a swift, efficient, and effective criminal justice system reflective of the priorities of the community; and expand public awareness of the government system and the public's rights and responsibilities within the criminal justice system.

#### **Goals/Objectives**

- Reduce the amount of drugs being brought into and manufactured in West Virginia.
- Reduce domestic violence in West Virginia by increasing the uniformity of response by law enforcement/courts and by education and treatment.
- Reduce sexual offenses through awareness, increased reporting and improved investigation, prosecution, counseling, and treatment.
- Reduce juvenile delinquency in West Virginia by ensuring youth are held accountable for their actions.
- Reduce the number of crimes against a person, with emphasis on crimes against the elderly.
- Ensure cooperation/communication between Homeland Security and the Criminal Justice System.

#### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
DARE graduates	700	633	150	156	0	0
Drug and violent crime arrests	983	1,010	1,000	1,169	1,200	1,300
Offenders treated	3,338	394	2,000	2,459	1,200	1,200



## **Court Security Fund**

### **Mission**

The West Virginia Court Security Fund was established to enhance the security of all county court facilities in West Virginia.

### **Goals/Objectives**

- Review county security plans.
- Award grant funds to assist in the implementation of the security plans.
- Compile and maintain a list of available law enforcement officers qualified to serve as bailiffs in court facilities, and distribute to all county sheriffs for recruiting and hiring temporary, part-time, or occasional bailiffs.
- Set minimum training standards, and designate specific agencies or institutions to administer training for bailiffs.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Plans and grants approved	21	24	30	26	30	30
Bailiffs trained	64	65	65	65	0	65

## **Criminal Justice Research and Development Program**

### **Mission**

Determine how to make community corrections programs more effective and efficient.

### **Goals/Objectives**

- Produce a descriptive report in FY 2006 to explain the current community corrections process in West Virginia.

### **Performance Measures**

This is a new project for FY 2006.

## **Criminal Justice Statistical Analysis Center**

### **Mission**

The Criminal Justice Statistical Analysis Center's mission is to generate statistical and analytical products concerning crime and the criminal justice system for the public and justice system professionals and policymakers, establishing a basis for sound policy and practical decisions for the criminal justice system in West Virginia.

### **Goals/Objectives**

**Build criminal justice system ownership of the Criminal Justice Statistical Analysis Center by encouraging its active and constructive participation in criminal justice research.**

- Identify participant agencies and organizations.

## *Division of Criminal Justice Services Programs*

- Organize an oversight committee of all functional participants responsible for research priorities and program plan, and assist with research design and implementation.
- Maximize communication among the Technical Advisory Committee and staff.

### **Develop a more accurate picture of crime and the criminal justice system through objective data collection, analysis, and publication.**

- Identify data sources, gaps, and weaknesses.
- Perform requirements analysis of databases.
- Establish direct links to databases.
- Initiate data collection and analysis.
- Develop a two-tiered information dissemination plan.

### **Research and produce the following reports:**

- \* “Using NIBRS data to Measure the Availability of Illegal Guns in West Virginia”
- \* “The Risk of Violent Crime Victimization in the State of West Virginia Over a Lifetime”
- \* “Improving Measures of Crime: Statistical Adjustments to Police Crime Data”
- \* Project Safe Neighborhoods: An Evaluation of West Virginia’s “Hard-Time” and “Project Safe Homes” Initiatives
- \* Child Abuse and Neglect Case Status Report 2004
- \* STOP Violence Against Women, Project Evaluation FY 2004

## **Performance Measures**

- ✓ Produced the following reports and/or research:
  - \* West Virginia Juvenile Court Statistics Report, 2001–2003
  - \* West Virginia Correctional Population Forecast, 2004–2014: A Study of the State’s Prison Population
  - \* 2004 Magistrate and Circuit Court Report
  - \* 2004 Juror Qualification Report
  - \* Rural Domestic Violence and Child Victimization Enforcement Program, Project Evaluation (Project Year 2002–2004)
  - \* West Virginia Criminal History Data Quality Review 2005
  - \* West Virginia Juvenile Detention Report 2001–2003
  - \* West Virginia Juvenile Corrections Report 2001–2003
  - \* Rural Domestic Violence and Child Victimization Enforcement Program, Project Evaluation (Project Year 2004–2006)
  - \* Drug and Violent Crime Control Arrest Report, 2003–2004
  - \* West Virginia Violent Crime Arrest Report, 2000–2004

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## ***Enforcing the Underage Drinking Laws Grant Program***

### **Mission**

Help enforce state laws prohibiting the sale of alcoholic beverages to minors, and prevent the purchase or consumption of alcoholic beverages by minors.

### **Goals/Objectives**

- Socially market, in an effective and efficient manner, the message of preventing underage drinking.
- Get out the message of preventing underage drinking to as many of the state’s youth as possible.
- Promote messages that are meaningful and effective for youth.
- Increase the involvement of the state’s youth in preventing underage drinking.

*Division of Criminal Justice Services Programs*

- Increase the involvement of parents and teachers in prevention efforts.
- Involve and collaborate with other state prevention efforts targeting underage drinking.
- Utilize the underage drinking prevention messages to impact community norms concerning underage drinking.
- Develop and implement innovative comprehensive community underage drinking programs that include an enforcement component, as well as prevention, intervention, and follow-up.
- Form an interagency task force made up of local agencies and youth leadership deemed appropriate to address the problem of underage drinking through a multidisciplinary approach.
- Provide advertising and/or education on the hazards and consequences of underage drinking.
- Conduct sting operations that target establishments that sell alcoholic beverages to underage youth.
- Fine persons selling, purchasing, or giving alcoholic beverages to underage youth.
- Identify underage youth attempting to purchase alcohol.
- Provide mandatory intervention, diversion, and educational programming on underage drinking and community service for youth identified as attempting to purchase alcohol.
- Provide a follow-up consultation at one month, three months, and six months, to youth identified as attempting to purchase alcohol.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Projects funded	13	12	15	13	15	15
Youth served	18,000	10,000	10,000	10,000	10,000	10,000

***Juvenile Accountability Incentive Block Grant***

**Mission**

This program was established to address the growing problem of juvenile crime by promoting greater accountability in the juvenile justice system.

**Goals/Objectives**

- Build, expand, renovate, or operate temporary or permanent juvenile correction or detention facilities, including training of correctional personnel.
- Develop and administer accountability-based sanctions for juvenile offenders.
- Provide funding to enable prosecutors to address more effectively drug, gang, and youth violence problems.
- Provide funding for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
- Provide funding to enable juvenile courts and juvenile probation offices to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
- Establish court-based juvenile justice programs that target young firearms offenders through the establishment of juvenile gun courts for the adjudication and prosecution of juvenile firearms offenders.
- Establish drug court programs for juveniles so as to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to provide the integrated administration of other sanctions and services.
- Establish and maintain interagency information-sharing programs that enable the juvenile and criminal justice system, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.





## Division of Criminal Justice Services Programs

- Establish and maintain accountability-based programs that work with juvenile offenders who are referred by law enforcement agencies (or programs designed in cooperation with law enforcement officials) to protect students and school personnel from drug, gang, and youth violence.
- Implement a policy of controlled substance testing for appropriate categories of juveniles within the juvenile justice system.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Funds used for facilities	10%	5%	15%	0%	15%	0%
Funds used to develop sanctions	40%	45%	35%	54%	35%	50%
Funds used for judges, etc.	50%	50%	50%	46%	50%	50%

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## Juvenile Justice and Delinquency Prevention-Title II

### Mission

Prevent and reduce juvenile delinquency and improve the juvenile justice system in West Virginia.

### Goals/Objectives

- Provide funding to communities for programs that will prevent juveniles' involvement in delinquent activities by educating the public, juvenile justice professionals, and legislators.
- Reduce the number of status offenders in the juvenile justice system by offering alternatives to formal adjudication and interventions.
- Implement the prevention/resource officer program in local schools to educate students on juvenile crime and juvenile issues, promote deterrence to juvenile crime in the school and in the community, and provide a positive role model and mentor to students and community.
- Provide restitution and diversionary programs to hold juvenile offenders accountable for their actions.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Projects funded	22	23	30	23	30	30
Youth served	9,000	10,000	10,000	10,000	10,000	10,000

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## Juvenile Justice Challenge Grants

### Mission

Give incentives to communities and state agencies to go beyond traditional juvenile programming and to develop, adopt, and improve polices and programs for the juvenile justice system.

### Goals/Objectives

**Develop and implement on a statewide basis community-based, structured diversion programs and alternatives to incarceration for juvenile offenders.**

- Develop programs designed to divert nonviolent juvenile offenders away from the juvenile justice system and/or provide an alternative to incarceration for nonviolent juvenile offenders.
- Provide day treatment programming to aid in the rehabilitation of the juvenile offender.

**Develop an assessment tool for West Virginia youth: West Virginia youth need the availability of residential and community-based diagnostic and assessment services that will assist the youth, family, and community with more optimum service/treatment planning options.**

- Specific objectives are being developed for final implementation and development of assessment tool—testing of tool in FY 2005, with implementation in FY 2006.

## Performance Measures

- ✓ The assessment tool has been developed, tested, and is in place.

## Law Enforcement Training

### Mission

Provide training and certification to West Virginia law enforcement officers.

### Goals/Objectives

- Provide basic entry-level training for law enforcement officers.
- Provide instructor development and specialized, supervisory, and management level training.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Basic officers trained	164	211	200	164	200	170

## Local Law Enforcement Block Grants

### Mission

Assist local units of government and State Police detachments that provide law enforcement services to units of local government for the purposes of reducing crime and improving public safety.

### Goals/Objectives

- Support law enforcement in such areas as hiring and training of personnel; paying overtime; and procuring equipment, technology, and other material directly related to basic law enforcement functions.
- Enhance security measures in and around schools or any other facility or location that the unit of local government considers a special risk for incidents of crime.
- Establish or support drug courts.
- Enhance the adjudication of cases involving violent offenders, including cases involving violent juvenile offenders.
- Establish a multijurisdictional task force, particularly in rural areas, composed of law enforcement officials representing units of local government; this task force will work to prevent and control crime.
- Establish crime prevention programs involving cooperation between community residents and law enforcement personnel to control, detect, or investigate crime or the prosecution of criminals.
- Defray the cost of indemnification insurance for law enforcement officers.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Projects funded	22	38	25	26	0	0
Amount funded	\$474,167	\$604,563	\$339,575	\$342,720	\$0	\$0

## National Criminal History Improvement

### Mission

Build an accurate and accessible system of criminal history records, strengthening the nation's capabilities to identify felons who attempt to purchase firearms, strengthening the nation's capabilities of identifying persons other than felons who are ineligible to purchase firearms, and advancing the efforts of protecting from abuse the children, the elderly, and the disabled.

### Goals/Objectives

- Meet timetables for criminal history record completeness and participation in the FBI's interstate identification index established for each state by the U. S. Attorney General.
- Improve the level of criminal history record automation, accuracy, and completeness.
- Expand and enhance participation in the National Instant Criminal Background Check system.
- Develop model procedures for accessing records of persons other than felons who are ineligible to purchase firearms.
- Identify records of crimes involving the use of a handgun and/or abuse of children, elderly, or disabled persons.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Accuracy and completeness of records	75%	75%	80%	75%	75%	80%

## Paul Coverdell National Forensic Science Program

### Mission

Improve the quality, timeliness, and credibility of forensic science and medical examiner services for criminal justice purposes.

### Goals/Objectives

- Purchase new forensic laboratory equipment for the West Virginia State Police and for the Office of the Chief Medical Examiner.
- Send forensic laboratory staff from the West Virginia State Police and the Office of the Chief Medical Examiner to continuing education training programs.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Pieces of equipment purchased	N/A	18	5	23	1	10
Training courses conducted	N/A	3	0	0	0	0



## **Project Safe Neighborhood**

### **Mission**

To reduce gun violence in six targeted counties in southern West Virginia.

### **Goals/Objectives**

- Develop and implement a community outreach and education prevention program on gun violence that addresses all ages with an emphasis placed upon youth.
- Increase and coordinate the response of all law enforcement and associated agencies to the proliferation of crimes involving firearms.
- Reduce illegal gun trafficking.
- Reduce the perpetration of crimes involving firearms, particularly those involving juveniles.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Individuals receiving education materials	N/A	N/A	N/A	N/A	10,000	10,000
Decrease in illegal gun trafficking	N/A	N/A	N/A	N/A	10%	10%

\* This is a new program scheduled to begin in FY 2006.

## **Project Safe Neighborhoods Research Partner and Crime Analyst Grant**

### **Mission**

A comprehensive, strategic approach to reducing gun violence in America. The Criminal Justice Statistical Analysis Center was certified by the U.S. Attorney's Office, Northern and Southern Districts of West Virginia, to serve as the research partner/crime analyst in support of these efforts.

### **Goals/Objectives**

- Collect and analyze data and street-level information, and report the findings back to the U.S. Attorney's Office and/or task force.
- Document the process and evaluate the effectiveness of the interventions.
- Make recommendations to the U.S. Attorney's Office on possible strategic adjustments.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Reports produced for two U.S. Attorneys offices & DOJ	N/A	4	4	4	4	4
Crime data spreadsheets produced	N/A	2	2	2	2	2



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## **Residential Substance Abuse Treatment for State Prisoners**

### **Mission**

Implement residential substance abuse treatment programs within correctional and detention facilities in which prisoners are incarcerated for a sufficient period to permit substance abuse treatment.

### **Goals/Objectives**

- Implement residential substance abuse treatment programs that provide individual and group activities for offenders in residential facilities operated by the State. These programs must:
  - \* Last between six and 12 months.
  - \* Be set apart from general correctional populations.
  - \* Focus on the substance abuse problems of the inmate.
  - \* Develop cognitive, behavioral, social, and vocational skills.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Number of programs	7	7	7	7	7	7

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## **Rural Domestic Violence and Child Victimization Enforcement Program**

### **Mission**

To provide more relevant and sensitive services to victims of domestic violence in the following underserved populations in West Virginia: women in later life; women with disabilities; women of color; and gays, lesbians, and transgenderists.

### **Goals/Objectives**

- Develop a comprehensive and coordinated program for the expanded delivery of domestic violence services.
- Create four advisory councils—one for each of the four underserved groups.
- Develop outreach activities.
- Develop a training program for service providers.
- Increase public awareness of and efforts to prevent violence against underserved populations by conducting community presentations, developing and distributing brochures for victims, and developing and distributing service directories.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Victims served	2,604	2,794	2,000	2,719	2,000	2,000

## ***Safe and Drug-Free Communities***

### **Mission**

To support safe, orderly, and drug-free schools and communities through programs and activities that complement and support activities of local educational agencies and that comply with the U.S. Department of Education's "principles of effectiveness."

### **Goals/Objectives**

- Support projects that foster a safe and drug-free learning environment that supports academic achievement for all students.
- Support communitywide comprehensive drug and violence prevention programs.
- Assist the West Virginia Department of Education in conducting a needs assessment for drug and violence prevention programs.
- Give priority to projects that provide violence and drug abuse prevention programs for school dropouts and youth in detention.
- Give special consideration to projects that pursue a comprehensive approach to drug and violence prevention that includes providing and incorporating mental health services related to drug and violence prevention.
- Support activities that complement and support local educational agency efforts to develop and implement activities to prevent and reduce violence associated with prejudice and intolerance.
- Give priority to projects that include meaningful and ongoing consultation with and input from parents in the development and administration of the project.
- Support local and statewide ongoing needs assessment and evaluation activities.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Projects funded	23	25	25	21	21	20
Youth served (in school)	8,070	8,000	8,000	8,000	7,500	8,000
Youth served (not in school)	400	100	400	100	100	100

## ***State Incentive Grant Program***

### **Mission**

Build a comprehensive, coordinated, sustainable prevention system in West Virginia in the areas of drugs, alcohol, and violence.

### **Goals/Objectives**

- Build and maintain cooperative, learning relationships and efforts with federal, regional, state, and community agencies and organizations and individuals involved with prevention.
- Develop a prevention plan for West Virginia, coordinating the efforts in each of the 55 counties.
- Pursue additional funding opportunities
- Improve the ability to assess state and community resources.
- Improve the awareness of existing community resources.
- Improve the ability to establish changes to the current prevention system.
- Improve the competency of the prevention workforce.
- Improve the ability to implement evidence-based programs
- Improve the ability to evaluate and report on prevention activities.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Local projects funded*	N/A	N/A	N/A	N/A	55	55

\* Program to start in FY 2006.

## Stop Violence Against Women

### Mission

The Stop Violence Against Women program strives to develop a means by which West Virginia can ensure a safer environment for women.

### Goals/Objectives

- Increase coordination of criminal justice and victim service providers' efforts to respond to violence against women by establishing and funding multidisciplinary teams.
- Increase coordinated training by delivering statewide training on the coordinated response.
- Improve data collection concerning violence against women.
- Expand services available to victims of violence against women by increasing the number of outreach offices and advocates and, also, by developing and distributing a services directory for victims.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Projects funded	35	33	35	32	31	30
Victims served	18,791	N/A*	16,000	N/A*	15,000	14,000

\* The federal funds for FY 2004 were not awarded until July 2005, and the federal funds for FY 2005 have not yet been awarded.

## Title V—Incentive Grants for Local Prevention

### Mission

Provide opportunities for delinquency prevention and early intervention programs for communities based upon a prevention strategy designed to reduce identified risk factors while strengthening protective factors.

### Goals/Objectives

- Encourage and support interagency coordination of services for meeting the needs of at-risk children and youth.
- Promote nondelinquent behavior and provide opportunities for children and youth to build their self-esteem.
- Provide services to prevent youth from dropping out of school by providing alternative school settings for those youth who exhibit behavior problems.
- Provide youth advocacy services or court-appointed advocates for youth involved in the court system.
- Provide direct services to victims of child sexual assault, physical abuse, and neglect.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Projects funded	0	0	2	2	2	2
Direct services projects to at-risk youth	0	0	300	200	300	300

## Victims Assistance

### Mission

This program enhances and expands direct services to victims of crime with special emphasis placed on victims of domestic violence, child abuse, and sexual assault.

### Goals/Objectives

- Administer grants that provide funding support and technical assistance to approximately 50 community-based public or private agencies in the state that offer a range of services including crisis intervention, counseling, guidance, legal advocacy, transportation to court or to shelters, and referral and assistance in preparing administrative paperwork.
- Provide direct services to:
  - \* Victims of domestic/spousal violence
  - \* Victims of rape/sexual assault/incest
  - \* Victims of DUI
  - \* Families of homicide victims
  - \* Victims of elder abuse
  - \* Adult survivors of child sexual assault/incest

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Projects funded	55	57	63	63	65	65
Victims served	37,119	37,313	44,000	N/A*	40,000	40,000

\* The West Virginians Against Violence Committee provides these statistics. Although the committee will meet in December 2005, the data will not be available prior to publication.

## Violent Offender Incarceration

### Mission

Address the need for additional prison and jail capacity so violent offenders can be removed from the community and the public can be assured that these offenders will serve substantial portions of their sentences.

### Goals/Objectives

- Build or expand correctional facilities to increase the bed capacity for the confinement of persons convicted of a violent crime or adjudicated delinquents for an act, that if committed by an adult, would be a violent crime.
- Build or expand temporary or permanent correctional facilities, including facilities on military bases, prison barges, and boot camps, for the confinement of convicted nonviolent offenders and criminal aliens for the purpose of freeing suitable existing prison space for the confinement of persons convicted of a violent crime.



## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Adult beds added	0	192	0	0	0	0
Juvenile beds added	0	0	40	40	0	0

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## West Virginia Community Corrections Program (CCP)

### Mission

Establish and maintain community-based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional custody.

### Goals/Objectives

- Provide flexibility and involvement in responding to crime at the community level.
- Provide effective protection of society and efficiency in the delivery of correctional programs.
- Provide an opportunity for offenders to make restitution to victims.
- Reduce recidivism.
- Ensure space is available in the jails and correctional facilities for the most dangerous offenders.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Offenders sentenced to a CCP	128	512	400	958	750	1,200
Offenders completing a CCP	80	392	320	508	500	700



# Division of Homeland Security and Emergency Management

## Mission

The Division of Homeland Security and Emergency Management provides the leadership and technical support to reduce the loss of life and property and to professionally protect our citizens and institutions from all types of natural disasters, man-made hazards, and the potential of terrorist attacks through a comprehensive, results-oriented, risk-based, hazards management program of mitigation, preparedness, response, and recovery.

## Operations

### *Administrative Support Services*

- Prepare agency budget, financial reports, and agency payroll.
- Prepare and monitor federal grants.
- Provide budgetary information as requested
- Maintain agency personnel records.
- Serve as purchasing agent.
- Administer all agency financial matters.
- Serve as logistics officer during Emergency Operations Center activations.

### *Early Warning Flood System*

- Maintain and operate the Integrated Flood Observation and Warning System (IFLOWS) equipment.

### *Homeland Security*

(This function is transferring to Office of the Secretary of the Department of Military Affairs and Public Safety.)

### *Operations, Planning, Training, and State Support Services*

- Coordinate state and federal resources to respond to emergency situations in the state.
- Provide technical assistance to local governments in developing emergency response capabilities.
- Provide training to state and local governments.
- Develop and maintain state emergency management information systems.
- Administer agency training programs.
- Maintain hazardous chemical information database.
- Maintain state emergency operations plan.
- Manage the state Emergency Operations Center.

### *Mitigation/Recovery*

- Provide damage assessment capabilities to determine possible sources of assistance for disaster survivors.
- Coordinate state disaster recovery responsibilities.
- Manage hazard mitigation grants to lessen future disaster damages.
- Provide technical assistance to local governments in meeting federal flood insurance program requirements.
- Provide technical assistance to local governments and the private sector regarding the development of hazard mitigation plans.
- Maintain state hazard mitigation plan.

### *Radiological Emergency Preparedness*

- Coordinate the development and implement the necessary plans, procedures, and capabilities to respond to incidents that may occur at the Beaver Valley Power Station located in Pennsylvania
- Participate in full scale exercises with Hancock, Brooke, Ohio, and Marshall county local responders and the Beaver Valley Power Station, as well as the States of Ohio and Pennsylvania as required under CFR 44-350.

*Division of Homeland Security and Emergency Management*

***Right To Know***

- Maintain a program for the collection and dissemination to the public regarding hazardous and toxic materials.
- Collect the hazardous materials fees from companies that store or use such materials.
- Oversee and distribute collected hazardous materials fees to the local emergency planning committees.

**Recommended Improvements**

- ✓ Additional \$4,400 for radiological emergency preparedness.
- ✓ Additional \$185,000 for Early Warning Flood System.
- ✓ Additional \$500,000 to match available federal funds.



Division of Homeland Security and Emergency Management

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Homeland Security & Emergency Mgmt.	45.50	\$81,502,773	\$110,660,871	\$97,545,726	
Less: Reappropriated		(344,829)	(586,090)	0	
<b>TOTAL BY PROGRAM</b>	<b>45.50</b>	<b>81,157,944</b>	<b>110,074,781</b>	<b>97,545,726</b>	<b>98,271,249</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		7.00	1.50	9.50	9.50
Total Personal Services		472,530	56,721	460,881	462,231
Employee Benefits		156,849	25,809	158,736	158,736
Other Expenses		499,068	1,507,163	383,086	1,072,486
Less: Reappropriated		(344,829)	(586,090)	0	0
<b>Subtotal: General Fund</b>		<b>783,618</b>	<b>1,003,603</b>	<b>1,002,703</b>	<b>1,693,453</b>
<b>Federal Fund</b>					
FTE Positions		34.45	39.95	31.95	31.95
Total Personal Services		755,395	1,504,167	1,474,737	1,504,167
Employee Benefits		230,232	584,376	579,033	584,376
Other Expenses		57,634,960	80,553,608	74,553,609	74,553,609
<b>Subtotal: Federal Fund*</b>		<b>58,620,587</b>	<b>82,642,151</b>	<b>76,607,379</b>	<b>76,642,152</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		4.05	4.05	4.05	4.05
Total Personal Services		265,640	132,259	132,259	132,259
Employee Benefits		93,299	49,770	49,770	49,770
Other Expenses		21,394,800	26,246,998	19,753,615	19,753,615
<b>Subtotal: Nonappropriated Special Fund</b>		<b>21,753,739</b>	<b>26,429,027</b>	<b>19,935,644</b>	<b>19,935,644</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>45.50</b>		<b>45.50</b>	<b>45.50</b>	<b>45.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$81,157,944</b>	<b>\$110,074,781</b>	<b>\$97,545,726</b>	<b>\$98,271,249</b>

\*Appropriated portion of federal funding is \$32,051,140

# Programs

## ***Administrative Support Services***

### **Mission**

Administrative Support Services administers all personnel, purchasing, budgetary, and financial aspects of the office and assures compliance with state and federal requirements. Performs logistical duties during Emergency Operations Center activations.

### **Goals/Objectives**

- Provide the personnel, administrative, and financial support required to assure the day-to-day and disaster operations of the division.
- Provide a positive tracking system for all federal and state funds authorized to the agency.
- Coordinate the pass through of funds to county governments.

### **Performance Measures**

- ✓ Vendor invoices are processed timely and within the guidelines set by West Virginia Code and CSR Title 155.
- ✓ Purchase orders are processed within the guidelines set by West Virginia Code and the Purchasing Division.
- ✓ Grants are administered according to the federal grant guidelines.

## ***Early Warning Flood System***

### **Mission**

Provide better warning of flooding from automated, radio-reporting rain gauges, especially on the upper portions of small streams, by participating in the warning system, allowing flood warnings or evacuations to be initiated as soon as possible.

### **Goals/Objectives**

- Participate in the Integrated Flood Observing and Warning System (IFLOWS).
- Install and maintain 353 automated, radio-reporting rain gauges throughout the state.
- Install 110 computerized weather stations within all 55 counties, two per county.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Rain gauges installed	N/A	N/A	319	319	353	353

## ***Mitigation and Recovery***

### **Mission**

Mitigation/Recovery coordinates programs designed to lessen losses from future events that threaten the lives and property of the state's citizens and the state's role in the implementation of programs designed to help those who have suffered damages as a result of an emergency or disaster. It assists local governments in the implementation of their floodplain management programs and maintenance of their hazard mitigation plans.



## Goals/Objectives

- Provide efficient and accurate state level initial and preliminary damage assessment information.
- Assure that citizens receive all available disaster recovery assistance.
- Efficiently and effectively manage hazard mitigation grant program funds so that the maximum benefit in future loss reduction is obtained for each dollar spent.
- Coordinate state responsibilities in the implementation of federal and state disaster recovery programs to facilitate reconstruction following a disaster and lessen the effect of the disaster on the citizens of West Virginia.
- Provide technical assistance to local governments in meeting federal flood insurance requirements.
- Provide continuing education classes for county and local government personnel.
- Provide continuing education classes for the division's employees.

## Performance Measures

- ✓ Provided a minimum of 40 hours of continuing education classes for county and local government personnel.
- ✓ Provided a minimum of 20 hours of continuing education classes for the division's employees.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Federal disasters	2	3	2	2	2	2
State emergencies	1	0	1	2	1	1

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## Operations, Planning, Training, and State Support Services

### Mission

Operations and State Support Services provides a rapid and effective response to any disaster and creates an emergency management partnership with federal agencies, other states, local governments, volunteer organizations, and the private sector. Provide meaningful training opportunities to emergency management personnel within the state.

## Goals/Objectives

- Coordinate the provision of federal and state resources to respond to emergencies that exceed the capability of local governments to provide an adequate response.
- Manage the state Emergency Operations Center.
  - \* Coordinate with all 55 West Virginia counties during emergency situations.
  - \* Coordinate with surrounding states requiring assistance through the Emergency Management Assistance Compact program.
  - \* Accept evacuees from other states due to disasters.
- Update, revise, and manage a state emergency management information system.
- Maintain a chemical hazard information system and provide information to emergency management agencies and the public.
- Provide for 24-hour coverage of telephones to receive and respond to emergency occurrences.
- Maintain state emergency operations plan.
- Coordinate Department of Homeland Security grants for equipment and training for first responders.
- Manage a statewide emergency training program.

*Division of Homeland Security and Emergency Management Programs*

- Provide rigorous and challenging training opportunities for first responders, emergency managers, school personnel, and local emergency planners.
  - \* Institute alternate training solutions (e.g., Internet-based and video-based).
- Reduce response time between state level to local level during Emergency Operations Center activations.
- Maintain and update emergency response plan and maintain federal compliance.
- Completed National Incident Management System compliance per federal guidelines.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Response coordinations (e.g., water shortages, fire, hazardous materials, etc.)	245	266	270	261	270	270

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***Radiological Emergency Preparedness***

**Mission**

Coordinate with Pennsylvania’s Beaver Valley Nuclear Power Station (BVPS) to ensure the safety and well-being of the West Virginia citizens living in the Northern panhandle in the event of an incident involving the power station.

**Goals/Objectives**

- Provide the personnel to coordinate with BVPS and the local responders located in the Northern Panhandle of West Virginia.
- Provide and coordinate training with and to the BVPS personnel and with Ohio, Pennsylvania, and Northern Panhandle local responders and officials.
- Maintain policy and procedures for radiation monitoring, decontamination, evacuation, relocation, and reentry of the citizens and the area.
- Coordinate activities of other state agencies involved in radiological response.

**Performance Measures**

- ✓ Passed the federally evaluated exercise for evacuation procedures in the event of an incident involving the BVPS.
- ✓ FEMA accepted the annual certification letters submitted by the division.
- ✓ Established one employee located full time within the Northern Panhandle to liaison with BVPS and local responders.



Department of Military Affairs and Public Safety

# Division of Juvenile Services

## Mission

The Division of Juvenile Services is committed to providing effective, beneficial services to predispositional and adjudicated youth, promoting positive development and accountability while preserving community safety. Prepare residents with the opportunity to return to the community and conduct a useful life as productive citizens. Maintain a work environment predicated upon the principles of professionalism with dignity and respect for all participants in the juvenile justice system.

## Operations

### Administrative/Support

- Provides managerial, administrative, technical, and fiscal support to all correctional and detention facilities owned, operated, and fiscally controlled by the State of West Virginia.
- Prepares budget requests and expenditure schedules, and provides all payroll and personnel functions.
- Assure that division vehicles are maintained according to specifications.
- Initiates and implements divisionwide policies and procedures, and conducts annual review and update.
- Provides for ongoing monitoring and assistance to all field locations to ensure policy and procedure adherence.
- Provides information systems management and oversees all hardware and software updates.

### Correctional Centers (Two facilities house adjudicated and predisposition juveniles)

- *West Virginia Industrial Home for Youth (WVIHY)* is a maximum security facility, located in Industrial, with the capacity to house 206 juveniles. The Jones Building is currently vacant but plans are being made to move and expand the sex offender program to 45 beds and occupy this facility.
- *Davis Center*, located in Davis, is a minimum security step-down correction facility with a capacity of 60 juveniles.

### Detention Centers (Ten facilities house preadjudicated youth)

- *Eastern Regional Juvenile Center*, located in Martinsburg, has a capacity of ten residents, but will increase to 24 with the expansion and remodeling scheduled to be completed in early 2006.
- *Lorrie Yeager Jr. Juvenile Center*, located in Parkersburg, has a capacity of 24 juveniles. (It was formerly named the North Central Regional Juvenile Center.)
- *Sam Perdue Juvenile Center*, located in Princeton, has a capacity of 24 juveniles. (It was formerly named the Southern Regional Juvenile Center.)
- *Tiger Morton Center*, located in Dunbar, has a capacity of 24 juveniles. (It was formerly named the South Central Juvenile Center.)
- *Northern Regional Juvenile Center*, a contracted facility located in Wheeling, is licensed for 19 beds. This facility is under contract management and the contract was renewed in June 2005.
- *Donald R. Kuhn Juvenile Center*, located in Boone County, opened in November 2003 and has a capacity of 24 juveniles.
- *J. M. "Chick" Buckbee Juvenile Center* opened in Augusta, Hampshire County, in November 2003. This is a 24-bed facility to serve the juveniles from that area of the state.
- *Southern West Virginia Youth Diagnostic Center* has a capacity of 24 to house post-adjudicated juveniles needing diagnostic evaluation.
- *Robert L. Shell Juvenile Center* in Barbourville has a capacity of 24 and is a staff secure detention center.
- *Gene Spadaro Juvenile Center* in Fayette County has a capacity of 24 and is a staff secure detention center.

## Recommended Improvements

- ✓ Additional \$1,024,000 for general operating costs, including facility expansions.
- ✓ Additional spending authority of \$269,000 in Federal Funds.



Division of Juvenile Services  
**Cost per Resident**  
**FY 2003 through FY 2005**

Institution	Average Daily Population			Cost per Resident		
	2003	2004	2005	2003	2004	2005
<b>Correctional Centers</b>						
West Virginia Industrial Home for Youth	154	180	161	\$154.55	\$147.49	\$177.36
Davis Center	47	37	33	\$114.00	\$155.29	\$194.36
<b>Average Daily Cost</b>				<b>\$134.27</b>	<b>\$151.39</b>	<b>\$180.25</b>
<b>Detention and Staff Secure / Diagnostic Facilities</b>						
Eastern Regional Juvenile Center (Vicky Douglas Juvenile Center)	8	9	9	\$307.06	\$262.31	\$307.30
North Central Regional Juvenile Center (Lorrie Yeager Jr. Juvenile Center)	17	12	13	\$152.19	\$260.96	\$307.77
Northern Regional Juvenile Center	11	17	13	\$198.85	\$130.25	\$159.23
Southern Regional Juvenile Center (Sam Purdue Juvenile Center)	16	13	11	\$167.98	\$268.27	\$399.69
Tiger Morton Center	29	23	19	\$138.39	\$199.80	\$260.70
J. M. "Chick" Buckbee Juvenile Center*	N/A	12	13	N/A	\$511.46	\$363.81
Southern West Virginia Youth						
Diagnostic Center*	N/A	25	10	N/A	\$519.02	\$501.94
Donald R. Kuhn Juvenile Center*	N/A	N/A	14	N/A	N/A	\$282.84
Gene Spadaro Juvenile Center*	N/A	N/A	12	N/A	N/A	\$521.97
Robert L. Shell Juvenile Center*	N/A	N/A	4	N/A	N/A	\$2,477.27
<b>Average Daily Cost</b>				<b>\$192.89</b>	<b>\$307.44</b>	<b>\$347.99</b>

\* The J. M. "Chick" Buckbee Juvenile Center and the Southern West Virginia Youth Diagnostic Center opened midway through FY 2004. For FY 2005, the Southern West Virginia Youth Diagnostic Center is separated into two distinct facilities; the Southern West Virginia Youth Diagnostic Center has its budget completely separate from the Donald R. Kuhn Juvenile Center, even though they share a common facility. The Gene Spadaro Juvenile Center opened in December 2004, and the Robert L Shell Center opened in April 2005.



Division of Juvenile Services

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative/Support	38.00	\$1,918,386	\$2,339,946	\$2,278,408	
Correctional Centers	344.00	12,921,129	14,212,657	13,502,879	
Detention & Staff Secure/ Diagnostic Facilities	400.00	16,797,112	22,484,942	17,497,928	
Less: Reappropriated		(3,129,785)	(5,303,754)	0	
<b>TOTAL BY PROGRAM</b>	<b>782.00</b>	<b>28,506,842</b>	<b>33,733,791</b>	<b>33,279,215</b>	<b>35,797,615</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		757.00	768.00	768.00	773.00
Total Personal Services		14,867,400	18,463,213	16,834,251	17,942,337
Employee Benefits		6,511,034	7,676,785	7,115,053	7,275,504
Other Expenses		9,320,847	12,043,571	8,446,911	9,427,774
Less: Reappropriated		(3,129,785)	(5,303,754)	0	0
<b>Subtotal: General Fund</b>		<b>27,569,496</b>	<b>32,879,815</b>	<b>32,396,215</b>	<b>34,645,615</b>
<b>Federal Fund</b>					
FTE Positions		5.00	8.00	8.00	11.00
Total Personal Services		55,994	220,050	125,000	257,000
Employee Benefits		21,967	78,341	51,564	98,564
Other Expenses		206,441	40,585	154,436	244,436
<b>Subtotal: Federal Fund</b>		<b>284,402</b>	<b>338,976</b>	<b>331,000</b>	<b>600,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		6.00	6.00	6.00	6.00
Total Personal Services		92,431	114,200	120,800	120,800
Employee Benefits		50,074	58,920	61,200	61,200
Other Expenses		510,439	341,880	370,000	370,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>652,944</b>	<b>515,000</b>	<b>552,000</b>	<b>552,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>782.00</b>	<b>768.00</b>	<b>782.00</b>	<b>782.00</b>	<b>790.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$28,506,842</b>	<b>\$33,733,791</b>	<b>\$33,279,215</b>	<b>\$35,797,615</b>



# Programs

## Administrative/Support

### Mission

To provide administrative, managerial, technical, training, and financial support to the juvenile correctional and detention facilities operated by the Division of Juvenile Services.

### Goals/Objectives

- Develop standardized admission and assessment procedures and update these measures as needed.
- Standardization of resident record keeping and the maintenance of the records.
- Provide 40 hours of continuing education training each year for all staff members.
- Provide corrections academy training for all new staff members in the corrections, detention, diagnostic or staff secure facilities.
- Establish statistical databases to implement performance-based studies and standards.
- Establish specialized new treatment programs as deemed necessary by a residents' needs assessment.
- Expand and improve newly formed community resource program, and provide participation and results outcome.
- Revise the unusual incident reporting system to provide improved reporting timeliness and better reflect important potential liability and/or newsworthy occurrences.
- Reduce workers' compensation claims by establishing a system for early identification of potential claims, assure timely challenge of those claims deemed to be questionable, and measure the outcome.
- Reduce staff grievances by improving communication with employees.
- Initiate programs, measures, and systems that comply with the standards for accreditation by the American Correction Association.
- Have at least one facility accredited by the end of 2006.
- Establish a system of quality assurance, with performance and outcome measurement, in all facilities by the end of 2006.
- Establish and implement a system to obtain maximum Medicaid payment for diagnostic services at the Southern West Virginia Youth Diagnostic Center, and provide outcome data.
- Identify and establish a system to measure and reduce recidivism, and provide outcome measures.
- Conduct post-hiring evaluations to determine if the hiring criterion provides the desired employee, and measure outcome of changes.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Staff receiving specialized training	350	350	398	500	550	650
Corrections Academy classes held	6	6	6	5	5	6
Corrections Academy training provided (in man hours)	N/A	14,278	16,200	15,728	17,200	12,500
Staff members provided with 40 hours of training	N/A	N/A	100%	100%	100%	100%

## Correctional Centers

### Mission

Provide a safe and secure environment for youth who have been sentenced to a long-term correctional facility, for the staff of those facilities, and for the communities they serve. Facilities will provide treatment, educational, rehabilitative, and developmental programs to allow youth to return to their communities as responsible and productive citizens.



## Goals/Objectives

- Provide a safe and secure environment for diagnostic and adjudicated youth.
- Provide for development of community-based programming, including aftercare, day treatment, and prevention services.
- Design and construct by June 2007 the Rubenstein Center (replacement for the Davis Center) located in Davis—construction is scheduled to start in the spring of 2006.
- Provide sufficient staff complements so facilities are secure and operate efficiently.
- Work with the West Virginia Department of Education, Office of Institutional Education, in providing proper academic and vocational training and to reduce recidivism by preparing the youth for transition back into community life.
- Continue the Serious and Violent Offender Reentry Initiative into FY 2008. (This program began under a federal grant that will expire June 30, 2007, and targets high risk offenders in the 14–21 age group and in the custody of the Division of Juvenile Services or DHHR.)
- Continue to use the unit management system for treatment services.

## Performance Measures

- ✓ Established in FY 2005 a program for direct placement to the Davis Center for low-risk, nonviolent youth.
- ✓ Located and leased property for a juvenile day/evening reporting center as part of the Serious and Violent Offender Reentry Initiative.
- ✓ Filled 20 vacancies at the West Virginia Industrial Home for Youth.

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## Detention and Staff Secure/Diagnostic Facilities

### Mission

To provide safe, secure facilities for staff and predispositional and dispositional (preadjudicated and nonadjudicated) youth. Provide residents with education, medical, and counseling services to help prepare them to return to the community.

### Goals/Objectives

- Operate safe and secure facilities that meet the requirements of the American Correctional Association.
- Expand the role of the staff secure and diagnostic facilities, and provide diagnostic services in-state that in the past were only available by sending youth to out-of-state facilities.
- Remodel the Eastern Regional Juvenile facility to be reopened in the spring of 2006.
- Enhance development of a unit management system that will provide case management and counseling to youth in the division's care and custody.
- Prepare youth to move to another Division of Juvenile Services facility, another in-state or out-of-state facility, or return to community life to assure continuity of care and successful integration.
- Continue development of case management in detention to better provide direct services to all detainees.
- Complete construction and open the Sam Perdue Juvenile Center in early 2006.

### Performance Measures

- ✓ Completed construction and accepted residents at the Lorrie Yeager Jr. Juvenile Center in May 2005.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Days the census exceeded designed capacity	627	185	0	0	0	0

*Department of Military Affairs and Public Safety*  
**Division of Protective Services**

## **Mission**

To provide, with a highly-trained and professional work force, for the safety and security of individuals who visit and work at the West Virginia state capitol complex.

## **Operations**

- Maintain a professional law enforcement agency for the state capitol complex through the utilization of technology and professional law enforcement officers.
- Continue to provide assessment, direction, and guidance to other state agencies relating to security program planning and/or implementation at the respective agency's location both on and off the capitol campus (e.g., the Diamond Building, Department of Environmental Protection).
- Maintain the division's command center operations. The command center is staffed 24 hours per day, seven days per week with contract security personnel who monitor radio communications and perform dispatching duties, monitor video camera security displays and electronic door lock status, and assist in emergency/medical responses on the capitol complex.
- Actively pursue investigations of criminal incidents reported by employees and visitors of the West Virginia capitol complex, and assist local and state law enforcement agencies and other entities (e.g., Secret Service Dignitary Protection, FBI, Commission on Special Investigations).
- Continue to expend budgeted funds for security-related projects that benefit state agencies located on or near the state capitol complex (e.g., upgrade of digital recorders, procurement of covert cameras, and the upgrade of closed circuit television system cameras from analog to digital).
- Continue to work with the Legislature to improve security in the offices and meeting rooms of the Senate and House of Delegates.
- Continue to educate division police officers on the effective utilization of law enforcement technology (e.g., closed circuit television system operation, electronic door lock system operation).
- Continue to educate state employees on methods to create and maintain a safe working environment (e.g., conduct employee training upon request at various locations around the state on such topics as workplace security, and training classes conducted by the dispensary nurse on the proper use of automatic external defibrillators and heart saver techniques).
- Operation of directed public access points during public hours:
  - \* Building 3 (one entrance) for 45 hours per week
  - \* Buildings 5, 6, and 7 (one common entrance in Building 7) for 56 hours per week
- Electronically secure all doorways in the 15 major buildings comprising the capitol complex and operate Building 3 for 45 hours per week and Building 7 for 56 hours per week. Hours are expanded during extraordinary events.
- Operate the dispensary during normal working hours, as well as expanded hours during extraordinary events (such as a legislative session).

## **Goals/Objectives**

- Utilize technology resources to develop and install a centralized campuswide intercom/emergency notification and fire alarm system. (The fire alarm system will be integrated into other technology systems.)
- Obtain the number of positions required to staff directed public access points in Building 1.
- Install and implement three directed public access entrances in Building 1 for 77 hours per week.
- Discontinue the practice of using contract security (who have no authority beyond that of an ordinary citizen) by replacing them with an appropriate number of civilian telecommunicators.
- Complete the electronic door lock system for the House of Delegates, including the installation of duress buttons and covert cameras.
- Add the position of security systems manager to the Division of Protective Services organizational structure to manage and operate the division's confidential and complex technology systems.
- Replace the Department of Administration parking attendants and contract security personnel assigned to the Governor's Drive entrance with Division of Protective Services police officers to significantly enhance the security of the state capitol complex.

Division of Protective Services

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Visitors screened on average per month	N/A	102,937	134,525	N/A	144,000	150,000
Patients served in dispensary on average per month	N/A	449	390	N/A	459	550



Division of Protective Services

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Protective Services	29.00	\$1,351,934	\$3,855,147	\$1,869,120	
Less: Reappropriated		(303,820)	(1,962,627)	0	
<b>TOTAL BY PROGRAM</b>	<b>29.00</b>	<b>1,048,114</b>	<b>1,892,520</b>	<b>1,869,120</b>	<b>1,904,220</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		28.00	29.00	29.00	30.00
Total Personal Services		805,117	1,033,461	928,661	1,009,761
Employee Benefits		254,807	387,524	360,398	377,766
Other Expenses		292,010	2,376,662	522,561	459,193
Less: Reappropriated		(303,820)	(1,962,627)	0	0
<b>Subtotal: General Fund</b>		<b>1,048,114</b>	<b>1,835,020</b>	<b>1,811,620</b>	<b>1,846,720</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	57,500	57,500	57,500
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>57,500</b>	<b>57,500</b>	<b>57,500</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>28.00</b>	<b>29.00</b>	<b>29.00</b>	<b>30.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$1,048,114</b>	<b>\$1,892,520</b>	<b>\$1,869,120</b>	<b>\$1,904,220</b>



# Regional Jail and Correctional Facility Authority

## Mission

The mission of the Regional Jail and Correctional Facility Authority is to provide for the efficient management of the operation of regional jails; professional management of personnel recruitment, selection, training and supervision; constitutionally adequate confinement of persons incarcerated by order of courts of competent jurisdictions while awaiting trial or to serve sentence for conviction of violations of the criminal code; and coordination of the design and construction of regional jails, correctional facilities, and juvenile detention facilities.

## Operations

### *Administration / Central Office*

- Provides supervision, leadership, direction, and administrative services for the operation of regional jails and the construction of regional jails, correctional facilities, and juvenile detention facilities.
- Provides prompt and accurate payment of accounts payable, including debt service payments for special revenue bonds (Series 1998 A, B, and C) issued by the State Building Commission for construction of initial regional jails, correctional facilities, the Tygart Valley Regional Jail, and other related facilities.
- Provides prompt payment of contractors' applications of payment for construction projects.
- Provides billing for user jurisdiction of per diem charges for housing inmates in regional jails.
- Monitors collections of per diem charges to support financially the operation of regional jails.
- Monitors remittance of court fees for deposit to the regional jail and correctional facility development fund.

### *Capital Outlay / Construction*

- Coordinates design and construction of projects approved by the Regional Jail and Correctional Facility Authority Board.
- Provides oversight of construction in progress.
- Provides payment of contractors' applications for payment.

### *Regional Jail Operations*

- Provides administrative support and supervision for ten regional jails.
- Supervises recruitment, selection, and training of regional jail staff.
- Provides security at regional jails.
- Provides program services for inmates of regional jails.



*Regional Jail and Correctional Facility Authority*  
**Cost per Inmate**  
**FY 2003 through FY 2005**

<b>Institution</b>	<b>Average Population</b>			<b>Annual Cost per Inmate</b>		
	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Central Regional Jail	237	250	281	\$19,791	\$18,798	\$17,907
Eastern Regional Jail	336	345	401	\$14,485	\$14,427	\$13,667
Northern Regional Jail*	272	270	304	\$13,110	\$14,107	\$13,437
North Central Regional Jail	445	479	544	\$15,683	\$15,382	\$14,576
Potomac Highlands Regional Jail	199	201	231	\$18,555	\$19,423	\$17,769
South Central Regional Jail	411	400	451	\$15,846	\$16,894	\$15,801
Southern Regional Jail	436	458	511	\$13,244	\$13,655	\$12,732
Southwestern Regional Jail	317	318	350	\$16,657	\$17,402	\$16,452
Western Regional Jail**	N/A	376	472	N/A	\$11,579	\$14,752
	<b>Average Cost</b>			<b>\$15,921</b>	<b>\$15,741</b>	<b>\$15,232</b>

\* Northern Regional Jail is operated jointly by the Division of Corrections and the Regional Jail and Correctional Facility Authority. Data reflects only the costs to the Regional Jail and Correctional Facility Authority.

\*\* Western Regional Jail opened in mid-December 2003.



Regional Jail and Correctional Facility Authority

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration/Central Office and Construction	29.00	\$10,875,712	\$11,208,255	\$11,182,005	
Regional Jail Operations	981.10	54,515,449	67,100,519	62,932,995	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>1,010.10</b>	<b>65,391,161</b>	<b>78,308,774</b>	<b>74,115,000</b>	<b>74,144,774</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		28.00	29.00	29.00	29.00
Total Personal Services		1,114,370	1,255,596	1,230,396	1,255,596
Employee Benefits		365,814	410,948	406,374	410,948
Other Expenses		9,395,528	9,545,235	9,545,235	9,545,235
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>10,875,712</b>	<b>11,211,779</b>	<b>11,182,005</b>	<b>11,211,779</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		885.00	981.10	981.10	981.10
Total Personal Services		23,592,931	29,040,818	28,086,998	28,086,998
Employee Benefits		9,726,655	11,950,876	11,735,232	11,735,232
Other Expenses		21,195,863	26,105,301	23,110,765	23,110,765
<b>Subtotal: Nonappropriated Special Fund</b>		<b>54,515,449</b>	<b>67,096,995</b>	<b>62,932,995</b>	<b>62,932,995</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>913.00</b>	<b>1,010.10</b>	<b>1,010.10</b>	<b>1,010.10</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$65,391,161</b>	<b>\$78,308,774</b>	<b>\$74,115,000</b>	<b>\$74,144,774</b>



# Programs

## Administration/Central Office

### Mission

The mission of the Administration/Central Office is to provide management, supervision, administrative support, and direction for the operation of regional jails and for construction projects to assure efficiency and compliance with statutes, regulations, and court orders.

### Goals/Objectives

- Complete the regional jail system during FY 2006.
- Provide prompt and accurate payment of accounts payable.
- Continue the delivery of quality inmate health care in the regional jail system by ensuring the re-accreditation of the medical units of the Central, Eastern, Northern, North Central, Southern, Southwestern, South Central and Potomac Highlands Regional Jails, and the accreditation of the Tygart Valley and Western Regional Jail by December 2006.
- Reduce the authority's WVFIMS rejection rate by 1.1% by December 2006.
- Continue to make debt service payments for special revenue bonds by the 15th working day of each month.
- Reduce GAAP audit findings by 25% by September 2006.
- Improve collections of court fees for debt service fund through coordinating with the Department of Revenue and the Legislative Oversight Committee.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Average monthly collection of court fees	\$774,262	\$775,823	\$775,823	\$785,460	\$795,460	\$795,460

## Construction

### Mission

The construction program is responsible for construction of regional jails, correctional facilities and juvenile detention facilities consistent with the master plan for correctional facilities and regional jails to improve conditions of confinement and improve the efficiency of operating such jails.

### Goals/Objectives

- Complete the construction of the Vicki V. Douglas Juvenile Center (Berkeley County) by March 2006.
- Complete the renovation and construction of the Huttonsville Correctional Center (Randolph County) by January 2007.
- Complete the construction of the Prison Industries Building and a dormitory at the Lakin Correctional Center for Women (Mason County) by October 2006.

### Performance Measures

- ✓ Completed the construction of the Tygart Valley Regional Jail during June 2005.
- ✓ Completed the construction of the Gene Spadaro Juvenile Center during December 2004.
- ✓ Completed the construction of the Robert L. Shell Juvenile Center during October 2004.

## Regional Jail Operations

### Mission

The Regional Jail Operation provides management, direction, and supervision to each of the ten operating regional jails to assure consistency in the provision of constitutionally adequate conditions of confinement of persons incarcerated in regional jails and compliance with minimum standards for the operation and maintenance of jails.

### Goals/Objectives

- Provide basic training to 70% of the authority's correctional officers by September 2006.
- Provide drug and alcohol treatment programming.
- Reduce turnover rate for corrections officers by ten percent by December 2006.
- Reduce jail operating costs by one percent by December 2006.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Inmates participating in drug/alcohol treatment programs	1,346	2,334	2,400	2,500	2,500	2,500
Corrections officers employed to maintain security	647	693	783	743	800	800
Corrections officers completing basic correctional officer training	113	151	175	157	157	157
Turnover rate for corrections officers	11%	23%	23%	29%	19%	19%

# West Virginia State Fire Commission

## Mission

The mission of the State Fire Commission is to improve the quality of life of the citizens of West Virginia through leadership, development, and administration of fire safety programs that reduce loss of life and property through education, inspections, investigations, certification and licensure, building plan review, and enforcement of fire safety laws.

## Operations

### *State Fire Commission*

- Establish policy and provide overall direction to the agency.
- Act as liaison between the agency, the Legislature, and the Governor.

### *Fire, Arson, and Explosives*

- Investigate arson and arson-related crimes.
- Establish, participate, and cooperate in multijurisdictional task forces in order to apprehend and prosecute those persons who have committed the crime of arson and other violent crimes.
- Enforce all laws and rules regarding the storage, sale, and use of explosives.
- Investigate incidents that involve a fatality as a result of a fire or explosives incident.
- Provide in-service and advanced specialized training to fire departments and police departments including, but not limited to, arson investigation, meth lab awareness, response to terrorism for first responders, and other related programs.
- Provide assistance to fire departments in fire cause determination.

### *Fire/Life Safety Inspection*

- Conduct inspections of educational, detention, health care, and certain licensed occupancies, and issue building occupancy permits.
- Conduct on-site inspections of new fire departments, and conduct fire department evaluations.
- Inspect and enforce fireworks laws, rules, and regulations.
- Investigate complaints of fire code violations.
- Provide training and instruction to fire departments, health care providers, and educational personnel in fire code compliance, fire prevention, and related programs.

### *Plans Review*

- Review plans and specifications for compliance with the state fire code and other national standards.
- Provide assistance to the public to ensure that new structures and renovations are built to the standards of the fire codes and in the most cost-effective manner possible.
- Assist architects, contractors, fire department personnel, and inspectors to ensure that the design of a planned building complies with the code and that changes are completed on paper before construction begins.
- Provide letters of certification on carpet and floor coverings for flammability standards.
- Assist the Inspection Section in the completion of various on-site inspections of buildings under construction.

### *Public Education Division*

- Design, adopt, and implement fire and life safety programs and projects that aim to reduce the incidence of death, disability, and property damage in West Virginia.
- Provide train-the-trainer instruction in the delivery of public fire and life safety education to fire service members at state and regional fire schools.
- Coordinate loan and distribution of educational materials to fire departments, safety groups, schools, and the general public.
- Operates the Governor's Helpline for Safer Schools (24 hours a day/7 days a week).
- Operates the West Virginia Arson/Insurance Fraud Hotline (24 hours a day/7 days a week).
- Administer the West Virginia Fire Incident Reporting System (WVFIRS), including fire and nonfire data, related fire department training, and enforcement of incident reporting requirements for all West Virginia fire departments.

## West Virginia State Fire Commission

### **Regulatory and Licensing**

- Administer tests and issue licenses to electricians.
- Test and issue licenses for specialty permits (e.g., low voltage—fire/burglar alarms).
- Provide support to the fire departments regarding organization and operations concerns.
- Maintain a database of and issue emergency vehicle permits for all fire apparatus and the personal vehicles of fire department members.
- Test and issue licenses to pyrotechnicians, and issue fireworks display permits.
- Review all applications for new fire departments, and conduct on-site inspections for approval by the State Fire Commission.
- Issue permits to store, sell, or use explosives.
- Conduct field regulatory check on programs administered.
- Administer electrical inspector certification.

### **State Fire Marshal (Administration)**

- Implement the policies established by the Legislature, the Governor, the department secretary, and the State Fire Commission.
- Provide direction, guidance, control, and support to the respective operational sections.
- Provide support services in the area of budgeting, payroll, personnel, purchasing, accounting, and other needs as identified for the efficient and effective operation of the agency.

## **Goals/Objectives**

### **Reduce the number of preventable, unintentional fire injuries and deaths, as well as property loss, in the state.**

- Improve West Virginia's Fire Incident Reporting System (WVFIRS) to enable the State Fire Marshal's Office to monitor and evaluate fire loss statistics.
- Annually inspect and issue a certificate of occupancy to all health care facilities, educational facilities (schools and day care), detention facilities, and to other licensed occupancies as needed.
- Inspect all fireworks displays in West Virginia entities applying at least two weeks in advance, issuing a permit, and enforcing state and national fireworks codes.
- Pursue federal and local grants to expand fire prevention initiatives.
- Expand coalition contacts with community health/safety advocates to provide more consistent prevention education to the public, especially those in high fire risk groups.
- Provide training in alternative formats for ADA coalition and state independent living centers regarding emergency planning and fire prevention to reach persons with disabilities.
- Provide senior fire safety training (train-the-trainer) for directors and representatives of six area agencies on aging in order to reach persons through senior centers.
- Conduct a program about senior fire safety twice a year at every senior center in West Virginia, focusing on the high risk areas of cooking, heating, and careless smoking.
- Provide instruction to fire service and other emergency responders in mission-related areas, including training firefighters how to teach using age and material-appropriate lessons.
- Provide annual, mandatory training to assistant fire marshals authorized to enforce fire codes in their own jurisdictions.
- Develop for the Web site downloadable handouts and fact sheets for high fire risk groups by FY 2012.

### **Train firefighters so every West Virginia fire department (currently 446) will be making the transition from paper-based reports to directly entering WVFIRS data on-line by FY 2012.**

- Conduct classes in the use of the WVFIRS on-line reporting system, offering the class as part of the regional fire schools or offering it in geographic areas most in need of the training.
- Train RESA members so every RESA in the state will have a trainer for the on-line WVFIRS reporting class.
- Develop a data analysis course to allow fire fighters to extract data from WVFIRS relative to their community and to evaluate statistics for their own needs.
- Provide more fire service support on the agency Web site, such as tutorials on on-line reporting to WVFIRS and on data analysis, available by FY 2008.

*West Virginia State Fire Commission*

**Reduce the number of intentional (arson) fire injuries, death, and property loss.**

- Participate in multijurisdictional task forces for arson and related violent crimes.
- Promote public awareness of the arson problem through education and use of the West Virginia Arson/Insurance Fraud Hotline.

**Performance Measures**

- ✓ Developed an eight-hour computer class to teach fire departments to use the WVFIRS on-line reporting system.

<b>Fiscal Year</b>	<b><u>Actual</u> 2003</b>	<b><u>Actual</u> 2004</b>	<b><u>Estimated</u> 2005</b>	<b><u>Actual</u> 2005</b>	<b><u>Estimated</u> 2006</b>	<b><u>Estimated</u> 2007</b>
Fire departments directly reporting on-line to WVFIRS	N/A	N/A	N/A	50%	70%	75%
Fire department fire and nonfire activity reports*	7,296	9,000	10,000	95,353	96,000	96,000
Inspections, plan reviews, and consultations	5,657	6,344	6,500	6,464	7,000	7,000
Fire investigation requests	N/A	1,084	1,200	1,102	1,300	1,300
Tests, licenses, and permits issued	18,069	16,476	17,000	18,225	18,000	19,000
Special activities						
Flood/building evaluations	41	750	349	349	500	500
Bomb squad responses	54	63	63	71	100	100
Hotline calls (Safe Schools, arson)**	6,395	4,693	5,000	7,695	7,800	7,800

\* The significant increase in Actual 2005 numbers is the result of improved incident reporting operations for WVFIRS, due largely to ongoing efforts by the State Fire Marshal's Office to encourage and assist fire departments in making the transition from paper-based to on-line computer-based reporting. Computer-based reporting allows the State Fire Marshal's Office to release a much larger number of incident reports in a shorter period of time to WVFIRS.

\*\* Prior to autumn 2005, the hotline calls included the after-hours calls to the Division of Homeland Security and Emergency Management.



West Virginia State Fire Commission

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
State Fire Commission	46.00	\$2,400,295	\$3,444,811	\$3,369,062	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>46.00</b>	<b>2,400,295</b>	<b>3,444,811</b>	<b>3,369,062</b>	<b>3,411,311</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		6.00	6.00	6.00	6.00
Total Personal Services		73,774	103,500	100,500	105,000
Employee Benefits		53,952	67,000	67,000	67,000
Other Expenses		62,264	32,500	32,500	32,500
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>189,990</b>	<b>203,000</b>	<b>200,000</b>	<b>204,500</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		38.50	40.00	40.00	40.00
Total Personal Services		1,121,173	1,953,950	1,922,000	1,953,950
Employee Benefits		401,819	677,799	672,000	677,799
Other Expenses		675,607	510,062	510,062	510,062
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>2,198,599</b>	<b>3,141,811</b>	<b>3,104,062</b>	<b>3,141,811</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		11,706	100,000	65,000	65,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>11,706</b>	<b>100,000</b>	<b>65,000</b>	<b>65,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>44.50</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$2,400,295</b>	<b>\$3,444,811</b>	<b>\$3,369,062</b>	<b>\$3,411,311</b>





# Veterans Affairs

## Mission

Veterans Affairs aids, assists, counsels, advises, and looks after the rights and interests of all persons known as veterans who have served in the armed forces of the United States in the Army, Air Force, Navy, Marine Corps, or Coast Guard. Services are provided for veterans who are citizens of this state and have been honorably discharged and to their spouses and dependents.

## Operations

### *Administrative*

- Provides supervisory guidance to the field and claims offices, as well as payroll.
- Maintains personnel files, timekeeping, etc.
- Provides immediate assistance to West Virginia's veterans organizations and legislative bodies.

### *Claims*

- Reviews for completeness the applications received from field offices before submitting them for determination of claims by the U.S. Department of Veterans Affairs.
- Provides personal representation at hearings with the U.S. Department of Veterans Affairs for those veterans desiring personal appearances or during appeals of claims.
- Interprets changes to laws that affect state and federal benefits.

### *Field Service*

- Responds to inquiries and requests from the state's 198,000 veterans, spouses, and dependents through 16 field offices located throughout the state.
- Processes claims from veterans, their spouses, and dependents for submission to the Claims office.

## Recommended Improvements

- ✓ Additional \$3,795,515 in General Revenue Funds and \$750,000 in matching Federal Funds for a full 12 month operational cost of the Veterans Nursing Home.



*Veterans Affairs*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Veterans Affairs	43.80	\$11,285,701	\$7,462,169	\$2,039,563	
Veterans Home	47.00	2,396,042	3,340,690	3,203,122	
Veterans Nursing Home	2.60	743,518	30,020,500	5,990,535	
Less: Reappropriated		(49,883)	(5,356,626)	0	
<b>TOTAL BY PROGRAM</b>	<b>93.40</b>	<b>14,375,378</b>	<b>35,466,733</b>	<b>11,233,220</b>	<b>15,978,823</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		77.00	80.40	80.40	220.40
Total Personal Services		1,548,726	2,186,849	2,582,649	4,132,869
Employee Benefits		669,477	1,022,337	1,375,983	2,261,315
Other Expenses		2,271,893	6,961,945	801,393	2,243,076
Less: Reappropriated		(49,883)	(5,356,626)	0	0
<b>Subtotal: General Fund</b>		<b>4,440,213</b>	<b>4,814,505</b>	<b>4,760,025</b>	<b>8,637,260</b>
<b>Federal Fund</b>					
FTE Positions		12.00	13.00	13.00	13.00
Total Personal Services		223,987	270,993	263,932	270,993
Employee Benefits		91,424	114,233	112,367	114,233
Other Expenses		847,072	11,381,002	3,271,561	4,131,002
<b>Subtotal: Federal Fund</b>		<b>1,162,483</b>	<b>11,766,228</b>	<b>3,647,860</b>	<b>4,516,228</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		230,510	966,000	966,000	966,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>230,510</b>	<b>966,000</b>	<b>966,000</b>	<b>966,000</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		8,542,172	17,920,000	1,859,335	1,859,335
<b>Subtotal: Nonappropriated Special Fund</b>		<b>8,542,172</b>	<b>17,920,000</b>	<b>1,859,335</b>	<b>1,859,335</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>89.00</b>	<b>93.40</b>	<b>93.40</b>	<b>233.40</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$14,375,378</b>	<b>\$35,466,733</b>	<b>\$11,233,220</b>	<b>\$15,978,823</b>

Veterans Affairs  
**Programs**

## **Veterans Home**

### **Mission**

The mission of the Veterans Home in Barboursville is to provide a clean home (domiciliary) for homeless or disadvantaged veterans (195-person capacity).

### **Goals/Objectives**

- Provide a state veterans' home capable of housing all eligible West Virginia veterans requesting admission.
- Complete proper reporting on the "Statement of Federal Aid Claimed" form within 15 working days after the end of the month in order to receive the maximum allowable per diem from the U.S. Department of Veterans Affairs.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Average daily number of residents	112	79	110	95	100	100
Average daily cost per resident	\$51.10	\$60.28	\$60.00	\$61.54	\$64.00	\$67.00

## **Veterans Nursing Home**

### **Mission**

The mission of the Veterans Nursing Home in Clarksburg is to provide a skilled nursing care facility for the aging veteran population of the State of West Virginia (120-bed capacity).

### **Goals/Objectives**

- Open the new veterans nursing home in Clarksburg—expected to be fully functional in the fall of 2006.
- Provide a state veterans nursing home capable of caring for all eligible West Virginia veterans requesting extended care in a skilled nursing environment.
- Submit requests as required by the federal government for reimbursement of matching federal funds.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Average daily number of patients	N/A	N/A	N/A	N/A	20	100
Average daily cost per resident	N/A	N/A	N/A	N/A	\$119.33	\$148.94



*Department of Military Affairs and Public Safety*  
**West Virginia Parole Board**

**Mission**

The mission of the West Virginia Parole Board is to release those inmates eligible for parole who will not be a menace, danger, or threat to society and who have displayed suitability for early release, based upon all available information.

**Operations**

- Conduct careful, analytical studies of court orders and files that lead to establishing proper parole eligibility dates.
- Issue monthly institutional parole interview lists.
- Provide notice to sentencing judge, prosecuting attorney, victims, and arresting officers.
- Supply documents to inmates prior to parole hearing.
- Interview inmates when they are eligible.
- Conduct careful, analytical reviews of information in file statements made by inmates during parole hearings held by three parole board members.
- Consider all facts and testimony of the preliminary parole revocation hearings and determine if a final revocation hearing should be held or reinstatement to parole status should be issued.
- Review executive clemency applications (investigate and process recommendations for the Governor).

**Goals/Objectives**

- Establish and conduct all parole hearings within prescribed time limit—within the same month of the parolee’s earliest possible parole eligibility date.
- Educate victims of crime regarding the parole process and their involvement.
- Educate the public regarding various parole issues beginning with the involvement of the criminal justice programs at various colleges, and through telephone contacts.
- Increase parole and/or revocation hearings being held via teleconferencing at regional jail sites.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Parole hearings established and conducted within time limits	N/A	N/A	N/A	100%	100%	100%
Eligible inmates granted parole	27%	31%	32%	37%	37%	37%

**Recommended Improvements**

- ✓ Includes \$13,200 to lease two four-wheel drive vehicles.



West Virginia Parole Board

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
WV Parole Board	11.00	\$590,566	\$690,663	\$687,063	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>11.00</b>	<b>590,566</b>	<b>690,663</b>	<b>687,063</b>	<b>705,663</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		10.00	11.00	11.00	11.00
Total Personal Services		340,864	385,493	381,893	387,293
Employee Benefits		125,537	142,202	142,202	142,202
Other Expenses		124,165	162,968	162,968	176,168
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>590,566</b>	<b>690,663</b>	<b>687,063</b>	<b>705,663</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$590,566</b>	<b>\$690,663</b>	<b>\$687,063</b>	<b>\$705,663</b>



Department of Military Affairs and Public Safety

# West Virginia State Police

## Mission

The West Virginia State Police provides direct and indirect law enforcement services to the citizens of the state and to other law enforcement entities to ensure the continued security of persons, residential and business properties, and the safety of motorists operating on the state's streets and highways.

## Operations

### *Barracks Maintenance Program*

- Monitor, maintain, repair, and renovate division facilities.
- Construct or monitor construction of new facilities.
- Ensure that facilities are adequate for designated use, and comply with applicable statutes, codes, and regulations.

### *Commission on Drunk Driving Prevention*

- Provide administrative oversight for enforcement grants aimed at detecting and apprehending impaired drivers.
- Provide and maintain breath testing equipment to the West Virginia law enforcement community.
- Provide training for police officers and certain other officials within the law enforcement community to be certified in operation of the breath testing equipment.
- Provide breath alcohol testing (BAT) mobiles for educational and enforcement purposes.
- Provide educational material for distribution to school-age children and adults.

### *Law Enforcement*

- Prevent criminal activity.
- Investigate incidents involving criminal activity, violations of traffic law, and traffic accidents.
- Conduct forensic examinations of evidence submitted by federal, state, county, and local law enforcement agencies, and provide expert testimony in criminal proceedings.
- Document criminal and traffic investigation activities to aid in prosecution.
- Arrest violators of criminal and traffic law.
- Provide law enforcement and protective services in instances of natural and manmade disasters, labor disputes, and prison riots.
- Provide specialized investigative resources to other law enforcement agencies upon their request.
- Provide a system of storage, analysis, and retrieval of criminal records capable of responding to the needs of the West Virginia law enforcement community.
- Operate, maintain, and initiate improvements to the West Virginia Automated Police Network and West Virginia Automated Criminal Histories systems.
- Receive, catalog, and provide legal access to traffic crash reports completed by the State Police and for all fatal accidents investigated by all police agencies within the state.
- Provide a system of comprehensive communications to include radio, telephone, and teletype linking all State Police operational units, and provide networking capability to others within the state law enforcement community as required.
- Provide equipment and expendable supplies to all West Virginia State Police entities.
- Provide aviation services including traffic enforcement, transportation, suspect search, and victim rescue.
- Conduct basic training of State Police cadets and basic training of city and county police officers.
- Conduct annual in-service training of all State Police personnel and training to State Police personnel in specialty areas.
- Monitor and review training needs of the West Virginia law enforcement community.

### *Motor Vehicle Inspection Group*

- Train inspector mechanics.
- Inspect stations for regulatory compliance.

## *West Virginia State Police*

- Investigate complaints of improper inspection.
- Investigate theft of motor vehicle inspection stickers.
- Draft and distribute inspection manuals.
- Compile motor vehicle inspection statistics regarding the number of vehicles inspected, administrative sanctions issued against inspector mechanics and stations, and other relative data.

### **Recommended Improvements**

- ✓ Includes \$2,081,256 for trooper longevity.
- ✓ Includes \$1,575,871 for entry level salary enhancements.
- ✓ Includes \$500,000 for routine operating costs.
- ✓ Includes additional \$125,000 for maintenance of the automated fingerprint identification system.



West Virginia State Police

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Barracks Maintenance Group	0.00	\$1,160,162	\$3,088,187	\$500,000	
Commission on Drunk Driving Prevention	0.00	993,827	1,031,116	1,035,484	
Law Enforcement	1,009.50	90,756,235	77,323,121	70,667,452	
Motor Vehicle Inspection	30.00	1,567,374	2,121,596	1,961,997	
Less: Reappropriated		(2,605,942)	(7,310,485)	0	
<b>TOTAL BY PROGRAM</b>	<b>1,039.50</b>	<b>91,871,656</b>	<b>76,253,535</b>	<b>74,164,933</b>	<b>76,722,342</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		972.00	983.50	983.50	983.50
Total Personal Services		29,185,549	31,911,234	31,076,684	35,151,966
Employee Benefits		36,093,076	17,346,129	17,296,629	14,852,816
Other Expenses		17,554,945	19,985,321	16,857,350	17,728,527
Less: Reappropriated		(2,301,331)	(3,277,321)	0	0
<b>Subtotal: General Fund</b>		<b>80,532,239</b>	<b>65,965,363</b>	<b>65,230,663</b>	<b>67,733,309</b>
<b>Federal Fund</b>					
FTE Positions		9.00	9.00	5.00	5.00
Total Personal Services		672,368	708,221	635,935	641,785
Employee Benefits		119,218	137,116	88,597	89,659
Other Expenses		226,325	266,967	149,500	149,500
<b>Subtotal: Federal Fund</b>		<b>1,017,911</b>	<b>1,112,304</b>	<b>874,032</b>	<b>880,944</b>
<b>Appropriated Special Fund</b>					
FTE Positions		36.00	36.00	36.00	36.00
Total Personal Services		951,264	1,380,516	1,107,918	1,148,418
Employee Benefits		338,573	420,378	422,397	429,748
Other Expenses		4,839,971	6,524,933	2,564,767	2,564,767
Less: Reappropriated		(304,611)	(4,033,164)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>5,825,197</b>	<b>4,292,663</b>	<b>4,095,082</b>	<b>4,142,933</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		11.00	11.00	11.00	11.00
Total Personal Services		1,495,864	1,374,368	1,365,468	1,365,468
Employee Benefits		200,047	201,360	202,969	202,969
Other Expenses		2,800,398	3,307,477	2,396,719	2,396,719
<b>Subtotal: Nonappropriated Special Fund</b>		<b>4,496,309</b>	<b>4,883,205</b>	<b>3,965,156</b>	<b>3,965,156</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>1,028.00</b>	<b>1,039.50</b>	<b>1,035.50</b>	<b>1,035.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$91,871,656</b>	<b>\$76,253,535</b>	<b>\$74,164,933</b>	<b>\$76,722,342</b>





# Programs

## ***Barracks Maintenance Group***

### **Mission**

The West Virginia State Police Barracks Maintenance Group is responsible for the maintenance, upgrading, and replacement of all State Police facilities throughout the state to ensure that all such facilities are safe, secure, ADA compliant, and appropriate for their designated use. State Police facilities are used by department members and civilian employees of the State Police, other law enforcement officers, other state agencies sharing facilities, and the general public, as the various State Police programs are implemented.

### **Goals/Objectives**

**Provide suitable facilities for all State Police programs that demonstrate West Virginia's high commitment to state-level law enforcement services.**

- Construct new barracks as required and within available funding.
- Provide ongoing facility maintenance, renovation, and repair within allotted funding.
  - \* Complete a major renovation to the South Charleston Detachment by early FY 2007.
  - \* Complete a major renovation and expansion of the Martinsburg Detachment in Berkeley County by the middle of FY 2007.
  - \* Complete a major renovation and expansion of the Ripley Detachment in Jackson County by the middle of FY 2007.

### **Performance Measures**

- ✓ Completed construction of a new barracks at Rainelle in Greenbrier County in May 2005.

## ***Commission on Drunk Driving Prevention***

### **Mission**

The Commission on Drunk Driving Prevention acts as West Virginia's clearinghouse and approving agency for law enforcement agency grant requests for funding through the state's police agencies in the form of alcohol detection/measuring devices, educational material, and on-scene mobile alcohol enforcement support vehicles as required to enhance public safety through the deterrence, detection, and arrest of impaired drivers.

### **Goals/Objectives**

- Continue to provide funding, material, and logistical support in furtherance of drunk driving detection and prevention efforts by the West Virginia law enforcement community and others.
- Provide improved grant management for Commission on Drunk Driving Prevention funds to achieve maximum benefit.
- Provide logistical support in the form of alcohol detection/measuring devices and educational material.
- Coordinate on-site presence and use of BAT mobiles at state, city, and county police departments for educational and enforcement purposes.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
DUI arrests	8,973	9,785	10,000	11,362	11,700	12,000
Incidence of DUI traffic accidents*	2,404	2,471	3,500	2,292	2,200	2,200

\* Data provided by Department of Transportation, Division of Highways.



## Law Enforcement

### Mission

The West Virginia State Police Law Enforcement program provides managerial and administrative oversight to all other State Police programs; provides law enforcement services to the citizens of the state; provides indirect services to law enforcement entities within the state in the form of records keeping, laboratory analytical services, communications services, data processing, and logistical and fleet management; and provides instructional and other guidance to members of the West Virginia law enforcement community in the form of appropriate entry level, updated, and advanced training.

### Goals/Objectives

- Maximize citizen compliance with criminal and traffic laws enforced by the West Virginia State Police.
- Maintain a state crime rate at least 12 percentage points lower than the national average of 40 crimes per 1,000 population as reported by the FBI for 2005.
- Reduce the number of traffic crashes on the state's highways.
- Increase the number of persons arrested for driving under the influence of alcohol.
- Maintain law enforcement support programs to provide assistance to the state's criminal justice system.
- Maintain a well educated, professional law enforcement agency which protects the rights and liberties of every citizen.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Complaints against personnel	276	282	310	304	287	287
Allegations against personnel	346	363	400	408	375	375
Sustained complaints and allegations	37.0%	36.0%	37.0%	39.0%	38.0%	38.0%
Traffic accidents statewide*	51,801	52,133	51,900	47,801	51,500	51,500
Traffic accidents investigated by WV State Police	11,463	11,295	12,000	11,733	12,000	12,000

<u>Calendar Year</u>	<u>Actual 2003</u>	<u>Estimated 2004</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Clearance rate for crimes investigated by West Virginia State Police	34.0%	33.9%	31.3%	32.6%	33.3%	32.8%
West Virginia crime incidence (per 1,000 population)**	25.4	N/A	25.8	26.2	26.6	27.0

\* Data provided by the West Virginia Department of Transportation, Division of Highways.

\*\* Data provided by the FBI.

## Motor Vehicle Inspection

### Mission

The West Virginia State Police Motor Vehicle Inspection program is responsible for providing oversight of the state's motor vehicle safety inspection initiative through training, monitoring, and investigation of individuals and businesses that act as agents for the state in the actual conducting of vehicle safety inspections designed to greatly enhance highway safety through the elimination of unsafe vehicles from the state's roads and highways.



West Virginia State Police Programs

**Goals/Objectives**

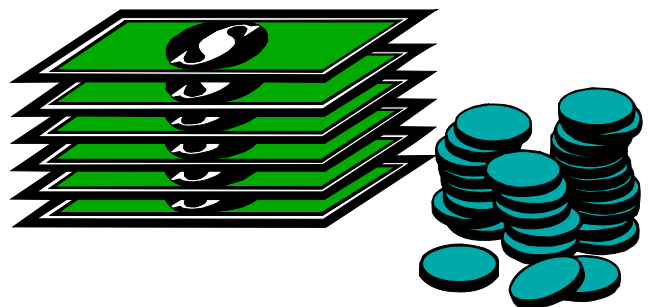
- Enforce the statutes and regulations governing motor vehicle inspections.
- Train and license all new inspector mechanics and inspection stations.
- Investigate complaints and allegations of impropriety within the motor vehicle inspection program.
- Conduct random compliance inspections on each of the 1,790 licensed stations on at least eight occasions per year.

**Performance Measures**

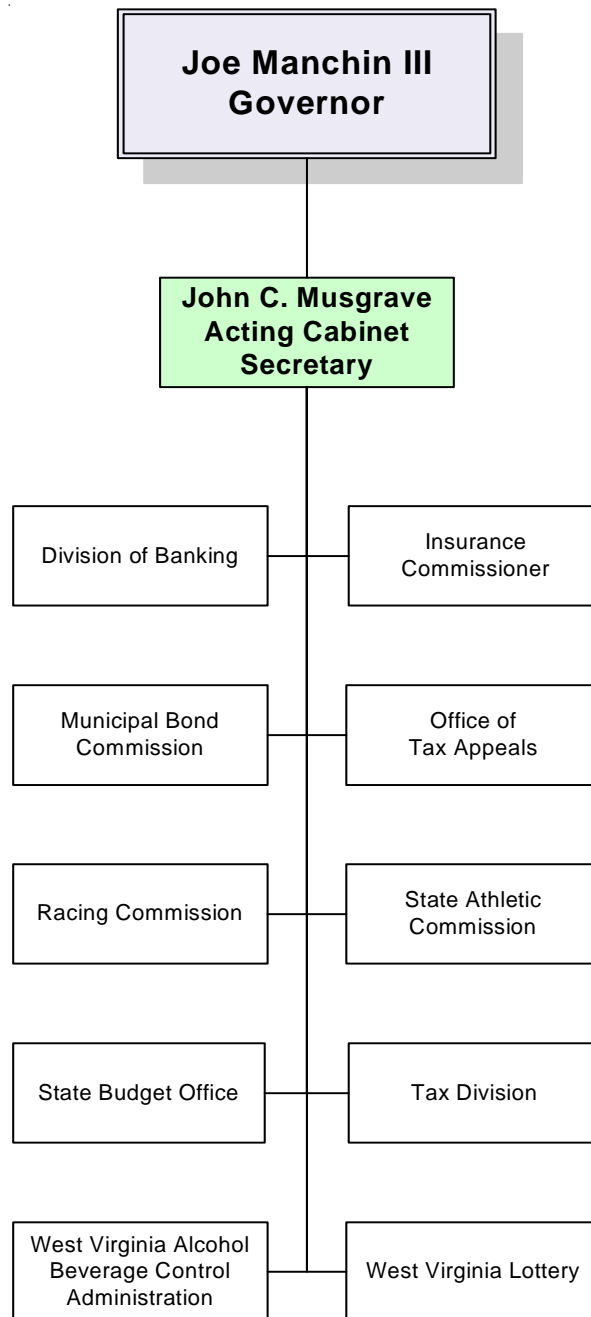
<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Inspector mechanics trained and licensed	963	1,150	1,200	1,000	1,000	1,000
Compliance investigations conducted	9,000	13,934	14,000	14,426	14,500	14,500
Inspection stations or inspector mechanics suspended	49	92	85	75	90	90



# DEPARTMENT OF REVENUE



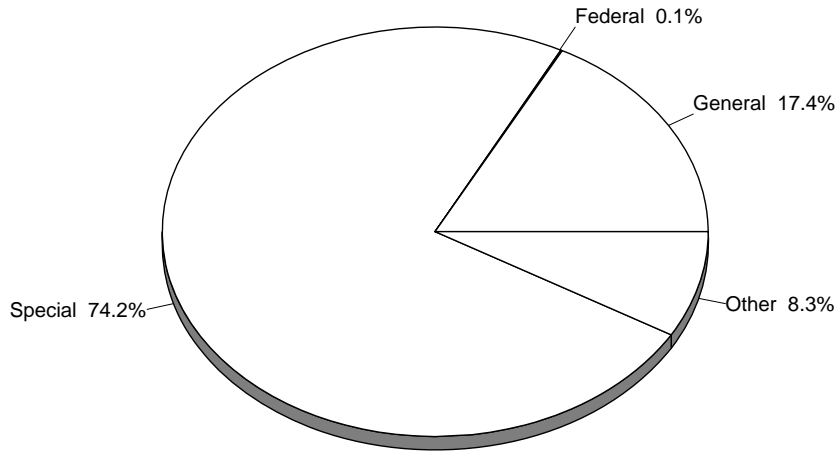
# Department of Revenue



Department of Revenue  
**Revenues and Expenditures**

**Total Available Funds**

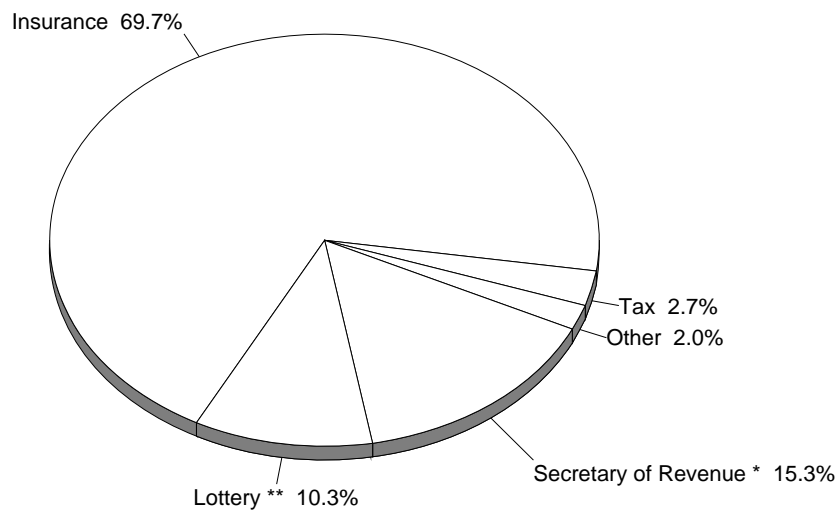
Fiscal Year 2007  
 \$1,162,436,698\*  
 (Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
 \$1,150,089,060



\* Includes \$175 million transfer to Revenue Shortfall Reserve Fund  
 \*\* Includes \$83.3 million transfer to Revenue Shortfall Reserve Fund

# Department of Revenue

## Mission

The mission of the Department of Revenue is to administer, interpret, and enforce West Virginia revenue laws; to efficiently collect the proper amount of revenues due the State; to fairly and economically administer laws pertaining to the sale and consumption of alcoholic beverages; to oversee the fairness and financial stability of State financial businesses and the insurance industry in a way that will benefit all West Virginians; to constantly safeguard the integrity of regulated gaming activities and the integrity of amateur, professional, and semiprofessional boxing events; to serve as fiscal agent for general obligation bonds issued by local government entities; to serve as staff in preparing the Governor's annual budget in accordance with the State Constitution; to implement and execute the budget after enactment by the Legislature; and to inform and otherwise serve the citizens of West Virginia, all in a manner that maximizes voluntary compliance, provides meaningful assistance, and builds confidence in frugality, integrity, effectiveness, and fairness.

## Goals/Objectives

- Generate accurate fiscal information, including both the revenue forecasting and budgeting functions.
- Address pay equity issues that exist between agencies within and outside of the department.
- Create a centralized bond clearinghouse.
- Furnish the agencies within the department with adequate equipment and technological upgrades to complete the statutorily required responsibilities in the most efficient manner possible, including an integrated tax system in the Tax Division.
- Reduce the duplication of services currently provided by more than one agency within the department.
- Continue and improve formal training and human resource development programs for employees.

## Recommended Improvements

- ✓ Additional \$175,000,000 for transfer to the Revenue Shortfall Reserve Fund.

Secretary of Revenue  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Office of the Secretary	8.00	\$529,767	\$744,941	\$647,359	
Less: Reappropriated		0	(94,582)	0	
<b>TOTAL BY PROGRAM</b>	<b>8.00</b>	<b>529,767</b>	<b>650,359</b>	<b>647,359</b>	<b>175,651,859</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		8.00	8.00	8.00	8.00
Total Personal Services		301,068	431,250	428,400	463,070
Employee Benefits		84,968	112,429	111,613	108,120
Other Expenses		141,382	179,186	85,270	175,058,593
Less: Reappropriated		0	(94,582)	0	0
<b>Subtotal: General Fund *</b>		<b>527,418</b>	<b>628,283</b>	<b>625,283</b>	<b>175,629,783</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Transfer to Rainy Day Fund		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		2,349	22,076	22,076	22,076
<b>Subtotal: Nonappropriated Special Fund</b>		<b>2,349</b>	<b>22,076</b>	<b>22,076</b>	<b>22,076</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$529,767</b>	<b>\$650,359</b>	<b>\$647,359</b>	<b>\$175,651,859</b>

\* Includes \$175,000,000 transfer to Revenue Shortfall Reserve Fund.





*Department of Revenue*

# **Division of Banking**

## **Mission**

To promote, on behalf of West Virginia citizens, the safety and soundness of state-chartered and licensed depository and nondepository institutions within the framework of statutory limitations and industry standards for financial institutions operating within West Virginia.

## **Operations**

- Examines safety and soundness of state-chartered banks and credit unions, and determines compliance with state and federal laws, rules, and regulations.
- Examines regulated consumer lenders, mortgage companies, mortgage brokers, and originators for compliance with consumer laws and regulations.
- Oversees bank holding company activities within the state.
- Coordinates interagency (state and federal) examination efforts, and enforces formal and informal corrective actions and agreements.
- Provides guidance to regulated financial institutions regarding information technology issues.
- Reviews, analyzes, and acts upon applications from depository institutions for charters, mergers, branches, and holding company acquisitions within the state.
- Reviews, analyzes, and acts upon applications for licensing from selected nondepository financial institutions.
- Provides information and data to the public and press.
- Investigates and resolves consumer complaint matters.
- Provides administrative and staff support for the West Virginia Lending and Credit Rate Board and for the West Virginia Board of Banking and Financial Institutions.



*Division of Banking*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	9.00	\$734,277	\$801,322	\$785,083	
Depository Institutions	15.50	1,109,334	1,240,566	1,253,652	
Nondepository Institutions	8.00	604,068	653,045	633,343	
<b>TOTAL BY PROGRAM</b>	<b>32.50</b>	<b>2,447,679</b>	<b>2,694,933</b>	<b>2,672,078</b>	<b>2,703,447</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		32.50	32.50	34.00	32.50
Total Personal Services		1,419,459	1,686,083	1,744,050	1,770,600
Employee Benefits		419,158	501,252	511,640	516,459
Other Expenses		609,062	507,598	416,388	416,388
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>2,447,679</b>	<b>2,694,933</b>	<b>2,672,078</b>	<b>2,703,447</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>32.50</b>	<b>32.50</b>	<b>34.00</b>	<b>32.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$2,447,679</b>	<b>\$2,694,933</b>	<b>\$2,672,078</b>	<b>\$2,703,447</b>

Division of Banking  
**Programs**

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## ***Administrative***

### **Mission**

To provide responsive, cost-effective administrative support for the division's regulatory programs and the West Virginia Board of Banking and Financial Institutions.

### **Goals/Objectives**

- Maintain technical, legal, and clerical support systems that allow the regulatory staff to properly carry out statutory and public policy mandates.
- Provide computer hardware, software, and program training to all staff.
- Provide adequate legal counsel in order to properly and effectively execute the division's mission.
- Provide a system of receiving, responding, and monitoring consumer inquiries and complaints.
- Provide administrative and fiscal oversight to the division's operations.

### **Performance Measures**

- ✓ Division employees were provided the education and training to allow them to obtain a professional level of competence.
- ✓ Maintained adequate funding to act upon the mission of the agency.

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## ***Depository***

### **Mission**

To promote the state banking system and ensure the safety and soundness of state-chartered depository institutions within the framework of statutory limitations and industry standards.

### **Goals/Objectives**

#### **Aggressively pursue national banks that show an interest in the state banking system.**

- Continue to actively market the positive attributes of the state charter to the domestic industry, particularly our comparatively low assessment rate, our examination staff's extensive knowledge and experience in the regulation of depository institutions, and our accreditation status by our national trade group, the Conference of State Bank Supervisors.
- Strive to identify value-added products and services to our banking constituents in addition to providing a full range of examinations including safety and soundness, bank holding company, trust, and information systems.
- Promote the state banking charter at conventions and meetings of the industry's two trade banking associations.
- Convert one national bank into the state banking system per year.

#### **Maintain level of existing assessable assets through the application of fair, consistent, and responsive regulatory guidance.**

- Maintain team of skilled examiners to sufficiently assess the financial condition of state-chartered depository institutions.
- Strive toward efficiencies and continue migration to a full risk-focused examination program.
- Complete credit union examination reports within statutory time frame of 30 days.

## Division of Banking Programs

- Complete bank examination reports within 30 days.
- Maintain strong working relationships with the Federal Deposit Insurance Corporation, the Federal Reserve System, and the National Credit Union Administration to avoid duplication of effort in the regulatory process.
- Incorporate new technology in regulatory operations.
- Lobby to passage any legislation that supports the state’s commercial banking industry, including legislation to minimize regulatory burdens and costs for covered institutions.

**Maintain state banking laws that afford state-chartered banks competitive equality with the activities of national banks and banks chartered by other states.**

- Stay abreast of changes in federal laws and regulations to which our state chartered banks must be held accountable.
- Ensure that each senior Depository employee has an opportunity to attend at least one training program and/or seminar per year to discuss emerging issues and challenges.
- Write legislation to revise and update West Virginia banking laws based on the constantly changing financial services industry and the changing regulatory environment.

**Maintain accreditation and examiner certifications from the Conference of State Bank Supervisors.**

- Provide each examiner an opportunity for continuing professional development training, with a minimum of 63 continuing education hours over the three-year examiner certification period
- Promote career development by emphasizing examiner training along specialty lines.
- Review and incorporate all suggestions offered by the Conference of State Bank Supervisors reaccreditation review team, and follow recommended best practices that takes place every five years.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Examinations completed within statutory time frames	100%	97%	100%	100%	100%	100%
Average turnaround on bank report transmittals (days)	28.6	31.6	30.0	31.0	30.0	30.0
Average turnaround on credit union report transmittals (days)	27.8	30.5	30.0	29.0	30.0	30.0

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## Nondepository

### Mission

To assure that mortgage lenders, mortgage brokers, loan originators, and regulated consumer lenders—who may often serve higher risk, less financially attuned, and less affluent consumers—do so in compliance with state and federal statutes and regulations designed to protect consumer rights and interests. License and monitor those entities providing money transmission and transportation services to West Virginia citizens.

### Goals/Objectives

**Develop procedures to expedite Reports of Examination utilizing Examination Software.**

- Finalize training of examiners to allow for individual input of examination data by the end of 2006.
- Perform Regulated Consumer Lender exams within eighteen months.
- Complete examination processing within the time frame of 180 days.
- Fine-tune the reports of examination using database reporting software.
- Cross train nondepository employees for purposes of tracking and recording responses to the final reports of examinations.

Division of Banking Programs

**Increase contact with licensed entities through office visitations.**

- Conduct unscheduled visits to licensees.

**Facilitate and direct ultimate restitution to consumers who have been harmed through violations of law.**

- Utilize examiners in the restitution process to locate, document and correspond with consumers who are due restitution.
- Document and balance the level of restitution made both by the licensees directly and indirectly.
- Update the division's records to reflect the level of restitution made to West Virginia consumers.

**Participate in national associations that specialize in the regulation of nondepository institutions.**

- Maintain skilled examiners proficient in both compliance and fraud examinations, and participate on regulatory panels established to facilitate nationwide training.
- Serve on committees and boards as appropriate with the American Association of Residential Mortgage Regulators, Money Transmitters Regulators Association, and the National Association of Consumer Credit Administrators.
- Actively participate in regional and national educational programs established by federal and state regulatory agencies.

**Obtain long term training in the area of fraud detection and investigations.**

- Provide every examiner with an established training objective.
- Obtain American Association of Residential Mortgage Regulator Fraud Training.
- Join and participate in fraud training provided by on-line providers, and, possibly, the National White Collar Crime Center.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Nondepository reports with identified violations to be corrected	24	35	37	50	40	48
Regulated consumer lender examinations completed within statutory time frames	100%	100%	100%	100%	100%	100%
Regulated consumer lender report transmittals (days)	30	30	30	30	30	30



*Department of Revenue*  
**Insurance Commissioner**

## **Mission**

Our mission is to promote a competitive and solvent insurance market, with adequate consumer protection, by fairly and consistently administering the insurance laws of West Virginia.

## **Operations**

### *Executive*

- Administer the operations of the agency.
- Establish the agency's legislative agenda.

### *Administration*

- Prepare the annual agency budget for the commissioner.
- Provide payroll, purchasing, accounts payable, and personnel policy and guidance.
- Provide employees with training and information on equal employment opportunity, drug awareness, separation/retirement procedures, and travel regulations.
- Responsible for mailroom functions.

### *Agents Licensing and Education*

- Issue licenses and subsequent renewals to all agents, adjusters, and insurance agencies.
- Issue clearance letters and certification letters for agents, adjusters, and insurance agencies.
- Approve appointments of insurance producers (agents) for insurance companies.
- Administer the prelicensing program.
- Administer the continuing education program.
- Collect licensure fees.

### *Consumer Service*

- Handle consumer complaints.
- Provide counseling to consumers and other sectors of the public regarding insurance inquiries.
- Conduct information seminars to high school students and community groups throughout the state.

### *Financial Conditions*

- License all insurance companies and other authorized entities.
- Register purchasing groups, risk retention groups, and surplus lines insurers.
- Monitor the financial stability and solvency of all admitted insuring entities.
- Conduct financial examinations.
- Collect premium taxes and licensure fees.
- Register third party administrators.
- License managing general agents.
- License reinsurance intermediaries.

### *Information Systems*

- Provide data processing support to the agency.
- Serve as the focal point for hardware and software strategies.
- Address short-range and long-range planning of agency data processing needs.
- Act as agency liaison in data processing matters.

### *Legal*

- Provide legal representation to agency in administrative and court proceedings.
- Give legal advice to the commissioner and agency staff.
- Conduct investigations on errant agents and companies.
- Assist in promulgation of administrative regulations and enactment of statutes.
- Coordinate receivership activities.

## *Insurance Commissioner*

### *Office of Consumer Advocacy*

- Review all hospital rate increase requests before the Health Care Authority or any court jurisdiction.
- Review all hospital certificate of need requests before the Health Care Authority or any court jurisdiction.
- Intervene at rate increase and certificate of need administrative hearings held before the Health Care Authority.
- Perform direct monitoring of health maintenance organizations (HMOs) to ensure compliance of quality assurance laws.
- Represent consumer interests in rate hearing and consumer complaint hearings before the insurance commissioner.
- Advocate on behalf of consumers in various forums.

### *Office of Inspector General—Fraud Unit/Prosecution Unit*

- Educate the public about the definition and illegality of insurance fraud.
- Provide the public with a venue (tip line) to report instances of suspected insurance fraud.
- Investigate suspected or alleged instances of insurance fraud.
- Prosecute insurance fraud perpetrators.

### *Rates and Forms*

- Review all insurance rates, rule, and form filings submitted by insurance companies licensed to do business in the state.
- Make approval/disapproval determinations on:
  - \* Policy forms for insurance policies sold in the state
  - \* Insurance rates used in the state
  - \* Marketing materials used in soliciting insurance policies sold in the state
- Conduct surveys and gather statistical data on the companies' claims, loss, and rating histories.

### *West Virginia Health Insurance Plan (AccessWV)*

- Provide health insurance for medically uninsurable individuals and their dependents.
- Provide health insurance for HIPAA eligible individuals and persons eligible for the health care tax credit.
- Define benefits to be offered.
- Promote plan to eligible persons.
- Establish and maintain protocols for plan operations.
- Issue policies of insurance.

## **Recommended Improvements**

- ✓ Additional spending authority of \$9,448,980 to annualize Worker's Compensation functions.

Insurance Commissioner

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	7.00	\$330,186	\$396,560	\$383,993	
Agent Licensing and Education	5.00	171,452	191,069	199,151	
Consumer Advocacy	5.00	406,552	535,888	535,888	
Consumer Services	9.00	548,953	594,329	1,199,810	
Examination	8.00	632,527	1,205,659	1,205,659	
Executive	85.60	1,914,118	22,849,437	20,082,297	
Financial Conditions	13.00	476,442	621,542	2,005,873	
Fraud Unit	4.00	658,251	700,000	700,000	
Information Systems	5.00	262,491	353,533	296,841	
Legal	10.00	502,553	594,968	1,341,116	
Rates and Forms	8.00	353,681	400,695	519,171	
Workers' Compensation	0.00	0	544,000,000	752,750,000	
WV Health Insurance Plan	8.00	123,492	3,405,000	11,223,952	
Less: Reappropriated		0	(1,136,878)	0	
<b>TOTAL BY PROGRAM</b>	<b>167.60</b>	<b>6,380,698</b>	<b>574,711,802</b>	<b>792,443,751</b>	<b>801,903,897</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		123,492	950,000	650,000	650,000
<b>Subtotal: Federal Fund</b>		<b>123,492</b>	<b>950,000</b>	<b>650,000</b>	<b>650,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		177.00	167.60	385.00	407.00
Total Personal Services		2,898,344	16,259,064	16,254,214	18,845,340
Employee Benefits		911,092	5,842,314	5,823,283	6,573,393
Other Expenses		2,447,770	550,342,302	759,142,302	765,261,212
Less: Reappropriated		0	(1,136,878)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>6,257,206</b>	<b>571,306,802</b>	<b>781,219,799</b>	<b>790,679,945</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	4.00	0.00
Total Personal Services		0	210,000	210,000	210,000
Employee Benefits		0	69,300	69,300	69,300
Other Expenses		0	2,175,700	10,294,652	10,294,652
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>2,455,000</b>	<b>10,573,952</b>	<b>10,573,952</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>177.00</b>	<b>167.60</b>	<b>389.00</b>	<b>407.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$6,380,698</b>	<b>\$574,711,802</b>	<b>\$792,443,751</b>	<b>\$801,903,897</b>



# Programs

## Executive Section

### Mission

The Executive Section is responsible for administering the agency's operations to ensure that insurance regulatory services to consumers, companies, and its agents are performed at optimum levels of quality and efficiency.

### Goals/Objectives

#### Promote economic growth.

- Implement legislative changes to workers' compensation law, opening the market to private workers' compensation insurance carriers.
- Increase the number of quality insurance companies offering products throughout the state.
- Ensure that national standards for uniform company and agent licensing procedures are adopted.

#### Improve customer communications.

- Provide necessary resources to make the agency's Internet home page more consumer friendly.
- Establish in-house seminars on a regular basis to educate staff on significant insurance issues.
- Enhance public awareness of regulatory services and compliance requirements.

#### Optimize productivity and efficiency of the agency.

- Reorganize informational systems in certain sections.
- Hire professional and technical staff to fill vacant positions.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Informational letters to consumer and/or licensed entities	6	2	5	6	8	8
Speaking engagements	31	28	25	20	25	25

## Administration Section

### Mission

The mission of the Administration Section is to maintain complete and accurate information regarding the budget, payroll, purchases, accounts payable, and inventory and to provide support services to ensure an effective working environment to all employees.

### Goals/Objectives

- Maintain complete and accurate accounting records, and continue to improve methods and skills in financial reporting.
- Establish or change operations to achieve efficiencies and improve effectiveness.
- Update the policy manual by January 1, 2006.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Amounts processed and deposited (in millions)	\$142.40	\$146.37	\$153.00	\$158.31	\$157.00	\$163.00

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## Agent Licensing and Education Section

### Mission

Agent Licensing and Education issues licenses to qualified insurance agents, adjusters, and agencies and determines that the licensees have met minimum competency and trustworthiness requirements prescribed by law.

### Goals/Objectives

#### Licensing

- Propose National Association of Insurance Commissioners' (NAIC's) model legislation to the 2006 West Virginia Legislature to allow for fingerprinting of license applicants.
- Implement on-line renewal processes in March 2006 for 9,600 resident producers, 3,700 adjusters, and 3,200 insurance agencies.

### Performance Measures

- ✓ Implemented on-line address change capability for individual producers and adjusters through the agency's Web site.
- ✓ Offered on-line renewal payment process to 33,000 individual nonresident producers through the NAIC's National Insurance Producer Registry during the 2005 renewal process. (Approximately one-third of the licensees utilized this process.)
- ✓ Reduced the compliance period from three years to the two year national average to satisfy the uniform standards established by the NAIC.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
New licenses issued						
Resident agents	1,335	1,202	1,427	1,122	1,341	1,220
Nonresident agents	8,896	6,350	7,904	8,689	7,423	7,978
Resident adjusters	50	59	54	48	55	52
Nonresident adjusters	904	739	700	781	738	808
Resident surplus lines licensees*	1	7	3	4	4	4
Nonresident surplus lines licensees*	67	99	70	127	83	98
Agent appointments to insurance companies	47,782	45,745	42,924	49,080	44,150	47,536

\* Licensed individuals eligible to write policies with unlicensed insurance companies.

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## Consumer Service Section

### Mission

The Consumer Service Section is available to all West Virginia consumers, insurance companies, and their agents to assist them with any insurance questions they may have and to assist consumers with insurance related problems in an effort to provide the highest level of consumer awareness and protection.

### Goals/Objectives

#### Expand insurance information guides.

- Prepare teenage drivers' guide by January 2006.
- Prepare HMO guide by April 2006.
- Prepare credit scoring guide by June 2006.

## Insurance Commissioner Programs

**Reduce economic losses to consumers.**

**Expand complaint tracking.**

- Track complaints from third party complainants.
- Track complaints by county and by company.
- Track complaints on homeowner and automobile nonrenewals/cancellations.
- Identify specific lines of coverage with which consumers have problems.

**Monitor impact of changes in the law.**

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Automobile policies—cancellations/nonrenewals rescinded	34	32	31	28	30	32
Homeowner policies—cancellations/nonrenewals rescinded	26	34	32	11	30	15
Money returned to consumers (in millions)	\$2.48	\$2.13	\$2.25	\$2.37	\$2.35	\$2.38

## Financial Conditions Section

### Mission

The Financial Conditions Section is primarily responsible for the licensing and the financial monitoring of insurance entities in West Virginia, so that the policyholders are secure in purchasing insurance products from solvent companies.

### Goals/Objectives

**Enable companies and brokers, by the year 2008, to electronically file premium tax returns and payment of fees and assessments.**

**Hire and train internal examiners by the year 2007 in order to lessen the dependency on contract examiners.**

**Monitor financial stability and solvency to protect policyholders.**

- Perform timely financial analysis on domestic and targeted foreign companies.
- Perform three to four statutory financial examinations each year on domestic companies, and at least one financial examination on a foreign company each year, beginning before year 2008.
- Enforce the collection of the appropriate amount of premium taxes and fees from insurers and brokers.

**Increase competition and availability of insurance to consumers.**

- Complete reviews of insurance company's licenses, expansion applications, and corporate transactions within 60 days.
- Complete reviews of accredited reinsurers, risk retention groups, reinsurance intermediaries, third party administrators, risk purchasing group registrations, and managing general agency within 30 days.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Annual domestic analyses	20	24	24	24	25	25
Annual foreign analyses	100	20	100	100	100	100
Quarterly domestic analyses	60	72	72	72	75	75
Companies licensed	67	117	120	172	125	49
Service area expansions for HMOs approved	0	10	10	4	10	10



## Information Systems Section

### Mission

The Information Systems Section is responsible for the maintenance of the agency's data processing needs in support of the agency's business goals and objectives. This includes the writing and maintenance of software, installation, maintenance of hardware, systems analysis and design, end user training and instruction, and general troubleshooting in the systems and programs. Additional support is provided to other state entities in support of common systems and statewide initiatives.

### Goals/Objectives

**Provide storage and retrieval of agency data through the use of electronic data processing technologies.**

- Maintain hardware and software environment to levels of current uses of technology and compatibility with the systems of other state agencies and others where a need exists for data exchange.
- Ensure data availability to all divisions within the agency with an emphasis on the collaborative nature of much of the data and ensuring that the needed sharing between divisions can be easily accomplished through the systems.
- Provide data as required to the NAIC in the format agreed to by all the state commissioners.

**Create and maintain ever innovative ways to reduce manual efforts through the use of information technologies.**

- Perform constant assessment of emerging technologies to leverage agency information collection and distribution for use within the agency and for the regulated entities (i.e., insurance agencies and insurance companies).
- Provide flexibility in systems design to ensure compliance with changing regulatory environment and state and federal statutes.
- Maintain systems' integrity with increased security procedures and software.

**The technical system environments from the former West Virginia Workers' Compensation Commission and the Insurance Commission will be in place by January 1, 2008. (One of the systems is maintained under a service level agreement with BrickStreet Mutual.)**

- Publish the system design document—July 1, 2006.
- Complete the preliminary coding—January 1, 2007.
- Complete the system test—March 1, 2007.
- Complete the user acceptance test—September 1, 2007.
- Migrate to the production environment—December 1, 2007.

**Convert two different document imaging applications (and actual images) into one uniform imaging system by December 2007.**

- Publish the system conversion document—July 1, 2006.
- Copy images to the new imaging storage solution—September 1, 2006.
- Complete the user acceptance test—November 1, 2006.
- Migrate to the production environment—December 1, 2006.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Problems and troubleshooting calls requiring assistance	2,790	2,500	2,000	2,700	4,000	4,500
New programs or modules written	40	45	50	40	200	100
New hardware installation (PCs and servers)	30	30	30	20	100	100

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## Legal Section

### Mission

The Legal Section provides efficient and accurate legal services to the insurance commissioner and staff so that effective insurance regulation is maintained.

### Goals/Objectives

**Perform thorough and fair investigations of company and agent violations.**

- Obtain additional investigative capabilities via computer link.
- Develop appropriate networking of investigators with other key industry and law enforcement personnel, as well as with the Insurance Commissioner's Fraud Unit.
- Audit company and agent behavior and compliance with statutes and rules through market analysis and market conduct examinations.
- Perform a minimum of four market conduct examinations on domestic companies through the end of 2006.
- Participate in the 2005 Market Conduct Annual Statement by assisting in collecting the 2005 data.

**Continue superior legislative and rule-making support to commissioner and staff.**

- Provide prompt and reliable research support through electronic research or other appropriate services.
- Train new employees on insurance laws.
- Draft bills and rules, and follow them through the legislative process.

**Provide fair and prompt administrative proceedings.**

- Dedicate attorney time to hearings relating to regulatory action against agents and companies.
- Provide mediation of consumer complaints when both parties request it.
- Ensure that penalties and other actions taken against companies and agents are consistent and fair.
- Continue to develop, as a short-term goal, a new administrative hearing process for third party complaints against property and casualty insurers.

**Advise commissioner, staff, and others on legal issues relating to insurance.**

- Provide up-to-date information on emerging insurance issues at both the state and federal level.
- Respond to legal questions from other staff members relating to activity in their sections.
- Respond to legal questions from members of the public or the Legislature relating to insurance issues.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Agent and company licenses suspended/revoked	13	*371	25	19	25	*100
Fines collected	\$166,132	\$86,271	\$85,000	\$173,310	\$85,000	\$125,000

\*Includes agent licenses suspended for failure to complete continuing education requirements.

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## Office of Consumer Advocacy

### Mission

The Office of Consumer Advocacy was created by the Legislature in 1991 and its functions were significantly increased in 2005. The Office continues to review hospital rate increase requests and certificate of need requests, and to oversee health maintenance organization compliance with quality assurance laws; however, the Office now is available to advocate for consumers, i.e. policyholders, first party claimants and third party claimants, and to intervene in the public interest in proceedings before the Health Care Authority, Insurance Commissioner, other agencies, and in federal and state courts.

## Goals/Objectives

### Establish the powers of the office.

- Promulgate legislative and procedural rules by March 2006 to implement the intent of the Legislature.
- Propose legislation to further clarify and delineate the function of the office by July 2006.
- Acquire and train additional staff by March 2006 to meet the needs of the office and consumers.

### Increase the number of interventions to create a more affordable medical care services environment.

- Continue to monitor hospital rate increase requests and certificate of need requests.
- Become a designated affected party in all such requests by March 2006 in order to ensure that the office is apprised of any amendments or changes in requests and to ensure that the office is represented at all hearings before the Health Care Authority.
- Advocate for policyholders, first party claimants, and third party claimants in hearings before the Insurance Commissioner, other agencies, and state and federal courts.

### Monitor Health Maintenance Organizations (HMOs) to ensure compliance with quality assurance laws.

- Perform direct monitoring of HMOs' quality assurance programs by conducting on-site visits.

### Educate the insurance consuming public by September 2006 of the availability of the office to advocate for them at hearings on their complaints filed with the Insurance Commission.

- Prepare and distribute 10,000 educational brochures during FY 2006.
- Conduct ten public meetings during FY 2006 to educate consumers on their rights.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Amount reviewed for certificate of need (in millions)	\$800	\$276	\$500	\$251	\$500	\$500
Approved HMO quality assurance programs	3	3	3	3	3	3
Health Care Authority hearings	43	N/A	43	N/A	50	50
Policyholder and first party complaints received	N/A	N/A	N/A	N/A	300	300
Third party complaints received	N/A	N/A	N/A	N/A	170	200
Third party complaint hearings	N/A	N/A	N/A	N/A	100	120
Other hearings	N/A	N/A	N/A	N/A	30	30

## Office of Inspector General\*—Fraud Unit/ Prosecutions Unit

### Mission

The Fraud Unit is responsible for facilitating a cooperative approach in the detection, investigation, and prosecution of insurance fraud; making the public aware of insurance fraud, and providing them with a venue for reporting instances of suspected insurance fraud and investigating persons suspected of engaging in insurance fraud.

The Prosecution Unit is responsible for the prosecution of cases involving insurance fraud or when appropriate, referring such cases to county prosecutors or federal authorities for prosecution.

## Goals/Objectives

- Implement and maintain a toll free insurance fraud tip line.
- Conduct public awareness activities to define for the citizens of West Virginia what constitutes fraud.
- Work cooperatively with various law enforcement and prosecutorial entities to combat insurance fraud.

## Insurance Commissioner Programs

- Develop and implement a case management data system.
- Investigate and refer for prosecution instances of suspected insurance fraud, when appropriate.
- Prosecute instances of insurance fraud.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Public appearances/speaking engagements	N/A	N/A	N/A	28	16	16
Calls to arson/insurance fraud hotline	N/A	N/A	N/A	1	10	10
Complaints received	N/A	1,441	N/A	1,397	1,450	1,500
Complaints without merit	N/A	262	N/A	1,121	1,175	1,225
Resolved through administration	N/A	N/A	N/A	168	200	250
Assigned to investigators	N/A	527	N/A	449	600	600
Investigations completed	N/A	417	N/A	370	450	450
Indictments	N/A	20	N/A	15	25	25
Convictions	N/A	14	N/A	8	15	35
Repayment agreements entered	N/A	N/A	N/A	19	25	30

\*The West Virginia Insurance Commissioner's Fraud Unit (effective July 1, 2004) and the Worker's Compensation Commission's Office of Inspector General (effective October 1, 2003) were combined effective July 1, 2005.

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## Rates and Forms Section

### Mission

The Rates and Forms Section is responsible for review and approval of all insurance policy forms, rules, and rates marketed in West Virginia by licensed insurers to ensure that benefits are adequate and rates are not excessive or unfairly discriminatory.

### Goals/Objectives

#### *Rate, Rule, and Form Filings*

- Perform in-depth and thorough review of rate, rule, and form filings submitted by licensed insurance companies and rating organizations to ensure compliance with the Code of West Virginia, the Code of State Rules, and the common law of the state.
- Ensure that all rate, rule, and form filings are reviewed in compliance with the time frames set forth in the West Virginia Code.
  - \* All personal lines rate, rule, and form filings are to be approved or disapproved within 60 days of receipt (unless the filing was incomplete when submitted).
  - \* All commercial lines rate, rule, and form filings, with the exception of medical professional liability insurance rate filings, are to be reviewed for compliance within 30 days of receipt (unless the filing was incomplete when submitted).
- Track the status of developing trends, market activity, and business activity of insurance companies in the West Virginia market and, in particular, rate filing requests for personal lines of insurance and medical professional liability insurance.
- Foster a regulatory environment that encourages high quality insurance companies to do business in West Virginia, including implementing further speed-to-market initiatives from the NAIC.
- Provide preliminary and final review of the organizational and operational rate, rule, and form filings for BrickStreet Mutual.



## Insurance Commissioner Programs

### Legislative

- Track emerging national and state (West Virginia) specific insurance concepts and legal theories that may impact our insurance market.
- Assist the Legal Division by offering substantive feedback to legislative proposals.
- Review existing and proposed legislation relative to the formation of and ongoing operations of BrickStreet Mutual.

### Statistical

- Compile data necessary for a thorough understanding of developing rate trends.
- Request documents relative to the alternative methods for nonrenewal for personal, private passenger automobile lines of insurance, and track compliance with the statutory restrictions.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Approved HMO filings	60	55	75	56	60	65
Approved accident and sickness filings*	1,299	1,394	1,375	1,490	1,400	1,550
Approved private passenger auto filings	247	182	275	335	250	350

\* These statistics include the following criteria for accident and sickness:

- \* Medicare supplement
- \* Long-term care
- \* Dental and vision
- \* Individual accident and sickness
- \* Group accident and sickness

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## West Virginia Health Insurance Plan (AccessWV)

### Mission

The West Virginia Health Insurance Plan is a state, high-risk, health insurance pool designed to serve a small, but very important, segment of the individual insurance market—those few individuals who have a high risk health condition such as cancer, diabetes, heart disease, or other chronic illness that causes them to be turned down when they try to buy insurance. This program provides access to a comprehensive major medical plan to consumers that are falling through the cracks of the private market. The plan is operated as an acceptable alternative mechanism under HIPAA and as an option to provide health insurance coverage for individuals eligible for the federal health care tax credit.

### Goals/Objectives

#### Grow plan enrollment to 700 members by the end of 2006.

- Develop and implement a program to publicize the existence of the plan.
- Update communication and member materials.

#### Develop an infrastructure to support program operations.

- Develop and maintain a staffing and subcommittee structure to support the program to carry out various program activities.
- Oversee performance of plan administrator.
- Establish procedures whereby grievances and appeals can be reviewed.
- Ensure compliance with state and federal requirements.



*Insurance Commissioner Programs*

**Maintain financial viability.**

- Modify rates, rate schedules and adjustments, expense allowances, and claim reserve formulas, as needed.
- Identify alternative funding sources.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Enrollment	N/A	N/A	N/A	N/A	500	873
Claims payout/premiums*	N/A	N/A	N/A	N/A	113%	130%

\* First effective date of coverage was August 1, 2005.



*Department of Revenue*

# Municipal Bond Commission

## Mission

The mission of the Municipal Bond Commission is to provide state and local government bond issuers with economical, financial, and managerial service.

## Operations

- Pay all bond debt service in an accurate and timely manner.
- Supervise fund transfers and bank reconciliations.
- Provide depositors with safe high-yield investment options.
- Maintain accurate records of all financial transactions.
- Provide issuers with financial advice.
- Serve as a central information source on West Virginia bond issues.

## Goals/Objectives

- Improve monitoring of bond issue accounts (each bond issue may have more than one account).
- Reduce arbitrage surplus problems by conducting sweeps of additional investment accounts at least once a year.
- Design and implement a Web site during FY 2007.

## Performance Measures

- ✓ Initiated routine monthly electronic reporting of bond statuses to governmental lending agencies in monitoring issuers account balance for compliance with bond ordinance requirements.
- ✓ Initiated reminders to new bond issuers of requirements to prevent their bonds from becoming deficient or entering into default.
- ✓ Voted “outstanding improved agency for accounts payable” by the State Auditor’s Office.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Total bond issues handled	793	806	823	812	820	828
Average interest yield per year	1.48%	1.01%	1.26%	1.91%	3.25%	3.80%



Municipal Bond Commission

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration & Operations	4.00	\$227,685	\$310,419	\$306,165	
<b>TOTAL BY PROGRAM</b>	<b>4.00</b>	<b>227,685</b>	<b>310,419</b>	<b>306,165</b>	<b>310,419</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		4.00	4.00	4.00	4.00
Total Personal Services		116,829	169,162	165,562	169,162
Employee Benefits		40,015	62,678	63,831	64,485
Other Expenses		70,841	78,579	76,772	76,772
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>227,685</b>	<b>310,419</b>	<b>306,165</b>	<b>310,419</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$227,685</b>	<b>\$310,419</b>	<b>\$306,165</b>	<b>\$310,419</b>



*Department of Revenue*  
**Office of Tax Appeals**

**Mission**

The purpose of the West Virginia Office of Tax Appeals is to impartially and timely adjudicate state tax disputes between taxpayers and the State Tax Commissioner, as well as charitable bingo and raffle license disputes.

**Operations**

The Office of Tax Appeals conducts evidentiary administrative hearings in, predominantly, state tax disputes and prepares and issues impartial, high quality written decisions in those disputes in a timely manner.

**Goals/Objectives**

**Hold administrative hearings in a timely manner.**

- Set hearings within the statutory limit of 90 days after filing of a petition unless postponed for good cause shown.
- Limit the number of hearing postponements to one, less than 90 days per dispute, except in extraordinary circumstances.

**Issue impartial, written decisions in a timely manner.**

- Issue decisions on the merits in most cases within 90 days after the dispute is submitted for decision, and certainly within the statutory limit of six months after such submission.
- Issue written rulings or administrative orders on motions and other miscellaneous requests within the time periods set forth in the statute or procedural rules.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Hearings held	150	251	250	239	250	275
Decisions issued within required time periods	100%	100%	100%	100%	100%	100%



Office of Tax Appeals  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Office of Tax Appeals	10.00	\$695,111	\$842,230	\$650,564	
Less: Reappropriated		(48,023)	(185,666)	0	
<b>TOTAL BY PROGRAM</b>	<b>10.00</b>	<b>647,088</b>	<b>656,564</b>	<b>650,564</b>	<b>659,564</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		10.00	10.00	10.00	10.00
Total Personal Services		405,696	422,769	417,900	431,769
Employee Benefits		119,278	150,160	153,208	158,251
Other Expenses		170,137	269,301	79,456	69,544
Less: Reappropriated		(48,023)	(185,666)	0	0
<b>Subtotal: General Fund</b>		<b>647,088</b>	<b>656,564</b>	<b>650,564</b>	<b>659,564</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$647,088</b>	<b>\$656,564</b>	<b>\$650,564</b>	<b>\$659,564</b>



Department of Revenue

# Racing Commission

## Mission

The Racing Commission regulates and supervises live and simulcast horse and dog racing, as well as administers and promotes the thoroughbred and greyhound breeding development funds.

## Operations

### *Racing Commission Members*

- Formulate policy and directions, and conduct appeal hearings.

### *Administration*

- Prepare all reports (including budgets, annual reports, and accounting reports), and oversee personnel.

### *Administration and Promotion*

- Breed thoroughbred and greyhounds in West Virginia that will eventually run at racetracks.
- Oversee all breeding, foaling or whelping, and raising of thoroughbreds and greyhounds.

### *Auditing*

- Ascertain compliance of licensees with all state and federal pari-mutuel rules, laws, and taxes.
- Review and audit financial records of licensees (racetracks).

### *Supervision*

- Supervise and regulate the conducting of races (from preparation to all the participants therein, including persons, horses, and dogs).
- Ascertain compliance in every detail (directly and indirectly) pertaining to the laws and rules relating to racing.

## Recommended Improvements

- ✓ Additional spending authority of \$280,000 for additional veterinarians at thoroughbred racetracks.

*Racing Commission*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration and Promotion	2.00	\$88,911	\$133,439	\$131,312	
Administration and Promotion and Education	0.00	50,792	61,425	61,425	
General Administration	34.50	2,053,663	2,664,006	2,629,978	
Medical Account	0.00	0	57,000	57,000	
<b>TOTAL BY PROGRAM</b>	<b>36.50</b>	<b>2,193,366</b>	<b>2,915,870</b>	<b>2,879,715</b>	<b>3,195,870</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		36.00	36.50	36.00	36.00
Total Personal Services		1,403,394	1,888,294	1,857,694	2,138,294
Employee Benefits		417,895	488,707	483,207	518,762
Other Expenses		372,077	538,869	538,814	538,814
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>2,193,366</b>	<b>2,915,870</b>	<b>2,879,715</b>	<b>3,195,870</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>36.00</b>	<b>36.50</b>	<b>36.00</b>	<b>36.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$2,193,366</b>	<b>\$2,915,870</b>	<b>\$2,879,715</b>	<b>\$3,195,870</b>



Racing Commission  
**Programs**

**Administration**

**Mission**

The mission of Administration is to regulate and supervise live and simulcast races; pari-mutuel wagering; and all persons, thoroughbreds, and greyhounds therein.

**Goals/Objectives**

- Complete the annual report in a timely and efficient manner.
- Ensure that all persons working at the racetracks hold occupational permits.
- Prepare the financial records for the annual, outside, independent audit to meet CAFR requirements.
- Audit the \$700 million in pari-mutuel wagering to ascertain compliance with applicable statutes and rules.
- Test approximately 10,000 thoroughbreds and greyhounds for illegal medications.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Live and simulcast races regulated and supervised	62,340	63,877	N/A	64,222	65,000	65,000

**Medical Account**

**Mission**

The mission of the Medical Account is to provide hospitalization, medical care, and funeral expenses occasioned by injuries or death resulting from an accident sustained by any occupational permit holder while in the discharge of duties under the jurisdiction of the Racing Commission.

**Goals/Objectives**

- Inform the more than 3,000 occupational permit holders of the fund available to any of them who have no type of insurance that this account is available for assistance.
- Make the occupational permit holders aware of the criteria to be met in order to be eligible to receive benefit from the fund.
- Ensure that all claims for benefits are valid with complete documentation before any funds are released.

**Performance Measures**

- ✓ Successfully processed and evaluated all claims.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Permit holder claims paid from this account	5	3	N/A	0	5	5



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## **West Virginia Greyhound Breeding Development Fund**

### **Mission**

The mission of the West Virginia Greyhound Breeding Development Fund, (administration, promotion, and education) is to promote better breeding in West Virginia through awards and purses to resident owners of accredited West Virginia whelped greyhounds.

### **Goals/Objectives**

- Inspect at 40 different sites the whelping in West Virginia of all potential participation greyhounds— inspection must be done at or about whelping.
- Examine documents to confirm the West Virginia residency of all owners of the participating greyhounds.
- Confirm by inspection that the participating greyhounds whelped in West Virginia remain continuously in the state the first six months of their lives.
- Pay the monthly breeder awards on the fifteenth of each month for the previous month’s racing results, as required by statute.
- Ensure that West Virginia residency requirements are met when acquiring or leasing a dam for breeding.

### **Performance Measures**

- ✓ Inspected 100% of greyhounds at or about whelping.
- ✓ Inspected 100% of greyhounds at the completion of six months of continuous residency in West Virginia.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Greyhounds enrolled since 1989 fund inception (cumulative total)	1,000	1,700	N/A	1,700	2,000	2,400

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## **West Virginia Thoroughbred Development Fund**

### **Mission**

The mission of the West Virginia Thoroughbred Development Fund (administration and promotion) is to promote better breeding and racing of thoroughbred horses in West Virginia through awards and purses for accredited breeders/raisers, sire owners, and thoroughbred race horse owners.

### **Goals/Objectives**

- Inspect for qualifying purposes the following:
  - \* that the thoroughbreds are foaled in West Virginia
  - \* that the mares of the foals are domiciled in West Virginia
  - \* that the sires are permanently domiciled in West Virginia as required by statute
- Confirm the West Virginia residency status of breeders in order for them to be eligible recipients of West Virginia Thoroughbred Development Fund breeder awards.
- Confirm that all accredited thoroughbreds are registered with the West Virginia Thoroughbred Breeders Association as required.
- Confirm that all sires are registered with the West Virginia Thoroughbred Breeders Association.
- Pay the annual awards on the fifteenth of February each year, based on the results of the races involving the participants of the West Virginia Thoroughbred Development Fund thoroughbreds.
- Expand the thoroughbred breeding industry to include a second racetrack.

*Racing Commission Programs*

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2004</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Thoroughbreds enrolled since 1984 fund inception (cumulative total)	3,400	3,700	N/A	3,900	4,100	4,400



Department of Revenue

# State Athletic Commission

## Mission

The State Athletic Commission provides a structured and safe environment for professional and amateur boxing in the state for the sport enthusiast and enforces rules and procedures designed to protect the participants.

## Operations

The State Athletic Commission oversees the sport of professional boxing, semiprofessional, and amateur boxing. The commission licenses officials and athletes, approves/sanctions boxing events, listens to appeals, and ensures safety and fairness issues within the sport.

## Goals/Objectives

### Emphasize and enforce safety measures to protect participants.

- Conduct an annual safety training clinic for all officials.
- Approve professional matches based upon the fighters' abilities.
- Consistently critique West Virginia boxing officials by having a commission representative at every match, critiquing each referee and judge.

### Improve communications within the boxing community.

- Design and implement a Web site during FY 2006.
- Coordinate efforts between amateurs and professionals.

## Performance Measures

- ✓ Conducted a safety training clinic in Chester, West Virginia, in FY 2005. Approximately 35 participants were trained, including people invited from the Ohio and Pennsylvania athletic commissions.
- ✓ Reinstated state championship boxing divisions.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Fees collected	\$13,505	\$12,495	\$13,000	\$13,250	\$13,500	\$14,000



State Athletic Commission

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
State Athletic Commission	0.00	\$3,386	\$20,000	\$20,000	
<b>TOTAL BY PROGRAM</b>	<b>0.00</b>	<b>3,386</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		3,386	20,000	20,000	20,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>3,386</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$3,386</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>

*Department of Revenue*  
**State Budget Office**

## Mission

The State Budget Office acts as the staff agency for the Governor in the exercise of his powers and duties under Section 51, Article VI, of the state constitution in providing budgetary information and control to all branches of state government in order to assist in making accurate budget decisions and assure compliance with department and government policies.

## Operations

- Prepare the annual executive budget for the Governor.
- Maintain a computerized database of salaried positions in government to ensure that agencies do not over commit their annual personal services budget.
- Maintain control of the cash flow of the State's General Revenue Fund and Special Revenue Funds through the establishment of quarterly/monthly allotments.
- Maintain control over the quarterly/monthly allotments and expenditure schedules in WVFIMS.
- Write appropriation bills for presentation to the Legislature.

## Goals/Objectives

**Provide useful budgetary information for the Governor to present to the Legislature to enhance the decision-making process.**

- Produce the Governor's FY 2007 Executive Budget document (by the second Wednesday in January 2006) that meets the Government Finance Officers Association criteria and provides improved reporting of the State's budget.
- Maintain a positive cash flow in order to pay the State's obligations in a timely manner.
- Produce the Governor's budget document in print for FY 2007, continue its availability through the Internet, and provide an ADA compliant CD-ROM.

## Performance Measures

- ✓ The State Budget Office has earned the Distinguished Budget Presentation Award from the Government Finance Officers Association for ten consecutive years (FY 1997 through FY 2006). West Virginia is one of only seven states to receive this award.
- ✓ Maintained positive cash control that ensured timely payments of the State's obligations from FY 1990 through FY 2006.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Executive Budget documents printed	300	300	300	387	300	300
Appropriation bills written	62	46	60	40	60	60

## Recommended Improvements

- ✓ Additional \$50,000 for capital planning evaluation and fiscal management.



State Budget Office  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
State Budget Office	10.00	\$7,749,983	\$7,708,350	\$7,502,333	
Less: Reappropriated		0	(300,017)	0	
<b>TOTAL BY PROGRAM</b>	<b>10.00</b>	<b>7,749,983</b>	<b>7,408,333</b>	<b>7,502,333</b>	<b>7,561,333</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		10.00	10.00	10.00	10.00
Total Personal Services		450,627	559,338	553,838	563,338
Employee Benefits		110,172	142,872	142,911	142,911
Other Expenses		189,184	906,140	605,584	655,084
Less: Reappropriated		0	(300,017)	0	0
<b>Subtotal: General Fund</b>		<b>749,983</b>	<b>1,308,333</b>	<b>1,302,333</b>	<b>1,361,333</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		7,000,000	6,100,000	6,200,000	6,200,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>7,000,000</b>	<b>6,100,000</b>	<b>6,200,000</b>	<b>6,200,000</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$7,749,983</b>	<b>\$7,408,333</b>	<b>\$7,502,333</b>	<b>\$7,561,333</b>



Department of Revenue  
**Tax Division**

## **Mission**

The Tax Division will effectively, efficiently, courteously, and equitably administer and enforce the tax laws of the State of West Virginia to promote the highest degree of public trust and voluntary compliance.

## **Operations**

### *Auditing Division*

- Perform audit selection, develop audit program, and perform field audits of taxpayers' books and records to determine compliance with tax laws and regulations.
- Provide technical assistance relating to tax laws, procedures, and regulations to the Legal Division, other divisions, and taxpayers.
- Issue assessments and process audit assessment payments.

### *Compliance Division*

- Collect delinquent accounts through personal contacts, levies, collection agencies, and other legal collection methods.
- Establish and monitor payment plans.
- Enforce the State's tax statutes.
- Increase voluntary compliance throughout the state.

### *Criminal Investigation Division*

- Investigate complaints, and conduct criminal investigations related to all tax statutes except personal income tax.
- Proactively regulate all bingo and raffle accounts, review financial returns, and recommend appropriate remedial actions and/or sanctions.
- Conduct informational seminars through the state instructing taxpayers of their responsibilities.

### *Executive Division*

- Controls and supervises all sections of the Tax Division.
- Issues biennial report to Governor concerning the assessment and collection of taxes.
- Responsible for agency budgeting and strategic planning functions.
- Analyzes and proposes legislative tax changes, including tax reform proposals.

### *Internal Auditing Division*

- Conduct internal audits of tax returns filed with the Tax Division.
- Issue notices, assessments, and liens on delinquent accounts and issue releases when delinquencies are satisfied.
- Handle inquiries from West Virginia Department of Health and Human Resources regarding income for delinquent child support.
- Assist taxpayers and practitioners with technical support related to law and regulations.
- Provide business registration for taxpayers through an integrated application that is imaged and transmitted to other participating agencies.
- Oversee distribution of funds to designated counties and agencies as specified by statute.
- Perform tax clearance processes including letters of good standing and limited video lottery applications.

### *Legal Division*

- Provide representation for the Tax Division in administrative hearings at state and local level.
- Provide advice and guidance to taxpayers, practitioners, and local government officials in the interpretation of tax laws and regulations.
- Provide legal advice to the agency staff.
- Draft legislation and regulations.

## *Tax Division*

### ***Networking and PC Support Division***

- Design, develop, and support LANs for the Tax Division.
- Prepare, write, and evaluate RFI's, RFP's, and RFQ's for computer hardware and software.
- Provide user training and documentation for systems and applications.
- Maintain client server systems for tax administration.
- Support databases on servers and at data center.
- Implement and maintain security procedures.

### ***Operations Division***

- Prepare, maintain, and monitor agency budget appropriations.
- Process State EPICS payroll, and maintain internal personnel/payroll database and records.
- Provide administration of employee benefits and maintain records of the same.
- Manage, maintain and monitor all accounts payable, agency fund transfers, and agency reimbursements within WVFIMS using the commitment module.
- Process and track all requests for the purchase of goods, services, and equipment.
- Prepare and maintain inventory tracking and entry to the fixed asset system.
- Coordinate and prepare all human resource documents, programs, and record keeping.
- Coordinate and administer in-house orientation, supervisor training, and personnel policies.
- Manage and maintain employee leave accrual and usage on an electronic leave system.

### ***Programming Division***

- The Programming Division's responsibilities include the maintenance, modification, enhancement, and implementation of computer systems used by the division to perform daily tax administration function.

### ***Property Tax Division***

- Provide statewide property appraisal services for industrial, natural resources, and public utility property.
- Provide training, support, and monitoring of property tax administration for the county assessors' offices.
- Provide application support services for the statewide property tax administration system.

### ***Research Division***

- Develop estimates of the potential revenue consequences of proposed tax legislation.
- Provide technical assistance relating to statistical analysis to other divisions.
- Provide upon request detailed economic analysis reports to the Legislature and Governor's Office.
- Provide statistical information to other divisions, agencies, and the public.
- Perform special projects (e.g., credit disclosure reports).

### ***Revenue Division***

- Receive and process tax documents and deposit checks.
- Maintain systems for storage, retrieval, shredding and recycling of tax documents.
- Maintain the revenue center security access system.
- Coordinate the IRS document exchange program and department disclosure functions.
- Establish new business tax accounts and update old business accounts in the on-line master file database.

### ***Taxpayer Services Division***

- Assist taxpayers in completing registration forms; completing all tax returns administered by the Tax Division; and by answering taxpayer inquiries.
- Provide taxpayer assistance at our co-location with the Internal Revenue Service, Quarrier Street location and at six regional locations: Beckley, Clarksburg, Huntington, Martinsburg, Parkersburg, and Wheeling.
- Maintain an interactive voice response system allowing taxpayers to record form requests, to receive prerecorded general and personal income tax refund information, and to Telefile certain tax forms.
- Participate in the development of on-line filing of tax returns.
- Conduct and participate in civic programs and seminars regarding all taxes throughout the state.
- Maintain warehouse for storage of forms and supplies, fill supply orders, and make deliveries to all divisions.



## **Recommended Improvements**

- ✓ Additional \$392,150 for abusive tax avoidance transactions.
- ✓ Additional \$121,475 to establish an appraisal system.
- ✓ Additional \$50,000 for valuation managed timberland.



*Tax Division*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Auditing	66.00	\$3,718,756	\$4,072,400	\$4,933,087	
Criminal Investigation	23.00	783,912	1,137,366	1,152,105	
Compliance	54.00	2,248,396	2,787,176	2,736,746	
Executive	7.00	1,408,931	28,236,620	2,187,586	
Internal Auditing	88.00	5,129,876	6,262,748	5,190,288	
Legal	15.00	1,005,247	1,435,751	1,365,420	
Networking	14.00	888,603	1,025,518	984,971	
Operations	13.00	571,822	681,352	669,546	
Programming	9.00	569,471	674,635	606,022	
Property Tax	75.00	4,418,566	8,172,684	6,498,490	
Research	5.00	335,709	338,707	335,279	
Revenue Processing	61.00	2,612,052	3,711,856	3,005,152	
Taxpayer Services	36.00	1,550,737	1,786,531	1,756,173	
Less: Reimbursements		0	(1,340,909)	(1,340,909)	
Less: Reappropriated		(960,101)	(28,442,246)	0	
<b>TOTAL BY PROGRAM</b>	<b>466.00</b>	<b>24,281,977</b>	<b>30,540,189</b>	<b>30,079,956</b>	<b>31,142,714</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		399.00	399.00	399.00	405.00
Total Personal Services		10,051,017	14,427,582	13,669,969	13,018,152
Employee Benefits		3,778,478	4,713,959	4,503,968	4,610,201
Other Expenses		7,271,558	34,108,021	6,548,261	6,733,261
Less: Reimbursements		0	(1,340,909)	(1,340,909)	0
Less: Reappropriated		(960,101)	(28,249,564)	0	0
<b>Subtotal: General Fund</b>		<b>20,140,952</b>	<b>23,659,089</b>	<b>23,381,289</b>	<b>24,361,614</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		11,505	25,000	25,000	25,000
<b>Subtotal: Federal Fund</b>		<b>11,505</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		24.00	24.00	24.00	24.00
Total Personal Services		628,833	892,703	866,378	893,828
Employee Benefits		225,153	324,753	324,645	329,628
Other Expenses		338,720	436,326	237,644	287,644
Less: Reappropriated		0	(192,682)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>1,192,706</b>	<b>1,461,100</b>	<b>1,428,667</b>	<b>1,511,100</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		40.00	43.00	43.00	43.00
Total Personal Services		375,462	1,332,550	1,334,250	1,334,250
Employee Benefits		144,062	519,250	527,450	527,450
Other Expenses		2,417,290	3,543,200	3,383,300	3,383,300
<b>Subtotal: Nonappropriated Special Fund</b>		<b>2,936,814</b>	<b>5,395,000</b>	<b>5,245,000</b>	<b>5,245,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>463.00</b>	<b>466.00</b>	<b>466.00</b>	<b>472.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$24,281,977</b>	<b>\$30,540,189</b>	<b>\$30,079,956</b>	<b>\$31,142,714</b>



*Tax Division*  
**Programs**

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## ***Auditing Division***

### **Mission**

The mission of the Auditing Division is to conduct systematic field audits of taxpayers' returns and records in order to encourage voluntary compliance and maximize tax revenue for the State of West Virginia.

### **Goals/Objectives**

**Improve audit selection process in order to maximize proficiency.**

- Reduce the number of compliance target setups selected to ten percent by the end of FY 2007.
- Increase use of prior audit selection from previous audit database to 25% by the end of FY 2008.
- Implement integrated tax system data warehousing by July 2006.
- Hire three auditors for additional field staff during FY 2006.

**Maintain field computer stability by keeping up-to-date on technology.**

- Replace 15 laptop computers each year through FY 2008. (All current laptops remain under warranty for year ending 2006.)

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Compliance target reduction	47%	58%	30%	12%	15%	10%
Prior audit database increase	1%	2%	15%	8%	15%	20%
Laptop computer replacement	15	15	15	15	15	15

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## ***Compliance Division***

### **Mission**

The mission of the Compliance Division is to serve, educate, and inform the citizens of West Virginia while collecting the proper amount of taxes due the State, all in a manner that maximizes voluntary compliance and warrants public confidence in our integrity, fairness, effectiveness, and frugality.

### **Goals/Objectives**

**Maximize the collection of current accounts receivable.**

- Prioritize workload to ensure greatest return from available resources.
- Develop the means to electronically transfer certain business tax accounts to the State contracted collection agency by the end of FY 2006.
- Establish and train by the end of FY 2006 a team of seven employees (representing each of the seven regions of the Compliance Division) expert in seizure of property.
- Increase productivity with the new integrated tax system using the latest technology.

**Add to the tax base to increase revenue collections.**

- Increase collections to \$85 million by the end of FY 2006 with a more aggressive use of compliance tools.
- Develop new programs to aid in identifying groups of nonfilers and nonpayers.
- Develop a program with the IRS to increase collections from taxpayers not in compliance, utilizing information provided by the IRS relative to tax evasion.
- Increase awareness of the Compliance Division's voluntary disclosure program by designing a publication to encourage out-of-state business to properly register and remit taxes due the State, distributing and mailing it and featuring it on the division's Web site.

## Tax Division Programs

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Taxpayers added to tax rolls*	2,300	2,000	2,500	814	2,300	2,000
Taxpayers added to tax rolls (percent of total)*	N/A	0.21%	0.25%	0.11%	0.23%	0.21%
Compliance Division tax collections (in millions)*	\$86	\$85	\$95	\$67	\$85	\$85
Tax collections from new taxpayers (percent of total)	1.6%	1.4%	1.6%	3.2%	1.6%	1.4%

\* Data for FY 2005 does not include collections from the Tax Amnesty program. As of June 1, 2005, collections from the Tax Amnesty program were \$15,168,726.

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## Criminal Investigation Division

### Mission

The Criminal Investigation Division is responsible for helping ensure the proper amount of tax due the State is paid by encouraging voluntary compliance with the state tax laws, the dyed diesel fuel code and by regulating the conduct of charitable bingo and raffle gaming through the use of audits, criminal investigation, and appropriate enforcement.

### Goals/Objectives

- Investigate complaints received from the public or referred from other divisions.
- Conduct criminal investigations related to violations of all tax statutes, except personal income tax.
- Monitor all bingo and raffle accounts twice each year, and review returns making necessary recommendations for corrective actions or revocation, or suspension of licenses.
- Conduct seven informational training sessions in both FY 2006 and FY 2007 to instruct charitable gaming licensees of their responsibilities concerning bingos and raffles.
- Recommend the prosecution of noncompliant taxpayers and charitable gaming licensees when appropriate.
- Conduct traffic stops at random for dyed diesel fuel violations, writing tickets for those violations.
- Conduct retail dyed diesel fuel inspections, checking records for three years and instructing retailers on proper record keeping.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Survey of businesses	336	178	300	250	300	300
Survey of bingo/raffle	422	185	400	285	400	400
Complaints investigated—businesses	462	287	350	367	350	350
Complaints investigated—bingo/raffle	88	268	75	260	75	75
Charitable gaming training sessions conducted	6	6	6	6	7	7
Organizations represented	302	250	250	140	250	400
Persons in attendance	586	500	500	244	500	700
Dyed diesel fuel inspections	N/A	N/A	3,298	2,325	3,300	4,000
Dyed diesel fuel citations issued	N/A	N/A	31	32	31	60

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## **Executive Division**

### **Mission**

The tax commissioner is the chief executive officer of the Tax Division and is appointed by the Governor. The tax commissioner has control and supervision of the Tax Division and is responsible for the work of each of its sections.

### **Goals/Objectives**

- Supervise laws concerning the assessment, collection, and enforcement of all taxes.
- Prepare proper forms and books for the use and guidance of assessors.
- Issue biennial reports (in even years) to the Governor concerning the assessment and collection of taxes.
- Perform an internal analysis of proposals for tax reform in cooperation with the Development Office.
- Oversee the issuance of the integrated tax system RFP and the implementation of tax information processing modernization projects.
- Implement an alternative dispute resolution process to limit the number of cases before the independent Office of Tax Appeals.

### **Performance Measures**

- ✓ Issued the RFP for the integrated tax system before September 1, 2005.
- ✓ Successfully sought legislation in 2005 to close a potential loophole in the application of coal reclamation fund fees, thereby preserving the necessary funding needed by the Department of Environmental Protection to properly reclaim abandoned mine sites.

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## **Internal Auditing Division**

### **Mission**

The Internal Auditing Division administers tax laws, efficiently collects and verifies the taxes owed the State, issues approved refunds promptly, and provides quality customer service to taxpayers in a manner that ensures public confidence in our integrity, effectiveness, and fairness.

### **Goals/Objectives**

#### **Increase the number of taxpayers filing tax returns electronically.**

- Continue participation in the Free File Alliance to increase electronic filed Personal Income Tax returns.
- Use various types of media to promote advantages to filing electronically.
- Participate in a federal pilot program to streamline sales tax collections from other states by January 2006.
- Introduce legislation mandating electronic filing for certain paid tax preparers.

#### **Increase tax collections.**

- Participate annually in the Treasury Offset Program (a program that began January 2003 to offset federal tax refunds for payment of state tax delinquencies).
- Implement the enhanced electronic data examination process for federal personal income tax and federal corporate net income tax audits.
- Use the federal Jenkins Act statute to obtain information about cigarette purchases via the Internet, and bill for the tax accordingly.

#### **Increase the effectiveness in collecting the Motor Fuel Tax, and increase compliance.**

- Develop strategy and implement the tracking of motor fuel.
- Implement by FY 2006 all aspects of the Tax at the Rack Act.

## Tax Division Programs

### **Involve motor fuel stakeholders in transformation, i.e. motor fuel industry, Tax Division, and the Department of Transportation.**

- Develop a comprehensive field enforcement plan to administer the Motor Fuel Tax law.
- Evaluate current collection methods for possible migration into an integrated technological environment.
- Expand electronic filing by the end of FY 2006 to include Motor Fuel Tax returns for improved tracking of motor fuel.
- Provide a customer friendly environment by developing better on-line assistance by the end of FY 2006.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Electronically filed returns processed (increase over the previous year)	17%	10%	17%	12%	10%	10%
Offsets received through the Treasury Offset Program*	4,004	6,384	3,600	7,315	7,680	7,600
Collections received through the Treasury Offset Program (in millions)	\$1.4	\$1.8	\$1.4	\$2.1	\$2.2	\$2.3
Collections from personal income tax federal audit program (in millions)**	\$1.3	\$1.1	\$0.9	\$1.2	\$1.3	\$1.5
Motor Fuel Tax revenue increases over the previous year (5%)	40%	7%	1%	6%	3%	3%
Implementation of the Tax at the Rack Act		60%	80%	80%	100%	N/A

\* The number of offsets should decrease, then level off, as the backlog of delinquencies is reduced.

\*\* These audits are contingent upon IRS audits and can vary greatly from year to year.

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## Legal Division

### Mission

The Legal Division provides legal advice, research, and support to the tax commissioner and subordinate units on tax law and agency policy in order to ensure compliance and consistency in tax administration.

### Goals/Objectives

#### **Meet the legal needs of the agency.**

- Become more involved and accessible to division directors.

#### **Improve the operational effectiveness and efficiency of the Legal Division.**

- Increase the speed of resolving tax appeals by emphasizing informal procedures.
- Reduce the response time to legal inquiries to 33 days during FY 2007.

#### **Attract and maintain a capable legal staff.**

- Move salary levels to the state average for each attorney grade.
- Review and narrow staff attorney assignments to better use their time and skills.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Response time to inquiries (in days)	34	35	35	39	34	33

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## **Networking and PC Support Division**

### **Mission**

Establish and maintain standards, safeguards, and connectivity between various technology platforms. Provide support for hardware, software, and applications for personal computers and servers. Administration of databases and networks in order to provide Tax Division personnel with the tools needed in the performance of their duties.

### **Goals/Objectives**

- Continue to support the division's networks.
- Hire a new database administrator for the Property Tax Assessment System during FY 2006.
- Replace application server development tools by FY 2006.
- Transfer existing data and applications to upgraded servers by FY 2007.
- Award an RFP for the new integrated tax system during FY 2006.
- Begin implementation of the Streamline Sales Tax Project during FY 2007.
- Implement redesigned Tax Division home page during FY 2006.
- Complete by January 2006 the upgrades to the Web forms for the 2005 tax year.
- Design and develop the Web filing for Motor Fuel Tax by the end of FY 2007.
- Identify additional taxes for the Web filing.
- Install 10MB fiber circuit between the Revenue Center and the Quarrier Street location by November 2005.
- Move networking and programming divisions to the Quarrier Street location by December 2005.

### **Performance Measures**

- ✓ Transferred existing data and applications to new servers.
- ✓ Began the planning for Streamline Sales Tax Processing.
- ✓ Developed and implemented:
  - \* Electronic Fund Transfer registration process
  - \* Web filing for Employer Withholding Tax
  - \* Web filing for Cigarette Tax
- ✓ Completed on time the upgrades to the Web forms for the 2004 tax year.
- ✓ Developed a Web site for the Compliance Division.
- ✓ Installed 10MB fiber circuits between the Revenue Center, Greenbrooke, and the west wing of the capitol.

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## **Operations Division**

### **Mission**

To provide, manage, and maintain financial and budgetary accounting, procurement, purchasing, accounts payable, payroll and human resources, coordinate employee benefits, provide in-house training, and maintaining inventory management.

### **Goals/Objectives**

**Provide high quality and accurate budget administration.**

- Prepare detailed monthly reports and distribute to division directors to enable appropriate budget management and administration.
- Annually evaluate, develop, and project funding priorities to best serve the agency's needs for current and next fiscal year budgeted appropriations.

## Tax Division Programs

### Acquire all goods and services necessary to effectively administer all units of the Tax Department.

- Train purchasing card users, procurement liaisons, and management every three months on current purchasing rules and procedures.

### Process payments to vendors according to the established rules and state code.

- Maintain, distribute, and review with management staff the purchasing/procurement reference manual on an as needed basis.
- Monitor all P-card activities for an accurate and prompt monthly vendor payment.

### Provide accurate inventory management records according state purchasing fixed asset system rules.

- Complete a physical inventory of reportable items every three years—the next one is due after June 30, 2006.

## Performance Measures

- ✓ Reconciled all expenditures with the State Auditor's monthly object code and account status reports.
- ✓ Monitored all appropriations for the entire Tax Division to ensure compliance with all regulations.

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## Programming Division

### Mission

Provide support for computer systems used by the Tax Division to perform daily tax administration functions.

### Goals/Objectives

#### Maintain the Personal Income Tax and Business Tax Systems.

- Provide skilled staff to support these systems.

#### Reduce the backlog of user requests.

- Increase the percentage of completed requests to 95% by FY 2006.

#### Develop a new integrated tax system.

- Complete the RFP review and award the contract during FY 2006.
- Implement the new integrated tax system by FY 2009.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
User requests total for year	87	75	69	91	85	85
User requests completed	63	64	63	85	81	81
User requests percent completed	72%	85%	90%	94%	95%	95%

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## Property Tax Division

### Mission

The Property Tax Division provides property appraisal services, systems training and support, and monitoring of statewide property tax administration to the end that all property is taxed in proportion to its value to be ascertained as directed by law.



## Goals/Objectives

### Provide statewide data processing network for all property tax administrators.

- Provide training, assistance and system support to allow full utilization of the recently implemented Integrated Assessment System.
- Expansion of the integrated assessment system by FY 2007 to allow flexibility in the areas of reports and printing.
- Conduct two training sessions in FY 2006 for the use of the valuation modules for the market and income approaches to value.

### Provide annual appraisals for industrial, natural resources, and public utility properties.

- Implement legislative rules regarding reappraisal of coal, oil and gas, other mined minerals, managed timberland, and public utilities properties.
- Implement an income approach, GIS-driven appraisal system for reserve coal properties by the end of FY 2009.
- Continue the implementation of the automated appraisal of industrial properties.

### Monitor assessment administration activities.

- Teach two classes in both FY 2006 and FY 2007 to approximately 90 county assessors and other personnel concerning county valuation plans.
- Increase monitoring of assessors' offices, depending upon available resources.

### Develop a natural resources GIS system to improve the accuracy of appraisals.

- Continue the project with Geological and Economic Survey and WVU to properly map and appraise the state's natural resources..
- Integrate West Virginia Geological and Economic Survey and WVU mapping product into GIS-driven reserve coal appraisals.

## Performance Measures

- ✓ Provided appraisals of natural resources, industrial, and utility properties to local assessors in FY 2005, resulting in approximately \$347 million in property tax revenues.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Assessors and personnel trained	69	43	30	99	90	90
Appraisals of natural resources properties (in billions)	\$4.7	\$4.3	\$5.1	\$5.4	\$5.8	\$6.4
Appraisals of industrial properties (in billions)	\$10.7	\$9.8	\$10.0	\$9.5	\$9.6	\$9.7
Appraisals of utility properties (in billions)	\$10.2	\$10.3	\$10.5	\$10.8	\$11.0	\$11.2

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## Research Division

### Mission

The Research Division is responsible for providing fiscal policy analysis and revenue estimates to the Governor, State Budget Office, Legislature, and individuals.

### Goals/Objectives

#### Provide fiscal analysis services.

- Complete fiscal notes on all assigned tax-related legislation.
- Develop estimates of the potential revenue consequences of proposed tax changes within thirty days of receipt of request.

## Tax Division Programs

### Prepare reports for the Governor and the Legislature.

- Complete the quarterly economic and fiscal briefing document for the Governor's Office by the 28th day of the month following the end of each quarter.
- Complete the 2003 Credit Disclosure Report by June 30, 2007.

### Help other divisions, agencies, and the public with statistical needs and problem-solving matters.

- Provide available statistical information to other divisions and the public upon request.
- Maintain existing administrative applications developed for other divisions.

### Find ways to effectively secure and maintain the statistical software necessary for efficient job performance.

- Train two additional employees in the use of high-level programming by the end of FY 2007.

## Performance Measures

- ✓ Completed a report on the West Virginia Tax Amnesty Program of 2004.
- ✓ Completed computation of the natural gas and oil Severance Tax for local governments.
- ✓ Completed all fiscal notes requested by the Legislature.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
General Revenue Forecast Error	(0.4%)	1.4%	+/-1.0%	2.5%	+/-1.0%	+/-1.0%
Health Care Provider Tax Forecast Error	(0.7%)	11.9%	+/-1.0%	11.8%	+/-1.0%	+/-1.0%

## Revenue Division

### Mission

The Revenue Division receives and deposits tax receipts into the State's general and dedicated funds; processes, images, and captures data from tax returns; updates and maintains computer databases; and provides document/image archive and retrieval services for the Tax Division.

### Goals/Objectives

**Successfully implement the Data Reengineering and Modernization (DREAM) project utilizing the remittance processor budget level improvement package funding.\***

- Convert all tax returns and documents to images by FY 2007.
- Capture all data from images by FY 2007.
- Increase to 30% the checks presented electronically to the State's financial institution by FY 2007.
- Increase to 70% the checks presented by image to the State's financial institution by FY 2008.
- Expand to 80% the data captured through automated recognition technologies by FY 2008.

**Efficiently receive tax returns and payments through the use of electronic means.**

- Increase the electronic filing of business tax returns to 15% by the end of FY 2007.
- Increase by 7% the electronic payment of taxes each year by FY2007.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
*Documents converted to images	71%	75%	80%	86%	90%	100%
*Data captured from image	11%	11%	50%	11%	50%	100%
Deposit presented electronically	N/A	N/A	15%	0%	15%	30%

## Tax Division Programs

(Performance Measures continued)

<b>Fiscal Year</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Estimated 2005</b>	<b>Actual 2005</b>	<b>Estimated 2006</b>	<b>Estimated 2007</b>
Deposit presented by image	N/A	N/A	10%	0%	10%	40%
Data captured through automated recognition	N/A	N/A	10%	0%	10%	40%
Electronic business tax documents processed	N/A	2%	4%	8%	10%	15%
Tax revenue collected electronically	5%	27%	48%	51%	58%	65%

\* Originally scheduled to start on January 1, 2005, the DREAM project start date was delayed until June 1, 2005, because of the change in administration.

## Taxpayer Services Division

### Mission

The Taxpayer Services Division is committed to providing prompt and accurate information and assistance to the general public, including tax practitioners (by telephone, e-mail, correspondence, or through office walk-ins) regarding all taxes administered by the West Virginia Tax Division.

### Goals/Objectives

**Design a simplified personal income tax return that can be used by all taxpayers.**

- Design by December 2006 a single imaged tax return to be used by all taxpayers regardless of residency.

**Continue a pilot program with the IRS for electronic filing of both personal income tax returns and business registration certificates from the Charleston office, eliminating a large number of paper filed returns.**

- Increase by 100% the number of electronic filed returns in FY 2007.

**Provide taxpayers with updated, accurate information on the Internet Web site.**

- Develop additional publications in response to tax law changes and taxpayer inquiries.
- Reduce the number of days required to provide responses to e-mails received through the <wvtaxaid@tax.state.wv.us> e-mail address from a five-to-seven day average turn around to three-to-five days by July 2006.
- Expand in FY 2006 the frequently asked tax question information (question-and-answer format) on the Tax Division Web site.

**Increase the number of taxpayers assisted through telephone inquiries and walk-ins.**

- Provide annually 100% of the Taxpayer Service Representatives with intensive training to aid them in answering technical inquiries.
- Increase total percentage of answered calls (from the automated distribution system) from 80% to 82.3%.
- Assist 100% of the walk-in taxpayers received throughout the state.

### Performance Measures

- ✓ Partnered with the IRS to receive the software and training on their electronic filing program, and purchased computer equipment that met the pilot program's required specifications.
- ✓ Expanded by 21% the frequently asked tax questions on the Tax Division Web site in FY 2005 .

<b>Fiscal Year</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Estimated 2005</b>	<b>Actual 2005</b>	<b>Estimated 2006</b>	<b>Estimated 2007</b>
Electronic filed returns from the Charleston office	N/A	N/A	N/A	280	420	560
E-mails answered	809	1,941	2,900	2,914	3,500	4,000
Average response to e-mail questions (in days)	N/A	N/A	N/A	5-7	3-5	3-5
Automated distribution system calls answered	N/A	N/A	N/A	80.1%	82.3%	84.0%



# West Virginia Alcohol Beverage Control Administration

## Mission

The mission of the West Virginia Alcohol Beverage Control Administration (ABCA) is to sell and control the use of alcoholic beverages and to enforce the laws and regulations regarding alcoholic beverages in West Virginia.

## Operations

### *Administrative Support*

- Provide complete and accurate information regarding sales, inventories, and income to management and the public.
- Ensure that proper payment is made and received for products in a timely and accurate manner.

### *Enforcement and Licensing*

- Ensure public safety through the enforcement of W.Va. Code §11 and §60.
- License, provide training, perform inspections, and carry out enforcement for liquor and beer license holders.

### *Warehousing and Sales*

- Provide timely and accurate shipments to licensed franchise retail outlets.
- Ensure control of bailment liquor inventory.

West Virginia Alcohol Beverage Control Administration

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Support	28.00	\$3,197,636	\$4,434,302	\$3,932,651	
Enforcement and Licensing	72.12	2,467,550	2,628,059	2,756,365	
Warehouse and Sales	20.00	1,460,982	1,426,912	1,558,384	
Less: Reappropriated		(327,495)	(368,321)	0	
<b>TOTAL BY PROGRAM</b>	<b>120.12</b>	<b>6,798,673</b>	<b>8,120,952</b>	<b>8,247,400</b>	<b>8,372,877</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		107.00	120.12	121.00	120.12
Total Personal Services		3,518,405	3,998,932	3,992,482	4,117,959
Employee Benefits		1,354,098	1,654,850	1,685,789	1,685,789
Other Expenses		2,154,343	2,685,491	2,419,129	2,419,129
Less: Reappropriated		(327,495)	(368,321)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>6,699,351</b>	<b>7,970,952</b>	<b>8,097,400</b>	<b>8,222,877</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		99,322	150,000	150,000	150,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>99,322</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>107.00</b>	<b>120.12</b>	<b>121.00</b>	<b>120.12</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$6,798,673</b>	<b>\$8,120,952</b>	<b>\$8,247,400</b>	<b>\$8,372,877</b>



# Programs

## Administrative Support

### Mission

The mission of the West Virginia ABCA Administrative Support staff is to provide complete and accurate information regarding liquor sales, inventories, income, and expenses to the management and the citizens of the state as mandated by the West Virginia Liquor Control Act and the Nonintoxicating Beer Act.

### Goals/Objectives

- Enhance financial reporting by upgrading the computer support systems by the end of FY 2007.
- Establish by the end of FY 2007 a retailer support group to better serve license retailers by training existing employees in the laws and regulations that govern existing retail operations.
- Ensure accurate and timely financial information regarding liquor sales, inventories, income, and expenses.

### Performance Measures

- ✓ Prepared accurate and timely financial condition reports.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Computer support systems upgrade	N/A	N/A	N/A	N/A	60%	100%
Completion of retailer support group project	N/A	N/A	N/A	N/A	90%	100%

## Enforcement and Licensing

### Mission

The mission of Enforcement and Licensing is to provide the opportunity for citizens of West Virginia to obtain licenses to operate establishments that sell beer, liquor, and wine products to the general population and to assure that the laws and regulations are enforced to prevent misuse of alcoholic beverages as mandated by the West Virginia Alcohol Beverage Control Act and the Nonintoxicating Beer Act.

### Goals/Objectives

- Develop a Web-based license renewal system to improve the licensing process by the end of FY 2007.
- Establish during FY 2006 an electronic fingerprint capture station to enhance criminal background checks, allowing for more timely verification.
- Provide continual and effective inspections of licensed establishments on a routine basis to ensure compliance with the laws and regulations.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Completion of Web-based license renewal system	N/A	N/A	N/A	N/A	40%	100%
Average inspections conducted per inspector	617	673	650	635	650	675



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## Warehousing and Sales

### Mission

The mission of Warehousing and Sales is to stock, within a state-operated warehouse, alcoholic beverages for sale to West Virginia licensed liquor retailers as mandated by the West Virginia Alcohol Beverage Control Act.

### Goals/Objectives

- Develop an on-line order system for retailers during FY 2006.
- Assure that correct shipments are made to retailers and that payments are received by the ABCA before releasing state inventory to the retailer as mandated by W.Va. Code §60.
- Assure that all liquor inventories are safeguarded until the time of delivery and transfer of ownership is made to the licensed retailer.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Orders taken and shipped to retailers	8,885	8,745	8,800	8,759	8,900	8,950
Cases of liquor ordered and shipped	533,141	544,092	550,000	554,853	564,000	570,000



*Department of Revenue*  
**West Virginia Lottery**

## **Mission**

The mission of the West Virginia Lottery is to generate revenues to fund the programs benefiting education, senior citizens, tourism, and such other programs as the Legislature may determine. This will be performed with the utmost integrity to ensure public confidence.

## **Operations**

### *Finance and Administration Section*

- Prepare the monthly financial statements of operations.
- Prepare and submit the CAFR to the GFOA.
- Provide accounting services for all types of lottery games (instant, on-line, racetrack and limited video), including collections and distributions of revenue and processing of accounts payable.
- Provide for validation of lottery prizes.
- Switchboard operations.
- Accept and audit delivery of instant tickets.
- Prepare purchasing contracts, including RFP's and RFQ's.
- Assist in the preparation of the Statement on Auditing Services (SAS 70) audit (an annual audit of the instant and on-line vendor).
- Provide purchasing and warehousing services for all divisions.
- Provide internal data processing services.

### *Marketing Section: Traditional (On-line and Instant Games)*

- Design and develop games and game prize structures.
- Coordinate retailer training, player education, and general product promotion through the contractual vendors sales staff.
- Marketing instant and on-line games with advertising and promotional endeavors.
- Provide public relations services that deal with players, retailers, and the public in general.
- Conduct nightly drawings for proprietary on-line games and ad hoc promotions.
- Conduct continuing research pertinent to the games and public perceptions.
- Provide revenue for the compulsive gambling treatment fund, and monitor program functions and results.
- Provide support for limited and racetrack video lottery operations, player and media inquiries, as requested.
- Provide oversight of Web site content and development for instant and on-line games, video lottery products and public information.

### *Security and Licensing Section*

- Responsible for the licensing of all instant and on-line retailers, racetracks, manufacturers, operators, and service technicians operating video games.
- Investigate ticket inquiries from players and retailers.
- Conduct criminal and financial background checks of prospective employees, retailers, and vendors supplying game-related services.
- Conduct retailer and track compliance checks to confirm adherence to lottery law and regulations.
- Provide security oversight for nightly on-line drawings.
- Responsible for directing and monitoring building security.

### *Video Lottery Section*

- Responsible for the operation of the central computer system controlling all video lottery terminals located at racetracks and limited retail locations.
- Responsible for the analysis and auditing of video data from central computer system and video lottery terminals.
- Responsible for testing of both hardware and software for video lottery games.
- Responsible for video lottery data processing at hot backup site located outside of Charleston.
- Perform internal control processing of vendor data for traditional lottery games.





**Recommended Improvements**

- ✓ Additional \$83.3 million to be transferred to the Revenue Shortfall Reserve Fund.
- ✓ Additional one million dollars for Senior Citizens Refundable Credit.



*West Virginia Lottery*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Finance and Administration	56.00	\$16,192,782	\$30,849,866	\$30,849,866	
Security and Licensing	29.00	2,028,257	2,967,139	2,967,139	
Marketing	9.00	7,791,419	10,687,459	10,687,459	
Video Operations	22.00	1,694,856	2,410,757	2,410,757	
Excess Lottery Transfer	0.00	67,873,291	70,000,000	71,000,000	
Excess Lottery Transfer-Surplus	0.00	161,991,000	12,900,000	12,900,000	
<b>TOTAL BY PROGRAM</b>	<b>116.00</b>	<b>257,571,605</b>	<b>129,815,221</b>	<b>130,815,221</b>	<b>214,115,221</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		230,795,119	82,900,000	83,900,000	167,200,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund *</b>		<b>230,795,119</b>	<b>82,900,000</b>	<b>83,900,000</b>	<b>167,200,000</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		110.00	116.00	116.00	116.00
Total Personal Services		3,955,808	4,853,068	4,853,068	4,853,068
Employee Benefits		1,283,370	1,600,963	1,600,963	1,600,963
Other Expenses		21,537,308	40,461,190	40,461,190	40,461,190
<b>Subtotal: Nonappropriated Special Fund</b>		<b>26,776,486</b>	<b>46,915,221</b>	<b>46,915,221</b>	<b>46,915,221</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>110.00</b>	<b>116.00</b>	<b>116.00</b>	<b>116.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$257,571,605</b>	<b>\$129,815,221</b>	<b>\$130,815,221</b>	<b>\$214,115,221</b>

\* Appropriated Special Revenue Fund includes \$83,900,000 in Excess Lottery Funds to be transferred to General Revenue and \$83,300,000 to be transferred to the Revenue Shortfall Reserve Fund.



West Virginia Lottery  
**Programs**

**Finance and Administration Section**

**Mission**

The mission of the Finance and Administration Section is to provide the Lottery with fiscal accountability for all monetary transactions in order to provide accurate information concerning game activity, budgeting, and revenue projections.

**Goals/Objectives**

- Provide accurate financial information to the Lottery Commission and director, Governor, and Legislature.
- Have no significant audit findings as a result of the annual independent financial audit for FY 2005.
- Provide reliable revenue projections.
- Earn the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the CAFR for FY 2005.

**Performance Measures**

- ✓ Annual audit of financial statements resulted in no significant audit findings for FY 2004.
- ✓ Met and exceeded overall revenue projections for FY 2005.
- ✓ Earned the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for eight consecutive years (FY 1997 through FY 2004).

**Marketing Section**

**Mission**

The mission of the Marketing Section is to provide consumer and retailer incentives through promotions, advertising, and public relations for the increased and diversified purchase of traditional on-line and instant lottery products available throughout West Virginia, thus increasing revenues to the Lottery for the benefit of targeted government programs.

**Goals/Objectives**

- Increase revenues from lottery games for the benefit of state programs.
- Maintain player interest in lottery products by producing new lottery games; have 20 to 24 game options available for play; redesigning existing games; and conducting promotions such as second chance drawings, game bonus features, and free plays.

**Performance Measures**

- ✓ Instant game sales generated a record high of more than \$111 million for FY 2005—the highest in the lottery's 19-year history.
- ✓ On-line game sales decreased by 15% from the previous year as a result of low Powerball jackpots.
- ✓ Total on-line and instant retailers increased from 1,622 to 1,644 in FY 2005.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Sales volume (in millions)	\$1,082	\$1,303	\$1,110	\$1,399	\$1,417	*\$1,330
TRAVEL (keno) retailers	277	296	321	292	325	350

\* Projected to decrease due to Pennsylvania introducing video legislation.



## Security and Licensing Section

### Mission

The mission of the Security and Licensing Section is to ensure that the integrity of the West Virginia Lottery and its games is uncompromised in order to maintain player confidence in lottery tickets, prizes, and drawings.

The mission of the Video Lottery Security Section is to ensure that the integrity of the West Virginia Lottery and its video machine operations remain uncompromised in order to maintain player and public confidence in the games located at racetrack video lottery sites and limited video lottery sites.

The mission of the License Division is to receive, review, and process applications from individuals and organizations that wish to be approved for various types of lottery licenses.

### Goals/Objectives

- Oversee, monitor, and regulate the compliance of traditional lottery games approved by the Legislature and the State Lottery Commission.
- Oversee, monitor, and regulate the compliance of racetracks and limited video lottery establishments and its machines approved by the Legislature and the State Lottery Commission.
- Maintain retailer compliance checks at a level that will assure compliance with the Lottery Act and regulations.
- Maintain a good working relationship with vendors, retail customers and other state agencies regarding licensing requirements. Process all applications in an efficient and effective manner.
- Work closely with other state agencies to assure compliance with the installation requirements for the racetrack and limited video lottery machines.
- Maintain and monitor the Lottery headquarters buildings' security system and security at the Fairmont site.
- Extend the electronic fingerprinting system to include other agencies for more timely return on criminal history information.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
<i>Traditional lottery (on-line and instant)</i>						
Licensed traditional retailers	1,641	1,660	1,650	1,668	1,690	1,700
Inspections	2,645	3,354	2,000	2,609	2,500	2,000
Unsatisfactory findings	10	15	10	7	10	5
<i>Racetrack video lottery</i>						
Racetrack video lottery inspections	120	145	120	118	120	120
Noncompliance findings	1	0	1	1	1	1
Logic seal changes for maintenance and enrollment	16,451	8,495	9,500	16,940	9,750	18,000
<i>Limited video lottery (LVL)</i>						
Licensed LVL retailers	1,268	1,535	1,425	1,661	1,600	1,700
Machines in use by end of fiscal year	5,329	6,779	7,435	8,167	8,550	8,800
Incidents/investigations	1,216	699	400	493	500	550
Preliminary site surveys	520	552	820	560	550	350
Establishment compliances	3,664	6,809	5,000	7,664	7,000	7,000
Maintenance/service	4,986	5,993	3,500	4,489	6,500	6,600
Licensed LVL manufacturers	9	8	9	6	8	7
Licensed LVL operators	34	35	34	37	34	37
Licensed LVL service technicians	295	247	300	280	275	290

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## Video Lottery Section

### Mission

The mission of the Video Lottery Section is to maintain the successful and legal operation of all video terminals statewide 24 hours a day, seven days a week, in order to produce the maximum amount of revenues.

### Goals/Objectives

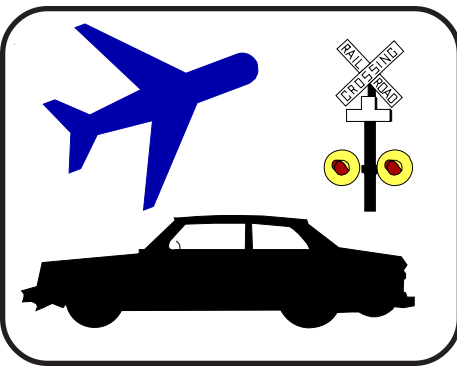
- Provide accurate information to the Finance and Administration Section.
- Monitor video terminal activity to assure compliance with laws, regulations, and policies.
- Maintain the network connection at Lottery headquarters with video terminals to prevent the interruption of game play.

### Performance Measures

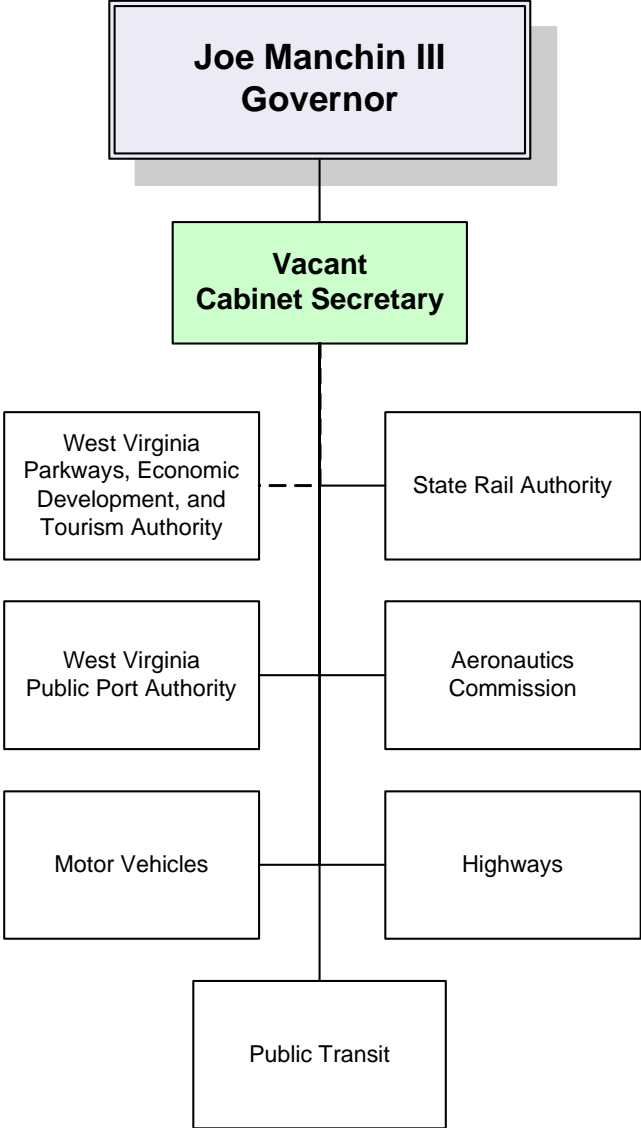
<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Racetrack video lottery machines	9,643	10,802	11,800	11,800	12,400	13,000
Limited video lottery machines	5,329	6,779	7,435	7,959	8,550	9,000



# DEPARTMENT OF TRANSPORTATION



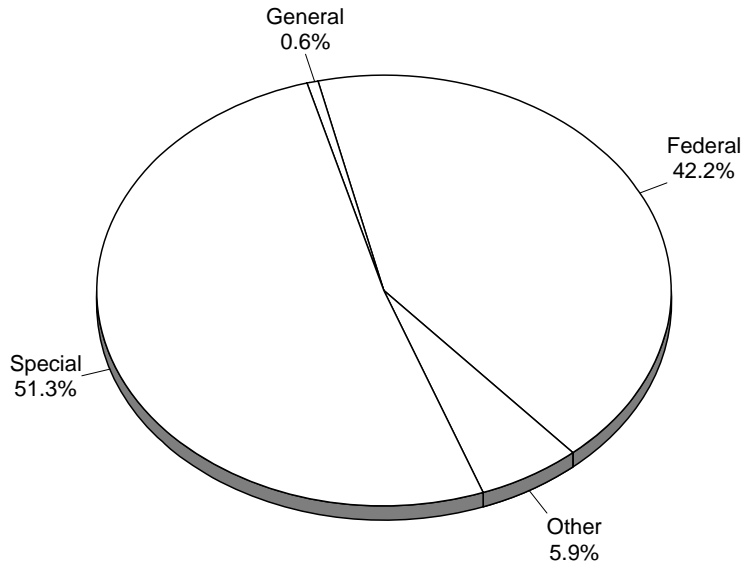
# Department of Transportation



Department of Transportation  
**Revenues and Expenditures**

**Total Available Funds**

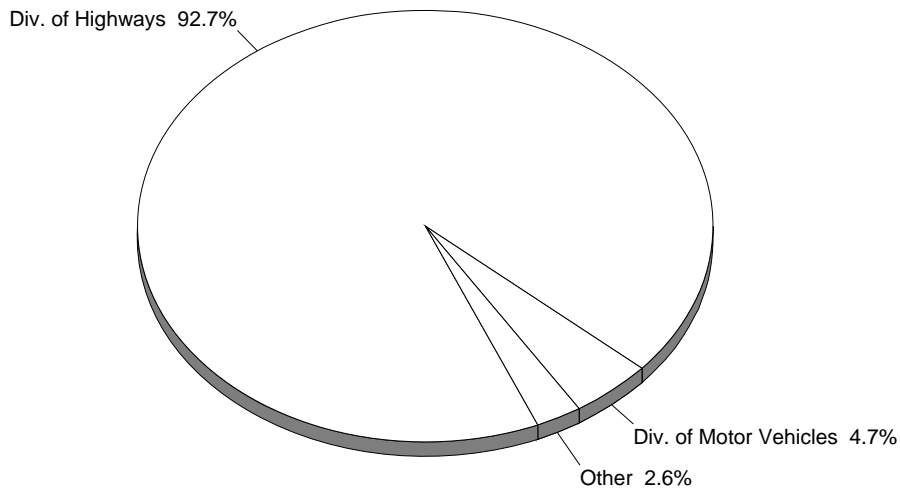
Fiscal Year 2007  
\$1,179,291,724\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
\$1,122,395,873





# Department of Transportation

## Mission

The Department of Transportation (DOT) provides the transportation-related services and infrastructure necessary to enhance the safe, efficient, and environmentally sound movement of people and goods across a growing and economically progressive West Virginia.

The secretary of the DOT has direct managerial authority over the Highways, Motor Vehicles, and Public Transit divisions. The Aeronautics Commission; Public Port Authority; Civil Air Patrol; State Rail Authority; and West Virginia Parkways, Economic Development, and Tourism Authority are also included in the DOT. The authorities and commissions, which receive executive support from the secretary, are subject to further statutory control by independent boards appointed by the Governor.

## Goals/Objectives

### **Create and maintain an outstanding transportation system.**

- Maintain existing highways.
- Complete major highway corridors.
- Preserve the safety and structural integrity of the existing highway system.
- Provide better transit coverage to urban and rural West Virginia.
- Maintain a viable state-owned railroad network.
- Establish and enhance river ports.
- Improve airline service to and from cities within the state and to airline hubs.

### **Serve the motoring public effectively and efficiently.**

- Continue improving the public's access to driver and vehicle licensing and driver safety programs.
- Continue improving operational efficiency through the automation of Division of Motor Vehicles (DMV) systems.
- Provide tourism enhancements and facilities.

### **Coordinate with other state agencies to plan and foster long-range economic development.**

- Develop an intermodal transportation system plan for rapid growth centers throughout the state.
- Expand ready-to-use development sites through construction of access roads.
- Integrate local economic development infrastructure plans into transportation expansion projects.

*Department of Transportation*

# Aeronautics Commission

## Mission

The mission of the Aeronautics Commission is to encourage, foster, and promote aviation as part of the transportation infrastructure for the state, region, and nation.

## Operations

- Administer grant matching program for the Federal Aviation Administration's (FAA) Airport Improvement Program funds awarded to public-use airports.
- Work with the FAA and congressional offices to capture additional federal funds to assist airports in meeting mandated security initiatives.
- Coordinate activities to improve aerial navigation abilities.
- Serve as a member of the standing aviation committee of the American Association of State Highway and Transportation Officials/National Association of State Aviation Officials (NASAO).
- Represent West Virginia as a member of NASAO.
- Represent all states as chair of the joint FAA/NASAO intergovernmental oversight committee.
- Serve as chair of the NASAO nominations committee.
- Work with congressional offices and federal and state agencies to secure additional grant assistance and funding opportunities for airports.
- Work with the West Virginia Development Office seeking opportunities for expanded economic development on airport property and near airports.
- Identify air transportation and infrastructure needs to meet immediate and future demands as part of the state's transportation system.
- Coordinate airport safety inspection program.
- Provide administrative guidance and support to the Civil Air Patrol.

### *Civil Air Programs*

- Provide emergency services, including search and rescue, disaster relief, and emergency communications.
- Provide air transport and reconnaissance for law enforcement officials.
- Provide cadet training and aerospace education programs.

*Aeronautics Commission*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Air Transportation System and Aviation Infrastructure	3.00	\$1,445,991	\$2,981,900	\$1,664,594	
Civil Aviation Programs	0.00	98,537	105,258	105,258	
Potomac Highlands Airport Authority	0.00	200,000	200,000	200,000	
Less: Reappropriated		(1,092,728)	(1,516,106)	0	
<b>TOTAL BY PROGRAM</b>	<b>3.00</b>	<b>651,800</b>	<b>1,771,052</b>	<b>1,969,852</b>	<b>1,971,652</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		2.00	3.00	3.00	3.00
Total Personal Services		182,021	156,866	156,016	157,250
Employee Benefits		32,700	51,135	50,975	51,150
Other Expenses		1,456,100	2,779,157	1,262,861	1,263,252
Less: Reappropriated		(1,092,728)	(1,516,106)	0	0
<b>Subtotal: General Fund</b>		<b>578,093</b>	<b>1,471,052</b>	<b>1,469,852</b>	<b>1,471,652</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		4,000	100,000	0	0
<b>Subtotal: Federal Fund</b>		<b>4,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		69,707	200,000	500,000	500,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>69,707</b>	<b>200,000</b>	<b>500,000</b>	<b>500,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$651,800</b>	<b>\$1,771,052</b>	<b>\$1,969,852</b>	<b>\$1,971,652</b>



# Programs

## ***Air Transportation System and Aviation Infrastructure***

### **Mission**

The Aeronautics Commission, working with the FAA and other federal and state agencies, implements aviation programs and policies to improve aviation infrastructure and air service to prepare West Virginia for the aviation growth expected in the 21st century.

### **Goals/Objectives**

#### **Improve airport infrastructure.**

- Match 100% of the FAA's Airport Improvement Program funds made available to West Virginia airports.
- Capture additional federal funds for security initiatives.
- Capture additional federal funds for safety area and pavement management studies.
- Implement Statewide Airport System Plan Study recommendations as funding permits.

#### **Assist airports in public awareness programs.**

- Increase number of business and leisure travelers by three percent per year.
- Attract additional economic development opportunities for airports (on airport property and near airports).
- Retain and increase existing air service and attract additional air carriers.
- Actively support restructuring efforts of airlines in West Virginia to help ensure they remain in the state.

#### **Assist airports in meeting new federal and state requirements and improving safety.**

- Provide global positioning satellite system (GPS) approaches at 25 airports by 2007.
- Provide firefighting and emergency training to all on-site airport emergency personnel.
- Provide firefighting and emergency training to off site mutual aid responders.
- Assist airports in acquiring updated weather systems.
- Continue to work closely with the Transportation Security Administration as part of a working group to maintain nonregulatory standards for general aviation airports.

### **Performance Measures**

- ✓ Nationally, worked on aviation initiatives to secure funding for rural states to attract additional air service and preserve funding for the Small Community Air Service Development Grant program that is included in federal legislation.
- ✓ Secured keynote speakers and provided financial assistance for the third West Virginia Annual Aviation Conference.
- ✓ Worked with congressional offices to increase federal funding for airport grants.
- ✓ Working with the FAA, secured a federal grant to conduct federally required airport inspections.
- ✓ Served as the representative for all states on a national FAA committee to create an airport customer satisfaction survey that was disseminated to all airports in the country.

<b><u>Fiscal Year</u></b>	<b><u>Actual 2003</u></b>	<b><u>Actual 2004</u></b>	<b><u>Estimated 2005</u></b>	<b><u>Actual 2005</u></b>	<b><u>Estimated 2006</u></b>	<b><u>Estimated 2007</u></b>
Matched FAA funds	100%	100%	100%	100%	100%	100%
Airports with GPS approaches	8	12	17	17	21	25
Mutual aid responders trained	435	550	660	970	875	895
On-site personnel trained	200	200	200	200	225	305
On-site personnel trained	100%	100%	100%	100%	100%	100%

<b><u>Calendar Year</u></b>	<b><u>Actual 2003</u></b>	<b><u>Estimated 2004</u></b>	<b><u>Actual 2004</u></b>	<b><u>Estimated 2005</u></b>	<b><u>Estimated 2006</u></b>	<b><u>Estimated 2007</u></b>
Statewide commercial enplanements	N/A	N/A	390,930	402,658	414,738	427,180



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## Civil Aviation Programs

### Mission

The Civil Air Patrol serves America by developing its nation's youth; accomplishing local, state, and national missions; and educating the nation's citizens to ensure air and space supremacy.

### Goals/Objectives

**Provide cadet programs.**

- Continue the Cadet Leadership School, and fund food and lodging 100% for at least 15 cadets.
- Continue to support the Cadet Summer Encampment, and increase cadet attendance.

**Provide emergency services.**

- Hold at least three emergency services classroom training seminars throughout the state, and fund lodging at 100%.
- Respond to all requests for assistance from the West Virginia Division of Homeland Security and Emergency Management (DHSEM).

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Cadet Leadership School attendees funded	N/A	N/A	15	40	15	15
Encampment attendance	65	75	75	80	85	90
Response to DHSEM requests	100%	100%	100%	100%	100%	100%



*Department of Transportation*  
**Division of Highways**

## **Mission**

The West Virginia Division of Highways (DOH) is responsible for maintaining a safe and efficient highway system that will meet the needs of West Virginia citizens and all other individuals traveling through the state.

## **Operations**

### *Administration*

- Perform executive management functions for current and long-range operations.
- Collect, record, and disburse revenues appropriated for transportation purposes and prepare related financial reports.
- Prepare and monitor the various budgets within the agency.
- Design and maintain computerized systems for accounting and other administrative functions.
- Implement departmentwide network and intranet technologies.
- Procure the necessary goods and services required for the operation of the DOT.
- Enforce state laws governing outdoor advertising and salvage yards.
- Perform audits of internal operations and outside entities as required by federal and state code or regulations.
- Provide legal services including, but not limited to, representation before judicial and administrative bodies, rendering legal advice and opinions, and document preparation and/or approval.
- Administer DOH capital improvement and facilities management program.
- Ensure that employment, training, and other human resource needs are met.

### *Construction*

- Determine urban and statewide transportation needs, and develop strategies to fulfill them effectively.
- Program, obligate, and authorize highway funds.
- Perform preliminary cost estimates for highway projects.
- Purchase required rights-of-way for transportation projects.
- Design and construct highways, bridges, and industrial access roads.
- Install traffic control and safety devices.
- Administer enhancement, trails, and byways programs.
- Inventory and map all bridges and roadways.

### *Maintenance*

- Undertake the safe, efficient, and uniform maintenance of the state's 35,900 miles of highways and 6,630 bridge structures.
- Perform effective snow removal and ice control activities to maintain the safety and convenience of the traveling public.
- Assist the DHSEM by providing technical assistance, workers, and equipment during emergency/disaster situations.
- Provide equipment-related support—inventory warehousing/distribution, equipment maintenance, and equipment purchase and transport of the \$179 million DOH equipment fleet.
- Maintain fee-based permit systems for regulated use of the highway system and rights-of-way in matters involving encroachments, salvage yards, outdoor advertising, and the movement of overweight/over-dimensional vehicles.

Division of Highways  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	344.00	\$29,257,702	\$41,651,231	\$42,197,595	
Debt Service	0.00	46,598,532	50,000,000	41,000,000	
Enforcement	0.00	4,035,664	4,566,000	4,566,000	
Equipment Support	531.00	13,573,000	15,002,500	20,002,500	
Highway Construction and Reconstruction	981.00	590,605,859	654,971,461	613,526,010	
Maintenance	2,827.50	249,955,402	257,475,034	264,155,895	
Resurfacing	0.00	48,994,544	50,000,000	55,000,000	
<b>TOTAL BY PROGRAM</b>	<b>4,683.50</b>	<b>983,020,703</b>	<b>1,073,666,226</b>	<b>1,040,448,000</b>	<b>1,039,504,295</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses (Construction Projects)		26,864,927	17,200,000	9,130,000	9,130,000
Interstate Construction		59,046,896	73,674,000	76,600,000	76,600,000
Other Federal Aid Programs		245,376,391	248,770,000	265,400,000	265,400,000
Appalachian Programs		108,765,560	136,374,000	120,100,000	120,100,000
<b>Subtotal: Federal Fund *</b>		<b>440,053,774</b>	<b>476,018,000</b>	<b>471,230,000</b>	<b>471,230,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		4,808.00	4,683.50	5,126.00	4,683.50
Debt Service		46,598,532	50,000,000	41,000,000	41,000,000
A. James Manchin Fund		452,625	3,425,625	3,320,000	3,320,000
Maintenance		246,967,640	249,700,000	256,700,000	256,700,000
Maintenance, Contract Paving, and Secondary Repair and Replacement		48,994,541	50,000,000	37,000,000	37,000,000
Bridge Repair and Replacement		17,366,732	30,000,000	30,000,000	30,000,000
Inventory Revolving		(2,131,766)	2,000,000	2,000,000	2,000,000
Equipment Revolving		13,572,840	15,000,000	15,000,000	15,000,000
General Operations		33,715,395	44,500,000	42,500,000	42,500,000
Interstate Construction		8,711,657	6,326,000	7,400,000	7,400,000
Other Federal Aid Programs		63,864,497	51,930,000	60,300,000	60,300,000
Appalachian Programs		12,364,860	33,626,000	29,900,000	29,900,000
Nonfederal Aid Construction		33,317,595	25,000,000	25,000,000	25,000,000
Highway Litter Control		1,688,000	1,755,000	1,664,000	1,664,000
Claims Against the State		415,789	396,881	1,000,000	23,000
PSC Weight Enforcement		4,035,664	4,633,530	4,634,000	4,667,295
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>529,934,601</b>	<b>568,293,036</b>	<b>557,418,000</b>	<b>556,474,295</b>



*Division of Highways Expenditures*

(Continued)

	<b>TOTAL FTE POSITIONS 11/30/2005</b>	<b>ACTUALS FY 2005</b>	<b>BUDGETED FY 2006</b>	<b>REQUESTED FY 2007</b>	<b>GOVERNOR'S RECOMMENDATION</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses (Construction Projects)		13,032,328	29,355,190	11,800,000	11,800,000
<b>Subtotal: Nonappropriated Special Fund</b>		<b>13,032,328</b>	<b>29,355,190</b>	<b>11,800,000</b>	<b>11,800,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>4,808.00</b>	<b>4,683.50</b>	<b>5,126.00</b>	<b>4,683.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$983,020,703</b>	<b>\$1,073,666,226</b>	<b>\$1,040,448,000</b>	<b>\$1,039,504,295</b>

\* \$462,100,000 is included in the State Road Fund for FY 2007.





Division of Highways  
**Programs**

**Administration**

**Mission**

Administration, which includes DOH executive management, is charged with safeguarding the department's financial and operational resources and ensuring their effective and economical utilization.

**Goals/Objectives**

**Utilize the P-card program as an effective procurement tool.**

- Implement by December 31, 2005, the acceptance of credit card payments for monies due the division.
- Implement new accounting software for P-card purchases by December 31, 2005.
- Implement acceptance of credit card payments at DOH equipment auctions by September 30, 2005.

**Maximize the efficiency and effectiveness of communications/work flow within DOT.**

- Implement automated document management systems incorporating imaging technology to electronically transmit, track, and control the flow of transactions through DOT by 2005.
- Implement phase II (all engineering workstations) of the document management system by August 2005.
- Develop consolidated bridge information system to manage data on all DOT bridges by January 1, 2006.
- Upgrade communications circuits at remote network sites to improve speed of operations by July 1, 2006.
- Expand the use of the Voice over Internet protocol telephone system throughout the DOT by January 2008.
- Expand access to and use of video conferencing throughout the DOT.
- Implement work processes that use Web-enabled applications to eliminate paperwork.

**Upgrade facilities to safe and energy efficient work environments for the employees and public.**

- Bring all buildings and grounds into compliance with ADA and environmental standards.
- Relocate outdated maintenance facilities from rapid growth areas to provide prime real estate for future economic development.

**Performance Measures**

- ✓ Implemented the use of P-card for utility payments on schedule.
- ✓ The construction project records system was implemented on schedule and is now available for use on all new construction projects.
- ✓ Phase two of document management system is 85% complete, and implementation of the document management system in all other areas of DOT is 45% complete. The migration of images from the Right-of-Way legacy system is in progress. Work is currently being done in Communications, Engineering, and Human Resources.
- ✓ Initial program development is underway for consolidated bridge information system. There have been delays brought about by the availability of engineering personnel to guide the project and by the need to temporarily reassign programmers to higher priority work. The revised completion date is June 30, 2006.
- ✓ The American Association of State Highway and Transportation Officials' mainframe construction project management system was converted to client server technology on schedule.
- ✓ Verification of the available communications services at each remote site is continuing. DSL and/or cable modem broadband service will be implemented where available.
- ✓ Work has begun on District 5 telephone upgrade to Voice over Internet Protocol. Installation will proceed to other offices as funding and staffing are available.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Upgrades/replacements made each year to facilities identified as needing work	48%	41%	51%	54%	53%	58%



## Equipment Support

### Mission

Equipment Support is charged with providing the DOH's equipment users with an optimally placed and properly maintained equipment fleet, operating supplies and repair parts, and technical repair/rebuild services in the most cost-effective and productive manner.

### Goals/Objectives

#### Continued modernization and replacement of the division's fleet.

- Budget a minimum of \$15 million annually for equipment purchases.
- Replace all single axle tandem dump truck beds with a stainless steel bed outfitted with conveyor chain. The new stainless steel beds will last through the life expectancy of three chassis.
- Install automated fuel management system at the 135 DOH fueling locations.

#### Increase technical support productivity/effectiveness.

- Train all mechanics by 2006 to use the Internet to retrieve equipment information from manufacturers.
- Train all mechanics to use laptop computers to effectively troubleshoot and diagnose failures of DOH equipment.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Mechanics trained to use Internet	80%	80%	90%	95%	100%	100%
Mechanics trained to use laptop diagnostics	20%	60%	80%	80%	100%	100%
Replacement of single axle tandem dump beds	N/A	N/A	N/A	7%	11%	25%
Installation of automated fuel management system	N/A	N/A	N/A	0%	50%	100%

## Highway Construction and Reconstruction

### Mission

The design and construction of roads and bridges throughout the state are intended to provide access to various points of interest, reduce travel time, and facilitate the safe and efficient movement of people and goods.

### Goals/Objectives

#### Improve access throughout the state.

- Design highways to serve the expected traffic volumes.
- Complete the Appalachian Development Highway Corridor D by 2007.
- Continue construction of Appalachian Development Highway Corridor H as funds are received.
- Continue construction of major corridors, including those authorized in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21st Century (TEA-21).

#### Reduce congestion.

- Continue construction on US 35, WV 9, and the Mon/Fayette Expressway.
- Continue construction on relocation and widening projects, such as WV 10 and WV 2.
- Construct additional traffic lanes on highly traveled segments of West Virginia's interstates.

**Improve the condition of bridges.**

- Rehabilitate or replace, by 2012, 100% of the highway bridges rated structurally deficient.

**Performance Measures**

- ✓ Awarded contract for construction of the Blennerhassett Bridge over the Ohio River. This is the final project on Corridor D.
- ✓ Opened one section and continued construction of other sections of Corridor H in Hardy County.
- ✓ Continued construction of the Coalfield's Expressway and King Coal Highway, including the award of an additional Coalfield's project totaling \$13 million.
- ✓ Continued construction of US 35 upgrading in Putnam County.
- ✓ Awarded two additional upgrading projects, at a cost of \$36 million, on WV 9, a major corridor authorized in ISTEA.
- ✓ Completed 44% of a \$16 million contract on WV 10.
- ✓ Continued construction projects for upgrading WV 2.
- ✓ Awarded a \$6.7 million contract for widening I-77 at Parkersburg.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Appalachian Highway system completed	80%	81%	81%	82%	83%	85%
Posted bridges	490	477	430	630	600	550
Structurally deficient bridge rehabilitation or replacement projects started	135	101	130	147	130	130

**Maintenance**

**Mission**

The Maintenance program serves to protect, repair, maintain, and, where possible, improve the condition of the state's highway infrastructure to provide the citizenry and the traveling public with a safe and uniformly maintained highway system.

**Goals/Objectives**

**Achieve a maintenance work effort and level of service that is recognized as outstanding and consistent statewide.**

- Annually assess and prioritize routine maintenance needs.
- Increase the percentage of drainage structures meeting standards to 90% by 2011.
- Retain sufficient staff and equipment to safely pursue snow removal and ice control activities on a 24 hour basis during periods of inclement weather.
- Commitment to maintenance program funding and work efforts that result in an exemplarily maintained and safe roadway system.
- Continue emphasis for maximization of resources in the maintenance program—reviewing and utilizing a blend of private sector contractors with state forces.

**Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Drainage structures meeting standard	81%	85%	85%	84%	85%	86%
Average county maintenance funding per road mile	\$4,071	\$4,071	\$4,230	\$4,230	\$4,240	\$4,240



## Resurfacing

### Mission

The rehabilitation and replacement of roadway surfaces is intended to protect investment and provide the desired ride and comfort to the traveling public.

### Goals/Objectives

#### Extend the service life of pavement.

- Annually assess the pavement condition.
- Gather international roughness index (IRI) data on National Highway System (NHS) routes every two years.
- Annually resurface 8.3% (approximately 1,780 miles) of the paved, state-maintained highway mileage, resulting in a 12-year cycle.

#### Increase safety.

- Ensure that 90% of the NHS miles have an IRI of less than 120 by 2007.
- Continually reduce the percentage of accidents occurring under wet pavement conditions by decreasing pavement rutting and eliminating hydroplaning.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Biennial survey—NHS miles with IRI less than 120	88%	N/A	88%	86%	N/A	90%
Highway mileage resurfaced (in miles)	1,315	1,062	1,600	1,208	1,200	1,300

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Percentage of wet pavement condition accidents	27%	N/A	25%	25%	24%	23%

*Department of Transportation*  
**Division of Motor Vehicles**

## **Mission**

The Division of Motor Vehicles (DMV) provides essential licensing, titling, and vehicle registration to the public; promotes highway safety; and collects revenue for transportation programs.

## **Operations**

### *Administrative Services*

- Maintain computerized and optical scan databases for all DMV documents.
- Prepare and administer the annual budget.
- Provide accounting services for the collection and deposit of generated revenue.
- Provide personnel, payroll, and purchasing services for the division.
- Provide computer support to all division employees.
- Provide public information and training functions.

### *Driver Services*

- Track traffic citations for use in establishing and monitoring the records of each resident driver.
- Exchange traffic conviction reports and unpaid ticket information with other states and jurisdictions.
- Provide, through driver license suspension, sanctions against persons who violate motor vehicle laws, accrue unpaid tickets, and violate student attendance and child support laws.
- Provide driving records for insurance and employment purposes.
- Administer administrative law procedures for appeals of driver license suspensions.
- Provide safe traveling for the motoring public through the Governor's Highway Safety Program.

### *Motor Carrier Services*

- Process commercial registrations through the International Registration Plan (IRP).
- Collect revenue for 55 counties via the ad valorem fees assessed on apportioned power units.
- Interpret and advise law enforcement and others on policies, regulations, and statutes concerning commercial vehicles.
- Process and issue fuel tax decals through the International Fuel Tax Agreement (IFTA).
- Process and issue fuel tax decals for intrastate motor carriers.
- Oversee the Intelligent Transportation System/Commercial Vehicle Organization (ITS/CVO) and Commercial Vehicle Information Systems Network (CVISN) initiatives for the state.
- Provide information and training to motor carriers and law enforcement personnel on commercial vehicle regulations.

### *Vehicle/Field Services*

- Process documents and payments for the titling and registering of vehicles.
- Inspect and regulate motor vehicle dealers.
- Oversee businesses that process DMV documents.
- Maintain accountability over revenue for the State Road Fund.
- Provide examinations for driver's licenses.
- Issue driver licenses, identification cards, and handicapped parking indicia to qualified persons.

## **Recommended Improvements**

- ✓ Additional spending authority of \$100,000 to decrease its dependence on the State Road Fund.
- ✓ Additional spending authority of \$78,700 for expenses.

Division of Motor Vehicles

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administrative Services	111.00	\$7,963,648	\$8,509,331	\$8,408,087	
Motor Carrier Services	30.00	2,070,838	2,678,066	2,252,794	
Driver Services	170.00	12,163,900	20,046,020	19,815,987	
Vehicle/Field Services	297.00	22,300,040	22,570,948	22,012,843	
<b>TOTAL BY PROGRAM</b>	<b>608.00</b>	<b>44,498,426</b>	<b>53,804,365</b>	<b>52,489,711</b>	<b>53,263,358</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		5.50	5.50	5.50	5.50
Total Personal Services		208,933	221,425	216,825	216,825
Employee Benefits		66,321	68,313	68,692	68,692
Other Expenses		2,152,624	9,536,011	9,534,383	9,540,232
<b>Subtotal: Federal Fund</b>		<b>2,427,878</b>	<b>9,825,749</b>	<b>9,819,900</b>	<b>9,825,749</b>
<b>Appropriated Special Fund</b>					
FTE Positions		569.50	575.50	570.50	569.50
Total Personal Services		14,005,028	15,524,142	14,956,958	15,447,908
Employee Benefits		5,280,425	6,456,779	6,481,885	6,577,213
Other Expenses		17,317,409	19,388,204	19,049,163	19,230,683
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>36,602,862</b>	<b>41,369,125</b>	<b>40,488,006</b>	<b>41,255,804</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		27.00	27.00	27.00	27.00
Total Personal Services		666,645	839,900	814,950	814,950
Employee Benefits		252,252	302,754	311,702	311,702
Other Expenses		4,548,789	1,466,837	1,055,153	1,055,153
<b>Subtotal: Nonappropriated Special Fund</b>		<b>5,467,686</b>	<b>2,609,491</b>	<b>2,181,805</b>	<b>2,181,805</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>602.00</b>	<b>608.00</b>	<b>603.00</b>	<b>602.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$44,498,426</b>	<b>\$53,804,365</b>	<b>\$52,489,711</b>	<b>\$53,263,358</b>



# Programs

## Administrative Services

### Mission

The Administrative Services program provides financial and operational support to internal and external customers of the DMV to assure an efficient and effective operation.

### Goals/Objectives

**Provide accurate and timely services to internal and external customers.**

- Provide job related training to 40% of DMV employees annually.
- Continue employee training for driver examination certification by the American Association of Motor Vehicle Administrators.
- Improve access to the division by increasing the amount of information available on the DMV's Web site.
- Expand the document imaging system to include workflow component by June 2007.
- Answer 85% of all incoming calls to the telephone center.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
DMV employees trained	243	150	200	143	200	250
Total employees trained	39%	24%	32%	29%	40%	40%
Incoming customer telephone calls	522,415	595,717	580,000	653,313	680,000	700,000
Customer telephone calls answered	90%	90%	90%	75%	85%	85%

## Driver Services

### Mission

The Driver Services program is responsible for issuing driver licenses, monitoring driver performance and driver improvement programs, and promoting and improving highway safety among the motoring public.

### Goals/Objectives

**Improve the service of issuing and renewing driver licenses.**

- Evaluate and implement an electronic insurance verification system by June 2007.
- Implement electronic transmission of all Magistrate Court uniform citations, abstracts, and notices of suspension by December 2007.

**Nurture grassroots projects that will reduce the number of severe injuries and fatalities that result from motor crashes.**

- Continue support of eight comprehensive regional traffic safety programs that provide coverage to 100% of all counties in West Virginia by July 2007.
- Improve collection and analysis of crash-related data through electronic linkage to safe community projects by December 2006.
- Improve the use of seat belts by West Virginia drivers to 90% by June 2007.
- Reduce the annual number of fatalities of 15 to 20-year-old persons through the implementation of graduated driver's licenses.
- Implement by September 30, 2008, rules for verifying documents presented when applying for a driver's license as mandated by the federal Real ID Act.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Suspension of driver's license for failure to appear in court or pay fines assessed	53,800	54,150	55,000	67,842	57,000	100,000
West Virginia seat belt usage	74%	76%	80%	85%	87%	90%

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Fatalities in West Virginia automobile accidents	394	360	410	375	365	360
Auto fatalities of persons 15 to 20 years old	61	48	51	41	38	35

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## Motor Carrier Services

### Mission

By partnering with the commercial vehicle community, the Motor Carrier Services' mission is to ensure the safe, legal, and efficient movement of goods and people through the innovative application of technology, services, and resources to reduce the regulatory burden on the motor carriers traveling through and within the state.

### Goals/Objectives

#### Improve customer service.

- Reduce the registration/application-processing burden for West Virginia's motor carriers.
- Streamline the administration of the motor carrier credentialing and taxation processes.
- Reduce paperwork in the administration of motor carrier regulatory programs using electronic data interchange and electronic funds transfer technologies.

#### Improve the business climate for commercial carriers.

- Provide easier access to IRP business processes through e-commerce.
- Implement all national ITS/CVO and CVISN initiatives by FY 2008, allowing all trucking regulatory agencies to exchange information.
- Enhance compliance of motor carrier regulations by using the most advanced technology available.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Implementation of CVISN initiatives	N/A	N/A	N/A	60%	75%	100%
IRP registrations via Internet	N/A	N/A	N/A	N/A	15%	25%
IRP customers using electronic payments	10%	35%	N/A	45%	50%	60%

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## Vehicle/Field Services

### Mission

The Vehicle/Field Services program titles and registers vehicles as a means to establish and identify vehicle ownership for legal and law enforcement purposes, facilitates intrastate and interstate transportation of people and products, educates the motoring public, and administers driver's license examinations in accordance with state and federal laws.



## Goals/Objectives

### Improve customer services.

- Integrate the DMV motor vehicle database with the National Motor Vehicle Title System (NMVTS) by July 2007.
- Implement an electronic registration system for West Virginia's automobile dealers by March 2007.
- Increase transaction efficiency by promoting the use of credit cards for payments.
- Install an electronic temporary plate program for auto dealers by July 2007.

### Heighten public awareness of motor vehicle issues.

- Promote active participation in West Virginia motorcycle awareness programs.
- Promote active participation in ATV (all-terrain vehicle) awareness programs.

## Performance Measures

- ✓ Completed about 20% (including initial research) of the software development needed to accomplish the NMVTS objectives.
- ✓ Completed identification of the specifications needed to design the electronic registration application (another part of the NMVTS objectives)—approximately 30% of this project.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Revenue collected from credit cards	4.1%	4.4%	4.2%	5.4%	5.2%	5.3%
ATV awareness training enrollment	N/A	N/A	N/A	5,000	6,000	7,000
Motorcycle safety awareness training enrollment	501	1,194	N/A	1,452	1,600	1,700

*Department of Transportation*

# Public Port Authority

## Mission

The mission of the West Virginia Public Port Authority is to develop the potential of intermodalism by combining highway, rail, and water transportation infrastructure to maximize overall economic advantages to business, industry, and the citizens of West Virginia.

## Operations

- Assist interested private or public parties in the development and operation of public intermodal port facilities for economic enhancement throughout West Virginia.
- Provide matching funds for U.S. Army Corps of Engineers' projects at potential inland river port sites.
- Encourage intermodal transportation planning.
- Facilitate the development and empowerment of local port authority districts.
- Encourage continued development of public recreational facilities along urban and rural waterfronts throughout West Virginia.
- Serve on the board of directors of the Association for the Development of Inland Navigation in America's Ohio Valley; Polymer Alliance Zone; Port of Huntington Tri-State Intermodal Group; and National Waterways Conference, Inc.
- Serve on the Maritime Administration's Inland River system Team, U.S. Department of Transportation; Tri-State Port Security Committee, standing committee of the U.S. Coast Guard; and Ohio River Basin International Trade, Travel, and Tourism.

## Recommended Improvements

- ✓ Additional spending authority of \$100,000 to stimulate economic development through tourism.

Public Port Authority  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Regional Airport Authority	3.00	\$546,587	\$1,214,490	\$437,356	
River Port Development	0.00	605,540	139,413	0	
Less: Reappropriated		(469,298)	(915,347)	0	
<b>TOTAL BY PROGRAM</b>	<b>3.00</b>	<b>682,829</b>	<b>438,556</b>	<b>437,356</b>	<b>539,156</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		2.00	3.00	3.00	3.00
Total Personal Services		20,529	164,461	163,361	175,424
Employee Benefits		32,466	56,241	56,034	58,307
Other Expenses		480,820	1,133,201	217,961	205,425
Less: Reappropriated		(469,298)	(915,347)	0	0
<b>Subtotal: General Fund</b>		<b>64,517</b>	<b>438,556</b>	<b>437,356</b>	<b>439,156</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		83,520	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		534,792	0	0	100,000
<b>Subtotal: Federal Fund</b>		<b>618,312</b>	<b>0</b>	<b>0</b>	<b>100,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$682,829</b>	<b>\$438,556</b>	<b>\$437,356</b>	<b>\$539,156</b>



Public Port Authority  
**Programs**

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## ***River Port Development***

### **Mission**

Develop intermodal public river ports to increase the business and industrial competitiveness of West Virginia through improved intermodal transportation opportunities.

### **Goals/Objectives**

**Secure a sustainable, long-term revenue stream to fund West Virginia Public Port Authority activity for economic growth throughout West Virginia.**

- Seek legislative approval of a nonresident commercial watercraft tax for intermodal river port development.

**Raise the level of inland river system marine domain awareness and security.**

- Participate in the annual “Navigating Through History” educational program.
- Conduct public outreach with various public and private entities.
- Provide information through various communications media.
- Engage in international, national, state, and local partnerships and activities.
- Develop a long-range strategic Intermodal port marketing strategy by September 2006.
- Update the 2002 West Virginia River Port Directory by September 2006.

**Enter into agreements with the U.S. Army Corps of Engineers for various port projects:**

- \* Erickson—potential initiation March 2006

**Assist in the development of intermodal and recreational river port facilities.**

- Coordinate the construction and marketing of the consolidated wood container facility—Jackson County.
- Continue the development of the North Charleston Distribution Center—Charleston.
- Coordinate the preplanning and development of a regional master plan for intermodal connectivity—Port of Huntington Tri-State.
- Continue the development and support of local port authority districts.
- Seek federal grants to develop or enhance riverside recreational opportunities.
- Continue to coordinate the evaluation and preliminary engineering of the West Virginia Inland Port at Pritchard.

### **Performance Measures**

- ✓ Introduced a nonresident commercial watercraft tax bill during West Virginia’s 2001 to 2003 legislative sessions, but did not pass. Legislation will be resubmitted in 2006.
- ✓ Educated over 3,000 children in May 2005 about the inland waterway system at the annual Navigating Through History program.
- ✓ Assisted in securing federal funding for the development of transient boat docks in Morgantown and Point Pleasant.
- ✓ Completed about 25% of the study for the West Virginia Public Port Authority by the Nick J. Rahall, II Appalachian Transportation Institute at Marshall University to determine the feasibility of the Jackson County Consolidated Wood Container facility.
- ✓ Secured federal earmarks in SAFETEA-LU in August 2005 for the ongoing development of an inland port located at Pritchard, West Virginia.

*Department of Transportation*  
**Division of Public Transit**

## **Mission**

The Division of Public Transit helps foster the development of public transportation services in the state and administers all federal and state transit programs.

## **Operations**

The division helps public transportation providers move people—not by actually operating buses and vans, but by keeping local systems safe, efficient, and effective through financial support, technical and administrative assistance, statewide marketing, and training.

### *Administration*

- Secure state or local funding needed as a match for the federal grants.
- Perform all required reporting services to the appropriate federal agencies.
- Ensure compliance with all federal funding requirements of the grantor.
- Create a culture for continuous organizational improvement, and strive for recognition as a leader in the field of public transportation administration.
- Capture additional federal funds beyond formula allocations.
- Encourage the coordination of transportation services that will simplify access, reduce duplication, and improve the cost effectiveness of operations.

### *Operating, Technical, and Capital Assistance*

- Distribute operating and capital assistance to small urban and rural transit systems to help cover the costs of essential public transportation services and miscellaneous equipment.
- Distribute transit planning moneys to the metropolitan planning organizations (MPOs).
- Provide planning and technical assistance, either directly or through contractors, to enhance the efficiency and effectiveness of transportation services in the state.

### *Procurement and Inventory Control*

- Serve as a central procurement source for vehicles and communication equipment for transit authorities and private nonprofit agencies that provide transportation services for the elderly and disabled.
- Maintain the automated vehicle inventory system that provides a single point of entry for all equipment and rolling stock purchased and all facilities constructed with federal, state, and local funds and is utilized in developing a vehicle replacement cycle.

### *Training, Education and Public Awareness*

- Provide driver training in the safe and proper ways to transport elderly and disabled passengers, as required by the ADA.
- Provide access to other training that includes supervisory training, defensive driving, mechanics training, and many other topics.
- Document and promote the benefits of public transportation for both users and nonusers.
- Advocate for responsible funding levels to support development and enhancement of public transportation facilities and services.

## **Recommended Improvements**

- ✓ Additional \$250,000 for federal funds match.
- ✓ Additional \$15,000 for development of transportation plans.
- ✓ Additional spending authority of \$1,738,000 for Job Access and Reverse Commute and New Freedom.
- ✓ Additional spending authority of \$1,000,000 for federal funds.
- ✓ Additional spending authority of \$60,000 to develop transportation plans.

*Division of Public Transit*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Capital Assistance Program	1.00	\$979,039	\$1,417,082	\$1,149,092	
Discretionary Grant Program	1.50	5,682,426	10,757,814	9,408,719	
Metropolitan Planning Organization Grant Program	1.00	218,496	253,153	252,901	
Public Transportation in Nonurban Areas	4.00	4,482,622	6,697,001	6,530,720	
State Planning and Research	0.50	35,604	82,324	68,328	
Less: Reappropriated		(1,216,704)	(1,790,170)	0	
<b>TOTAL BY PROGRAM</b>	<b>8.00</b>	<b>10,181,483</b>	<b>17,417,204</b>	<b>17,409,760</b>	<b>20,480,204</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		2,146,119	4,048,512	2,258,342	2,523,342
Less: Reappropriated		(1,216,704)	(1,790,170)	0	0
<b>Subtotal: General Fund</b>		<b>929,415</b>	<b>2,258,342</b>	<b>2,258,342</b>	<b>2,523,342</b>
<b>Federal Fund</b>					
FTE Positions		8.00	8.00	8.00	10.00
Total Personal Services		276,579	446,956	441,006	486,006
Employee Benefits		86,711	145,349	142,836	157,836
Other Expenses		8,455,037	12,975,036	12,976,055	15,721,499
<b>Subtotal: Federal Fund</b>		<b>8,818,327</b>	<b>13,567,341</b>	<b>13,559,897</b>	<b>16,365,341</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		433,741	1,591,521	1,591,521	1,591,521
<b>Subtotal: Nonappropriated Special Fund</b>		<b>433,741</b>	<b>1,591,521</b>	<b>1,591,521</b>	<b>1,591,521</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>10.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$10,181,483</b>	<b>\$17,417,204</b>	<b>\$17,409,760</b>	<b>\$20,480,204</b>

# Programs

## Section 5303 MPO Planning Grant Program

### Mission

The Section 5303 MPO Planning Grant Program provides federal financial assistance, via the division, to the MPOs across the state to help urbanized areas plan, develop, and improve transportation systems.

### Goals/Objectives

- Submit grant application to the Federal Transit Administration by April 1st of each year.
- Ensure the MPOs' compliance with program requirements.
- Submit reimbursement requests to FTA as needed.
- Reimburse the MPOs for 80% of their planning expenses within 30 days of receiving their monthly report.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Requests submitted	53	46	84	65	84	84
Requests reimbursed within 30 days of receipt	100%	100%	100%	100%	100%	100%

## Section 5309 Discretionary Grant Program

### Mission

The Section 5309 Discretionary Grant Program promotes cost savings for transit operators and improves the public transit infrastructure in the state through procurement of equipment and construction of transit facilities.

### Goals/Objectives

**Provide for the renovation and/or construction of transit facilities.**

- Contract for and complete construction of additional administrative offices at the Potomac Valley Transit Authority facility in Petersburg by December 31, 2006.
- Complete the design and bidding phase of the renovation and new construction at the Fairmont-Marion County Transit authority by June 30, 2007.

**Improve public transit services.**

- Work with congressional legislators to secure federal discretionary funds on an annual basis.
- Replace 6% of the public transit fleet annually.
- Where practical, encourage the use and purchase of ADA compliant vehicles.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Public transit fleet size	241	241	241	250	250	250
Portion of public transit fleet replaced	4%	19%	4%	7%	6%	6%
Portion of replacement vehicles that are ADA compliant	100%	89%	100%	100%	100%	100%



## **Section 5310 Capital Assistance Program for Elderly Persons and Persons with Disabilities**

### **Mission**

The Section 5310 Capital Assistance Program for Elderly Persons and Persons with Disabilities provides funding for the division to procure lift-equipped vans and communication equipment for private non-profit paratransit providers in the state in order to promote quality transportation services and maintain the transportation infrastructure.

### **Goals/Objectives**

**Maintain the quality of transportation services by replacing vehicles and adding communication systems.**

- Submit a grant application to the Federal Transit Administration by January each year.
- Receive and place with recipients, within one year of the federal grant approval, the equipment purchased.

### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Elderly passengers	206,057	209,463	205,848	198,345	206,057	198,345
Disabled (nonwheelchair) passengers	93,637	116,768	96,672	125,033	93,637	125,033
Nonambulatory (wheelchair) passengers	13,005	14,520	13,027	14,641	13,005	14,641
Other passengers	45,670	52,068	26,038	51,788	45,670	51,788
Total passengers	358,369	392,819	341,585	389,807	358,369	389,807
Miles driven	1,778,839	1,923,021	1,808,141	1,811,068	1,778,839	1,811,068
Active vehicles	129	114	118	121	129	121

## **Section 5311 Public Transportation for Nonurbanized Areas**

### **Mission**

The Section 5311 Public Transportation for Nonurbanized Areas program provides operating, capital, and technical assistance to small urban and rural public transit operators so as to promote quality transportation services, safety, and excellence in the management of the state's nonurban transit systems.

### **Goals/Objectives**

**Continue operating and capital support for rural public transit operators serving 30 counties.**

- Contract with ten rural public transportation systems to provide operating assistance with Section 5311 operating funds on a fiscal year basis.
- Procure new transit vehicles (per the capital replacement system) as Section 5311 capital funding permits.

**Promote transit safety and education.**

- Recognize safe drivers, provide safety training and materials, and provide transit education materials on an annual basis.

**Promote excellence in the management of the state's transit systems.**

- Provide technical assistance in increasing the operating efficiency of local transportation systems.



## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Counties served by public transit receiving assistance	31	30	30	30	30	30
Public transit vehicles purchased	20	15	N/A	9	10	10

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## Section 5313 State Planning and Research Program

### Mission

The mission of the Section 5313 State Planning and Research Program is to enhance the adequacy of statewide transportation planning and programming that facilitates the efficient movement of people and goods with full consideration of all modes and all significant planning factors for all transportation providers.

### Goals/Objectives

**Meet applicable SAFETEA-LU requirements.**

- Identify public transportation facility assets available statewide annually.
- Determine the replacement priorities of the state's transit systems annually using the equipment management system.
- Update the statewide transportation improvement program as needed.
- Conduct a biennial survey of all known transportation providers to ascertain transportation trends.

**Support demonstration projects in the state.**

- Initiate a three year demonstration project in Randolph and Upshur County beginning in July 2006.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Results of the biennial transportation providers survey:						
Counties served by public transit	N/A	30	N/A	N/A	30	N/A
Counties served by specialized transit	N/A	55	N/A	N/A	55	N/A
Counties served by taxis	N/A	43	N/A	N/A	43	N/A
Transportation organizations	N/A	197	N/A	N/A	197	N/A
Accessible vehicles	N/A	541	N/A	N/A	541	N/A

*Department of Transportation*  
**State Rail Authority**

## **Mission**

The State Rail Authority is responsible for facilitating rail transportation within the state by providing its expertise and assistance in matters related to rail commerce to local and state officials, businesses, and private concerns.

## **Operations**

### **Administration**

- Provide statewide rail transportation planning.
- Pursue and evaluate alternative operations for lines targeted for abandonment.
- Formally contest abandonments that may be detrimental to West Virginia's economy.
- Maintain station and parking facilities for Maryland Rail Commuter train service at Martinsburg, Duffields, and Harpers Ferry.
- Provide administrative services to the South Branch Valley Railroad (SBVR).
- Provide assistance for rail tourism development.
- Function as the lead agency for the Rails to Trails program.

### **Railroad operations and properties**

- Own and operate the SBVR, providing freight service to industries in Grant, Hardy, and Hampshire counties.
- Facilitate passenger excursion services in Grant, Hardy, Hampshire, Randolph, Pocahontas, and Barbour counties.
- Own and manage 266.28 miles of railroad presently rail-banked pending future development.
- Own and oversee operation of the West Virginia Central Railroad (WVCR).

State Rail Authority  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration	5.50	\$667,552	\$709,205	\$794,386	
South Branch Valley Railroad	18.50	3,841,248	3,812,852	3,995,067	
WV Central Railroad	0.00	674,067	782,925	900,000	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>24.00</b>	<b>5,182,867</b>	<b>5,304,982</b>	<b>5,689,453</b>	<b>5,693,503</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		4.50	5.50	5.50	5.50
Total Personal Services		178,828	234,734	232,259	236,542
Employee Benefits		70,425	97,577	96,969	97,577
Other Expenses		3,108,404	2,843,203	2,843,586	2,842,745
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>3,357,657</b>	<b>3,175,514</b>	<b>3,172,814</b>	<b>3,176,864</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		18.50	18.50	18.50	18.50
Total Personal Services		542,653	595,963	562,509	562,509
Employee Benefits		293,238	418,445	408,288	408,288
Other Expenses		989,319	1,115,060	1,545,842	1,545,842
<b>Subtotal: Nonappropriated Special Fund</b>		<b>1,825,210</b>	<b>2,129,468</b>	<b>2,516,639</b>	<b>2,516,639</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>23.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$5,182,867</b>	<b>\$5,304,982</b>	<b>\$5,689,453</b>	<b>\$5,693,503</b>



State Rail Authority  
**Programs**

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## ***Administration***

### **Mission**

Administration program guides other state agencies, local governments, and private concerns in ensuring the continued operation of the railroad system within West Virginia.

### **Goals/Objectives**

**Ensure the continued operation of the railroad system.**

- Monitor lines potentially destined for abandonment.
- Expand the parking lot facility at the Duffields Commuter Station by June 30, 2006.
- Support efforts to improve rail safety and promote activities involved with Operation Lifesaver, a national public education program devoted to ending death and injuries at railroad crossings and on rights-of-way.

### **Performance Measures**

- ✓ Compiled a database for every rail line in West Virginia. The authority can now monitor rail line moves by county for all commodities moving by rail. This will aid in monitoring lines potentially destined for abandonment.
- ✓ Preliminary grading of the property at the Duffields Commuter Station has begun. When completed, the amount of parking available at this facility will double.
- ✓ Continued to host an annual rail camp for youth ages 12-17 in conjunction with Operation Lifesaver.
- ✓ Two staff members have been trained to be Operation Lifesaver presenters.

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## ***South Branch Valley Railroad***

### **Mission**

The South Branch Valley Railroad provides quality rail freight service to industries located in Grant, Hardy, and Hampshire Counties.

### **Goals/Objectives**

**Achieve an operating ratio of 70% or less.**

- Bring all controllable costs below the national average as established by the American Shortline Association.
- Continue to examine all activities earning marginal revenue. As rate quotes and contracts expire on these activities, renegotiate to increase revenue earned by SBVR.
- Hold quarterly safety class with the intent of maintaining or lowering liability insurance premiums.
- Control costs internally by continually monitoring overtime and maintaining tighter control of small purchases.
- Lower transportation costs by June 2006.

**Establish a maintenance-of-way program to upgrade track conditions from milepost (MP) 0 to 52.4.**

- Spread ballast and surface entire line by June 30, 2006.
- Replace all 35 bridge decks by June 30, 2008.
- Purchase maintenance of way equipment to replace old worn out equipment and help crews work more efficiently.
- Perform track realignment near Sycamore Bridge to eliminate a dangerous curve and side clearances by June 30, 2006.

## Performance Measures

- ✓ Replaced 8,400 ties from MP 31.8 to 51.0, bringing the total replaced over the past six years to 40,400.
- ✓ Purchased a used John Deere loader with a six cubic yard bucket to load ballast cars.
- ✓ Purchased a new hy-rail maintenance of way work truck.
- ✓ Began work on SBVR bridge decks; 10 of 35 have been repaired.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Operating ratio for SBVR	84%	101%	80%	70%	68%	68%
Total SBVR bridge decks repaired	N/A	N/A	N/A	29%	58%	86%

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## West Virginia Central Railroad

### Mission

The West Virginia Central Railroad provides quality rail freight service to industries located in Randolph County and hosts three excursion trips that promote tourism in Barbour, Randolph, and Pocahontas counties.

### Goals/Objectives

- Replace 4,000 to 5,000 cross ties on the West Virginia Central Railroad yearly, and surface the section where ties are replaced.
- Spread ballast at numerous locations on the West Virginia Central, and begin filling in washouts from the “Big Cut” at Spruce to Bergoo. Estimated completion date is June 2007.
- Replace culverts that are failing, and add culverts as needed for better drainage by June 30, 2006.

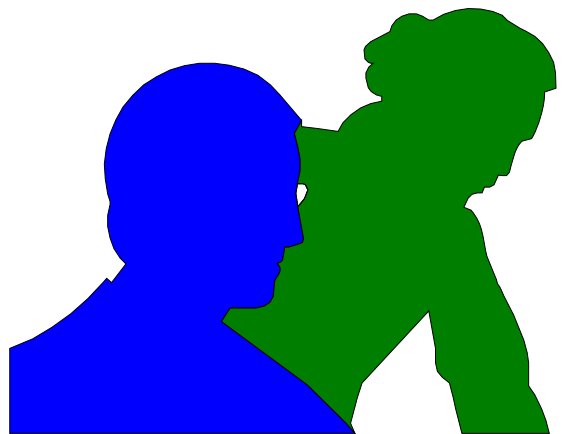
### Performance Measures

- ✓ Replaced 5,000 cross ties on the WVCR, bringing the total amount of ties replaced to 12,600.
- ✓ Replaced 19 culverts on the WVCR.
- ✓ Repaired one major slide at MP 91 on the out-of-service section from the “Big Cut” to Bergoo.

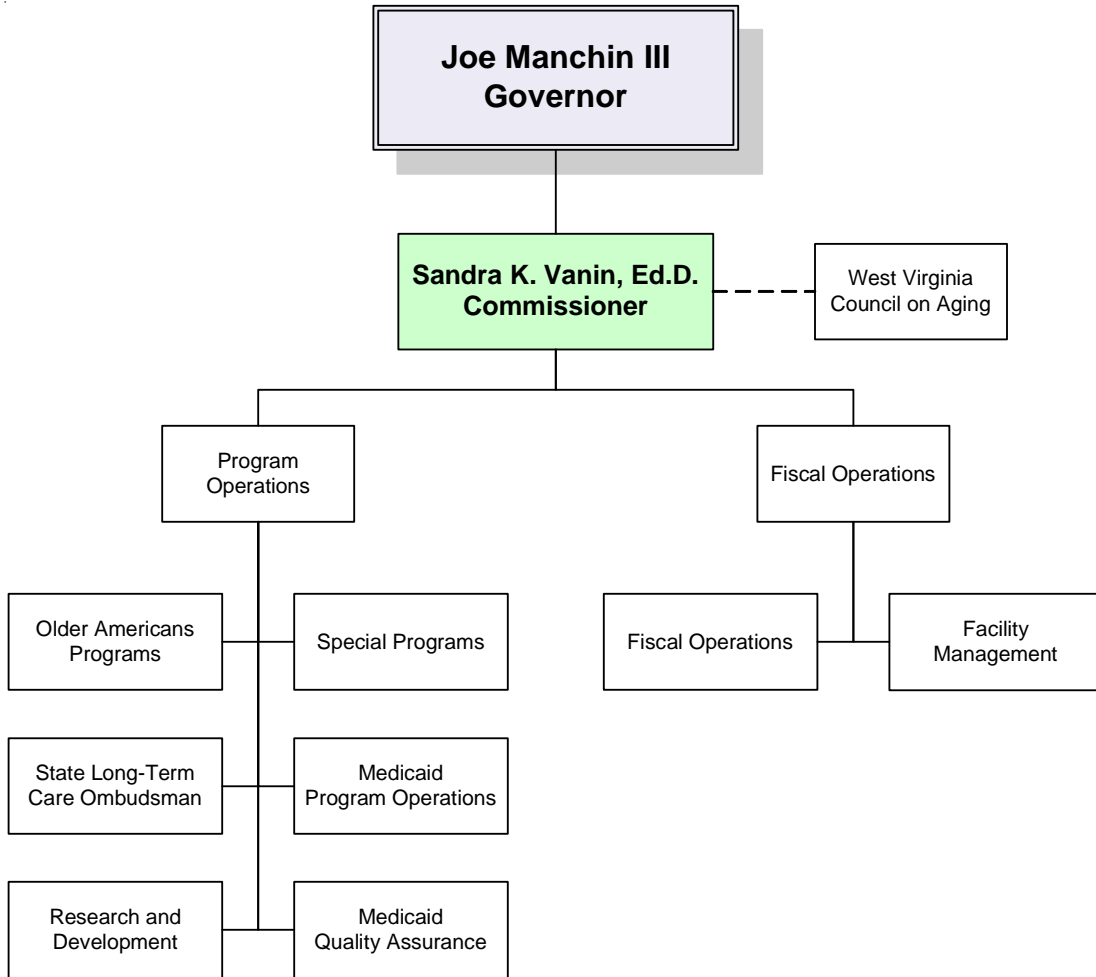
<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Progress on ballast spreading project	20%	30%	80%	50%	80%	100%



# BUREAU OF SENIOR SERVICES



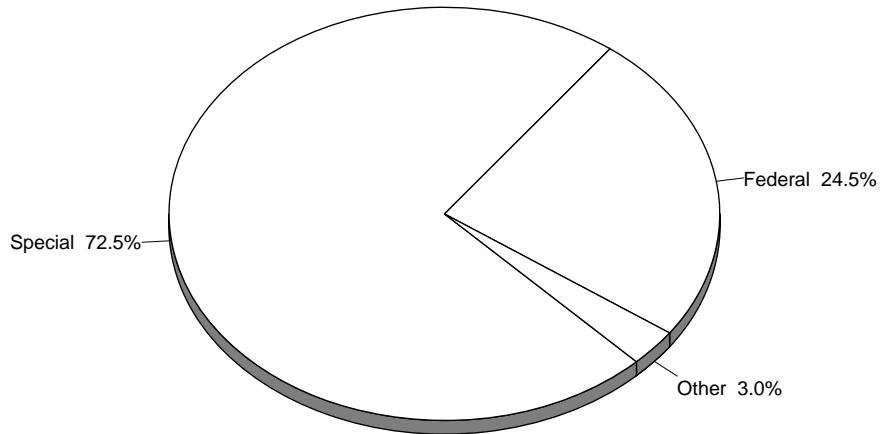
# Bureau of Senior Services



Bureau of Senior Services  
**Revenues and Expenditures**

**Total Available Funds**

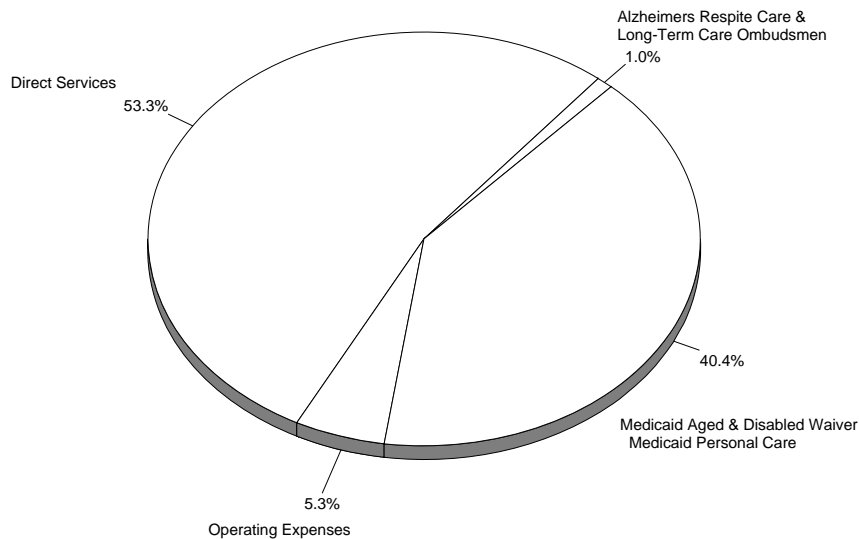
Fiscal Year 2007  
\$59,997,418\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Program**

Fiscal Year 2007  
\$57,717,291





# Bureau of Senior Services

## Mission

The Bureau of Senior Services establishes for senior citizens a comprehensive integrated array of services that are client-driven, locally based, and quality oriented. The service packages developed to accomplish this mission are prioritized first to in-home, community-based, long-term care clients to enable them to maintain independence for as long as possible in local settings. Second level priority services are those that are preventive and supportive in nature.

Senior citizen activities, such as congregate and home-delivered meals, caregiver, transportation, and personal care and waiver services, are the elements of first level priorities. Legal assistance, abuse prevention, housing assistance, and referral are elements of the second level.

Administratively, the priority mission of the bureau is to integrate management practice among its programs with service providers, and to enhance client placement, service options, and quality delivery systems. This also involves recognition of the strengths of the older population, especially in the areas of volunteering, that focus on individuals' needs and senior leadership to improve the quality of life of all older individuals in West Virginia.

## Operations

### *Direct Services, Legislative Initiatives for the Elderly (LIFE), Senior Centers and Programs, and Non-Medicaid Community Care*

- The Bureau of Senior Services serves as the granting authority for the Lottery Appropriations for these programs. Allocations are made and application formats issued, reviewed, and notification of grant awards are made specifying the level of funding, purpose of funding, and conditions required to be met to receive this funding. All grants are monitored as to expenditures versus budget, service levels provided, and adherence to funding requirements and federal and state law. All provider agencies are then audited annually by independent accounting firms. Technical assistance is provided as needed.
- Administers the grants for Direct Services and LIFE funds as allocated by legislative intent, with the great majority of funds distributed equally among the 55 counties. Grants are based on detailed line item budgets and services projected over an array of 19 Older Americans Act services (e.g., transportation, respite, meals, outreach, daycare, chore, and personal care).
- Administers the Senior Centers and Programs' funds designated by the Legislature to approximately 75 to 80 projects throughout West Virginia each year. An application is required from each designee detailing the use of these funds, which are then on a reimbursement basis based on the approved application. Funds can be used for new construction, renovation, repairs, equipment and vehicles, and operating support. Uses of funds for building construction and repair are reviewed by the bureau upon completion.
- Manages the non-Medicaid Community Care grant funds, which are allocated equally to all 55 counties as per legislative intent. Funds are provided on a fee-for-service basis based on quarterly invoices. Services are in-home personal care services provided to those seniors over the Medicaid income eligibility and are provided on a sliding fee basis. The bureau monitors requirements as to medically developed plan of care for clients. Funds are reallocated among counties during the year based on need.

### *Medicaid Aged and Disabled Waiver, Medicaid Personal Care*

- Provides matching dollars for Medicaid to DHHR.
- Provides administration for the Medicaid Aged and Disabled Waiver and Personal Care programs under a contractual arrangement with DHHR—Bureau of Medical Services.
- Refers potential providers for enrollment in Medicaid program.

## *Bureau of Senior Services*

- Performs on-site monitoring visits to providers for evaluating certification—monitoring services provided in accordance with program requirements and responding to complaints.
- Maintains provider files and information, and provides reports to determine compliance with program standards.
- Attends and represent department interests in recipient fair hearings pertaining to community-based waiver issues.
- Provides providers with appropriate Medicaid regulations and policies, and confers with DHHR on program regulation development and training of providers.

### *Nutrition, Supportive, Ombudsman, and Protective Services under Older Americans Act, and Related State and Federal Funds*

- Administers the grants for the Administration on Aging Older Americans Act awarded under a federally required formula basis outlined in the State Plan on Aging.
  - \* Title III B Supportive Services such as transportation, personal care, outreach, day care, client support, legal services
  - \* Title III C Meals Program for congregate (C-1) and home-delivered (C-2) meals
  - \* Title III D Preventive Health
  - \* Title III E Caregiver Services such as congregate and in-home respite
  - \* Title VII Elder Abuse
  - \* Title III and VII Nursing Home Ombudsman Program, (also supported with Medicaid funds)
- Issues area plan requirements, applications, and allocations to four area agencies on aging that serve as the planning and coordination entity in the regions of the state. They, in turn, allocate funds and issue plans to county provider agencies. Reviews, corrects, and finalizes area plans to be in compliance with federal regulations and formula allocations.
- Issues funds based on regional requests for funds, requiring program and expenditure reports on a semiannual basis, evaluating expenses versus budget, requiring final program and expenditure reports, and finalizing grants.
- Monitors each area agency on an annual basis, and ensures area agencies in turn monitor providers at least every two years.
- Requires, receives, and logs annual audit reports for all area agencies and providers.
- Provides reports on services by 19 Older American's Act categories, analyzes provider performance, and reports program and financial results to the Administration on Aging.
- Issues program policy, establishes grant conditions, and monitors providers as to adherence to grant requirements.
- Provides training to area agencies and providers on grant issues such as regulations, policy, conditions, applications, budgets, and financial and programmatic reporting.
- Educates the public, Legislature, and governmental agencies on the Older Americans Act programs and issues affecting West Virginia's seniors.

### *Senior Community Services Employment Program (SCSEP - Title V)*

- Administers grants to three local agencies that provide subsidized part-time training and employment opportunities in community service agencies for low income eligible persons age 55 and over.
- Monitors expenditure and service levels of three subgrantees relative to annual application submitted and approved.
- Provides employment figures to federal funding agency—the U.S. Department of Labor—and to WORKFORCE West Virginia.
- Trains agencies in grant requirements and reporting. Works with the public and governmental agencies to provide awareness of the program.

## *Bureau of Senior Services*

### ***State Health Insurance Assistance Program (SHIP)***

- Administers grants to four area agencies and 55 county providers on the SHIP program funded by CMS.
- Operates a toll free phone line to provide information and assistance to West Virginia seniors on the new Medicare Prescription Drug program and help them determine options for coverage for their specific circumstances. Provides the same services for walk-ins.
- Provides training to West Virginia seniors, the public, and local and state agencies on the new Medicare Prescription Drug program, (materials, information, and federal policy).
- Works with the federal funding agency, CMS, to provide reports on service levels. Works to facilitate policy changes as needed.

### **Recommended Improvements**

- ✓ Additional \$1,000,000 for nutrition services.
- ✓ Additional \$1,000,000 for in-home services.

Bureau of Senior Services

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Direct Services, LIFE, Senior Centers & Programs, Non-Medicaid Community Care	0.00	\$10,770,177	\$12,391,534	\$10,588,800	
Medicaid Aged & Disabled Waiver Medicaid Personal Care	17.34	24,609,644	24,869,250	24,869,250	
Nutrition, Supportive, Ombudsman & Protective Services under Older Americans Act & Related State & Federal Funds	16.46	16,398,643	18,861,620	18,697,864	
Silver Haired Legislature	0.00	25,000	25,000	25,000	
Senior Community Service Employment Program (SCSEP)	1.25	997,230	1,016,594	1,116,643	
State Health Insurance Assistance Program	1.25	316,655	354,827	404,845	
Less: Reappropriated		(1,568,505)	(1,801,534)	0	
<b>TOTAL BY PROGRAM</b>	<b>36.30</b>	<b>51,548,844</b>	<b>55,717,291</b>	<b>55,702,402</b>	<b>57,717,291</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		1.93	2.17	2.25	0.00
Total Personal Services		97,550	129,602	127,699	0
Employee Benefits		55,569	58,773	58,773	0
Other Expenses		695,233	700,155	700,105	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>848,352</b>	<b>888,530</b>	<b>886,577</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		16.94	17.04	16.68	17.04
Total Personal Services		499,627	726,936	689,000	726,936
Employee Benefits		136,770	142,308	140,673	142,308
Other Expenses		11,463,385	13,693,692	13,720,327	13,693,692
<b>Subtotal: Federal Fund</b>		<b>12,099,782</b>	<b>14,562,936</b>	<b>14,550,000</b>	<b>14,562,936</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	2.17
Total Personal Services		0	0	0	129,652
Employee Benefits		0	0	0	58,773
Other Expenses		38,859,571	40,498,109	38,696,575	41,526,332
Less: Reappropriated		(1,568,505)	(1,801,534)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>37,291,066</b>	<b>38,696,575</b>	<b>38,696,575</b>	<b>41,585,105</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		17.43	17.09	17.37	17.09
Total Personal Services		612,491	735,000	786,000	735,000
Employee Benefits		194,253	215,594	233,731	215,594
Other Expenses		502,900	618,656	549,519	618,656
<b>Subtotal: Nonappropriated Special Fund</b>		<b>1,309,644</b>	<b>1,569,250</b>	<b>1,569,250</b>	<b>1,569,250</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>36.30</b>	<b>36.30</b>	<b>36.30</b>	<b>36.30</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$51,548,844</b>	<b>\$55,717,291</b>	<b>\$55,702,402</b>	<b>\$57,717,291</b>



## Programs

### ***Direct Services, Legislative Initiatives for the Elderly (LIFE), Senior Centers and Programs, and Non-Medicaid Community Care***

#### **Mission**

To provide meals, transportation, and other supportive and protective services, including senior center renovations and equipment replacement.

#### **Goals/Objectives**

- Ensure provision of projected service levels within the established budget for LIFE and Direct Service funding.
- Ensure provision of in-home services to non-Medicaid clients as per projected service levels.
- Issue LIFE allocations, review applications, and issue awards for LIFE Service funds prior to July 31 each fiscal year.
- Issue allocations, review applications, and award senior center grants prior to December 31 each fiscal year.

#### **Performance Measures**

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Persons served under Direct Services (LIFE)	15,623	17,832	18,000	18,912	19,500	19,500
Services under Direct Services (LIFE) (in hours)*	509,574	376,528	400,000	397,000	425,000	425,000
Meals provided (LIFE)	130,688	280,394	300,000	286,197	300,000	300,000

\* The decrease in hours in FY 2004 was due to a shift of funds to meet increased meal service needs.

### ***Medicaid Aged and Disabled Waiver, Medicaid Personal Care***

#### **Mission**

To provide administration for the Medicaid Aged and Disabled Waiver and Medicaid Personal Care programs under a contractual arrangement with DHHR.

#### **Goals/Objectives**

Administer programs that:

- \* Provide a home based alternative to nursing home care that is integrated into a statewide system of care as a means of controlling public expenditures.
- \* Provide case management, homemaker, and adult medical daycare services to clients who are both nursing home and Medicaid eligible.
- \* Monitor service providers, document deficiencies, and followup corrective action.
- \* Ensure the provision of quality, efficient, and safe home care.
- \* Provide training for service providers in a professional and cost-effective manner.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Persons served under Medicaid Aged and Disabled Waiver	5,760	5,178	5,400	4,901	4,900	3,900
Persons served under Personal Care	3,127	3,070	3,500	3,683	3,700	3,700
Provider monitorings conducted	N/A	189	200	251	275	275

## ***Nutrition, Supportive, Ombudsman, and Protective Services under Older Americans Act, and Related State and Federal Funds***

### Mission

To administer social support and nutrition programs for individuals aged 60 and over, allowing them to maintain dignity and independence in their homes for as long as possible.

### Goals/Objectives

- Provide direction and oversight of Older Americans Act programs from the Administration on Aging.
- Develop a time frame for annual area plan submission, and review and request final corrections prior to September 25 each fiscal year. Issue grant awards by October 1 each fiscal year.
- Encourage and aid the development of services that promote and maintain the economic, social, physical, and mental well being of West Virginia's seniors.
- Advocate for the needs of seniors in both government and private sector.
- Review service provision to ensure projected service levels are met for each provider in a given fiscal year. Provide quarterly service report summaries to providers and funding sources.
- Direct efforts through management efficiencies to increase services efficiencies, or maintain levels when funding is reduced.
- Offer suggestions for plan revisions to solicit service provision changes to meet increasing fuel costs.
- Monitor program and financial operations of 100% of area agency on aging subgrantees each fiscal year.
- Ensure area agencies monitor program and financial operations of 100% of provider agencies every two fiscal years.
- Receive, log in, and review audits of 100% of all area agencies and providers each fiscal year.
- Issue Golden Mountaineer cards to all newly eligible seniors 60 years and over within one month of eligibility.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Families served by Alzheimer's Grant Respite	105	166	185	222	250	250

<u>Federal Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Persons served under Title III-C Nutrition	32,000	30,000	30,116	30,000	30,000	30,000
Title III-C meals (in millions)	2.24	2.10	2.20	2.15	2.15	2.15
Average meal cost under Title III-C Nutrition	\$4.17	\$4.40	\$4.72	\$4.85	\$5.00	\$5.10
Individuals served under Title III-B	25,000	24,000	25,920	25,000	25,000	25,000
Individuals served by Title III-E Respite Services	2,400	2,500	2,461	2,500	2,500	2,500



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## Senior Community Service Employment Program (SCSEP)

### Mission

SCSEP (Title V under the Older Americans Act) provides employment and training opportunities for individuals age 55 and over.

### Goals/Objectives

- Provide subsidized part-time training and employment opportunities in community service agencies for income eligible persons age 55 and over.
- Promote and secure unsubsidized employment for older workers.
- Expand on projected service levels through management efficiencies.
- Serve during a grant year 40% more enrollees than there are authorized positions.
- Encourage and aid the development of services that promote and maintain the economic, social, physical, and mental well being of West Virginia's seniors.
- Be an active partner with the WORKFORCE West Virginia.
- Serve as a member of the West Virginia workforce development interagency collaborative team.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Unsubsidized placements	35	30	35	35	35	35

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## State Health Insurance Assistance Program

### Mission

To provide health insurance counseling and related consumer education for people with Medicare. To assist West Virginia seniors with the enrollment process for the new Medicare Prescription Drug Program.

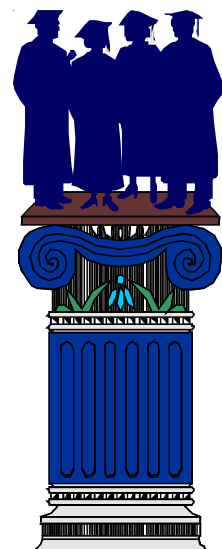
### Goals/Objectives

- Provide education and assistance to all Medicare beneficiaries, including those with a disability, about the new Medicare Prescription Drug Program and other health insurance issues.
- Provide objective counseling relating to Medicare, Medicare supplemental insurance, long-term care insurance, private and public health insurance benefits, and the new Medicare prescription drug coverage.
- Operate, in conjunction with other private and governmental agencies, a call center to handle questions relative to the new Medicare prescription drug programs, enrollment, and benefit options for the initial enrollment period.

### Performance Measures

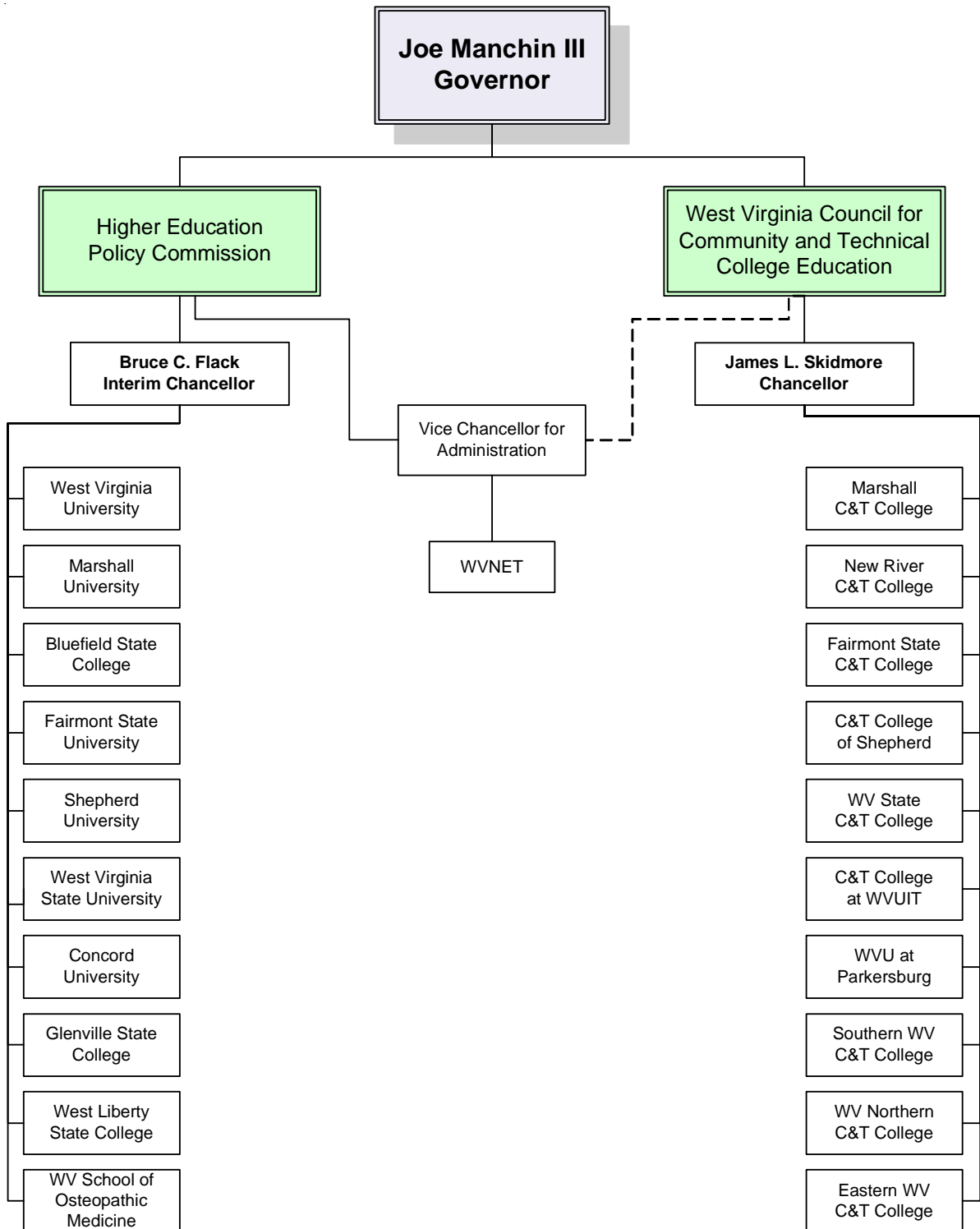
<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Individuals served	12,560	13,904	15,180	21,750	45,000	40,000

# HIGHER EDUCATION





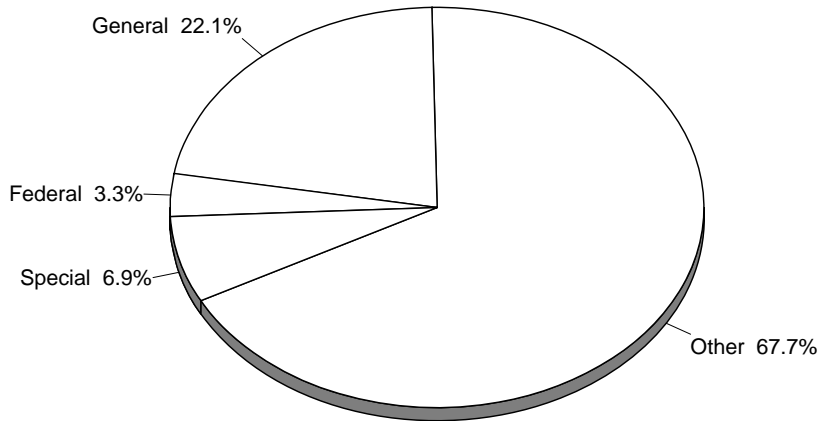
# Higher Education



Higher Education  
**Revenues and Expenditures**

**Total Available Funds**

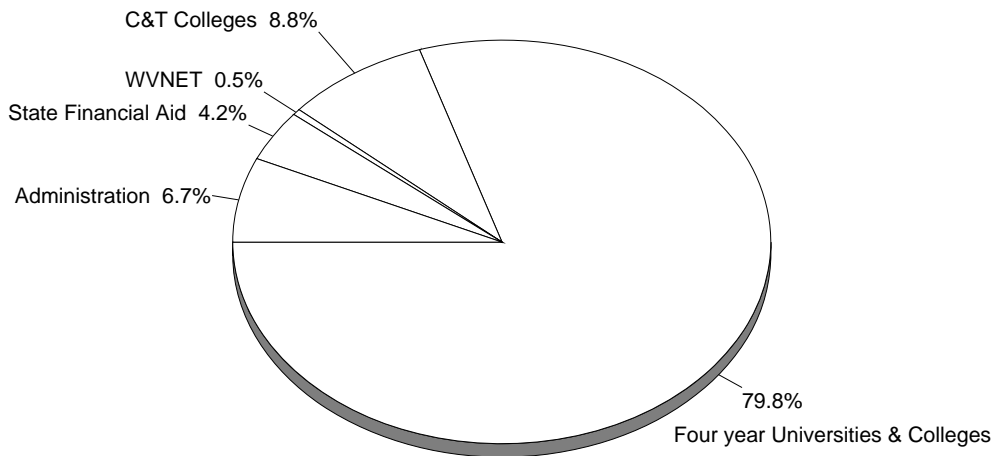
Fiscal Year 2007  
\$1,815,257,511\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Program**

Fiscal Year 2007  
\$1,613,791,868



# Higher Education

## Mission

To align the West Virginia higher education system to contribute to the long-term growth and diversification of West Virginia's economy as outlined in *It All Adds Up: Compact for the Future of West Virginia*. The targets are to increase the West Virginia per capita income to or above the national average and to bring the educational attainment level of the adult population to the national average by the year 2020.

## Goals/Objectives

### Preparation

- Ninety percent of high school freshmen will graduate and be prepared to enter a traditional collegiate or occupational program or to enter the workforce directly.
- Adult illiteracy will be reduced by at least 25% in all regions of the state.
- The percent of new high school graduates requiring remediation will not exceed 5%.
- All high school graduates will have completed the ACT core courses or career preparation courses.
- Twenty-five percent of high school graduates will have completed successfully six to 12 hours of advanced placement or dual credit coursework.
- The West Virginia ACT scores will exceed the national averages.
- Students in all regions of the state will have access to advanced placement and dual credit offerings.
- All adults and previous high school graduates will have access to necessary developmental education at convenient locations and times throughout the state.

### Participation

- Postsecondary education participation rate will increase to 70%.
- Adult postsecondary participation rate will increase to 3% or more in each county.
- The number of students transferring from two-year to four-year programs will increase by 25%.
- Levels of both young and working adults' participation rates in higher education will be equal to the national average.
- A minimum of five associate, five baccalaureate, and five graduate programs will be available to all citizens at convenient locations and times with no requirement to relocate to a campus site.
- Regional variances in graduation rate, academic preparation, and postsecondary participation will not exceed 5%.
- High school students completing the International Baccalaureate Program will be guaranteed completion of most baccalaureate programs in three years.

### Affordability

- Access is guaranteed to postsecondary education and training.
- Higher education will be available to all citizens at reasonable cost.
- Net tuition and fees for system as a percent of disposable income will be below national average.
- Implement a tuition and fee policy over six years.

## Higher Education

### Competitive workforce

- Twenty-six percent of adults will possess a bachelor's degree or higher and 8% of adults will hold associate degrees.
- Double the number of annual graduates in math, sciences, computer science, engineering and related technologies, and health related fields.
- Increase by 25% the number of customized education or training programs delivered to employers.
- By 2005, 20% of high school students enrolled in tech-prep programs will complete the associate degree program within one year of graduation and by 2008 that number will increase to 40%. By 2006, 10% will receive both a degree and diploma at the end of the 12th grade.

### Economic development

- Create by 2005 a total of 5,000 new jobs directly related to training and education programs of public colleges and universities.
- Improve the productivity and job preparation of 5,000 employees per year.
- Create 2,000 new research related jobs by 2005.
- West Virginia residents graduating from West Virginia public institutions will remain in West Virginia following graduation: 85% associates, 75% bachelor's, and 70% graduate and professional, measured two years after graduation.
- WVU among top 100 research institutions.
- Establish national stature for selected centers, institutes, and research projects.
- Double the annual patent and royalty income.

### Accountability

- Seventy-five percent of students and employers will rate favorably the education experience and performance of graduates.
- Exceed graduation rates:
  - \* 60% for selective colleges and universities
  - \* 50% for open access colleges
  - \* 35% for two-year institutions
- Educational cost per student will be lower than national, regional, and peer group averages for all institutions.
- Fifty percent of community and technical college students enrolled in a degree program completing a certificate or an associate degree or still enrolled within five years of initial enrollment.
- Students successfully completing national or state licensure/certification exams in field of study will exceed 90%.
- All institutions will meet or exceed management standards.
- Seventy-five percent of students enrolled in developmental courses will successfully complete those courses and the next subsequent college-level course.
- Distance and media-enhanced enrollments will exceed 25% of total enrollments.

# Full-time Equivalent Enrollment and Instruction-Related Expenditures per Student

(Excludes Medical Schools)  
(Includes Expenditures from All Funding Sources)

Public Colleges and Universities	Annualized FTE Enrollment (Academic Year*)			Instruction-Related Expenditures Per FTE Student (Fiscal Year)		
	2002	2003	2004	2002	2003	2004
Bluefield—Combined	2,262	2,419	3,005	\$6,587	\$6,571	\$6,319
Bluefield State College	N/A	673	1,609	N/A	\$15,269	\$6,337
New River Community and Technical College	N/A	1,746	1,396	N/A	\$3,218	\$6,298
Concord University	2,761	2,831	2,783	\$6,375	\$5,822	\$6,131
Eastern WV Community and Technical College	56	140	137	\$40,536	\$19,320	\$13,591
Fairmont—Combined	5,476	5,551	5,973	\$6,164	\$5,656	\$5,570
Fairmont State University	N/A	3,492	3,680	N/A	\$5,775	\$5,539
Fairmont State Community and Technical College	N/A	2,059	2,293	N/A	\$5,454	\$5,621
Glennville State College	1,788	1,840	1,333	\$7,053	\$6,931	\$7,139
Marshall—Combined	12,147	13,338	12,743	\$6,128	\$5,915	\$6,248
Marshall University	N/A	11,932	11,166	N/A	\$6,022	\$6,354
Marshall Community and Technical College	N/A	1,406	1,577	N/A	\$5,011	\$5,496
Shepherd—Combined	3,478	3,671	3,790	\$6,234	\$6,164	\$6,127
Shepherd University	N/A	3,012	3,062	N/A	\$6,272	\$6,230
Community and Technical College of Shepherd	N/A	659	728	N/A	\$5,670	\$5,692
Southern WV Community and Technical College	1,661	1,758	1,765	\$6,179	\$6,032	\$5,425
West Liberty State College	2,600	2,547	2,454	\$6,607	\$6,838	\$6,605
WV Northern Community and Technical College	1,575	1,737	1,845	\$5,357	\$4,984	\$4,606
WV State—Combined	3,707	3,694	3,804	\$6,995	\$7,419	\$7,400
WV State University	N/A	2,670	2,612	N/A	\$8,436	\$8,631
WV State Community and Technical College	N/A	1,024	1,192	N/A	\$4,768	\$4,700
WV University	20,299	23,202	22,141	\$7,390	\$7,285	\$7,577
Potomac State College of WVU	951	985	1,021	\$7,205	\$6,634	\$6,621
WVU Institute of Tech—Combined	1,955	2,029	2,011	\$7,719	\$8,234	\$8,198
WVU Institute of Technology	N/A	1,473	1,414	N/A	\$8,427	\$8,510
Community and Technical College at WVU Tech	N/A	556	597	N/A	\$7,722	\$7,462
WVU at Parkersburg	2,245	2,422	2,651	\$5,599	\$5,423	\$4,908
<b>Statewide—all public institutions</b>	<b>Totals</b>			<b>Averages</b>		
	<b>62,961</b>	<b>68,164</b>	<b>67,455</b>	<b>\$6,728</b>	<b>\$6,605</b>	<b>\$6,671</b>

\* The academic year begins with the summer session and continues through the fall and spring sessions.

# Higher Education Policy Commission

## Mission

The West Virginia Higher Education Policy Commission is responsible for developing, establishing, and overseeing the implementation of a public policy agenda for the state's four-year colleges and universities. It is charged with oversight of higher education institutions to ensure they are accomplishing their missions and implementing the provisions set by state statute.

The commission consists of ten members, seven of whom are appointed by the governor. There are three ex-officio members: the secretary of education and the arts, the state superintendent of schools, and the chairperson of the West Virginia Council for Community and Technical College Education.

## Operations

- \* Administrative Services
- \* Academic Affairs
- \* Chancellor's Office/HEPC
- \* Finance and Facilities
- \* Health Sciences
- \* Research and Technology
- \* Financial Aid and Outreach Services
- \* West Virginia Network for Telecomputing

### *Financial Aid and Outreach*

- Efficient administration of state-level grant, scholarship, and loan programs, including:
  - \* West Virginia Higher Education Grant Program
  - \* PROMISE Scholarship Program
  - \* Higher Education Adult Part-Time Student Grant Program (HEAPS)
  - \* Underwood-Smith Teacher Scholarship Program
  - \* Engineering, Science, and Technology Scholarship Program
  - \* Medical Student Loan Program
  - \* Robert C. Byrd Honors Scholarship Program
- Administers state-level programs and services supported through federal grants and contracts.
- Provides requested information in a timely and professional way, and assists external entities such as the Governor's Office, Legislature, institutions of higher education, parents, and students.

### *West Virginia Network for Educational Telecomputing*

- Provides telecommunications and computing services within West Virginia focused on state colleges and universities.
- Provides support for various higher education software packages.
- Offers services to state government, K-12, public libraries, and county government.

### *West Virginia Public Colleges and Universities*

- \* Bluefield State College
- \* Concord University
- \* Fairmont State University
- \* Glenville State College
- \* Marshall University
- \* Shepherd University
- \* West Liberty State College
- \* West Virginia School of Osteopathic Medicine
- \* West Virginia State University
- \* West Virginia University
- \* West Virginia University Institute of Technology

## **Recommended Improvements**

- ✓ Additional \$314,927 for Tuition Contract Program.
- ✓ Includes \$10,921,651 to maintain the PROMISE Scholarship Program at the FY 2006 funding level.
- ✓ Additional \$308,100 for West Virginia School for Osteopathic Medicine to eliminate capital subsidy from other institutions.
- ✓ Added \$1,759,958 for faculty annual increment.



Higher Education Policy Commission/Administration

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Administration Services*	44.02	\$112,887,678	\$108,472,465	\$108,036,146	
Financial Aid & Outreach Services	7.25	24,200,713	28,416,651	30,000,000	
PROMISE Scholarship	5.95	30,900,227	39,122,294	27,000,000	
West Virginia Network for Educational Telecomputing (WVNET)	48.33	10,084,252	9,301,682	9,034,782	
Less: Reappropriated		(40,914,459)	(10,942,658)	0	
<b>TOTAL BY PROGRAM</b>	<b>105.55</b>	<b>137,158,411</b>	<b>174,370,434</b>	<b>174,070,928</b>	<b>185,365,029</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		60.65	55.29	55.04	55.04
Total Personal Services		3,166,702	3,229,020	3,149,994	3,196,362
Employee Benefits		616,477	548,117	592,715	592,715
Other Expenses		11,263,136	1,340,909	66,509	10,988,160
Less: Reappropriated		(105,493)	(1,274,400)	0	0
<b>Subtotal: General Fund</b>		<b>14,940,822</b>	<b>3,843,646</b>	<b>3,809,218</b>	<b>14,777,237</b>
<b>Federal Fund</b>					
FTE Positions		9.96	9.45	11.28	11.28
Total Personal Services		461,431	544,800	545,310	545,310
Employee Benefits		120,554	141,750	141,750	141,750
Other Expenses		4,774,494	4,774,060	4,773,550	4,773,550
<b>Subtotal: Federal Fund</b>		<b>5,356,479</b>	<b>5,460,610</b>	<b>5,460,610</b>	<b>5,460,610</b>
<b>Appropriated Special Fund</b>					
FTE Positions		15.41	13.33	15.03	13.33
Total Personal Services		675,791	722,534	718,165	728,416
Employee Benefits		154,090	153,480	151,158	152,062
Other Expenses		111,299,668	106,396,114	96,622,785	96,937,712
Less: Reappropriated		(40,808,966)	(9,668,258)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>71,320,583</b>	<b>97,603,870</b>	<b>97,492,108</b>	<b>97,818,190</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		22.70	27.48	25.73	25.90
Total Personal Services		921,629	1,291,312	1,082,407	1,082,407
Employee Benefits		286,059	387,751	351,226	351,226
Other Expenses		44,332,839	65,783,245	65,875,359	65,875,359
<b>Subtotal: Nonappropriated Special Fund</b>		<b>45,540,527</b>	<b>67,462,308</b>	<b>67,308,992</b>	<b>67,308,992</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>108.72</b>	<b>105.55</b>	<b>107.08</b>	<b>105.55</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$137,158,411</b>	<b>\$174,370,434</b>	<b>\$174,070,928</b>	<b>\$185,365,029</b>

\*Includes system capital funds for payments on systemwide bond issues.  
 FY 2005 includes \$10,921,651 of General Revenue expenditures for FY 2006 PROMISE Scholarship obligations.





# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Bluefield State College	221.14	\$21,392,157	\$22,557,005	\$22,125,822	
Concord University	262.05	31,663,643	39,384,185	39,303,455	
Fairmont State University	426.82	48,587,491	66,888,734	66,702,929	
Glennville State College	158.48	15,357,520	25,915,596	20,623,466	
Marshall University	1,633.87	151,826,065	223,910,629	221,898,818	
Potomac State College of WVU*	0.00	10,014,437	0	0	
Shepherd University	379.10	34,750,730	52,934,705	45,305,481	
West Liberty State College	241.26	23,065,249	32,397,502	30,784,937	
WV School of Osteopathic Medicine	166.25	20,604,212	30,585,224	30,465,672	
West Virginia State University	354.69	32,760,227	37,466,163	36,076,331	
West Virginia University	5,904.40	519,062,755	778,701,496	742,625,830	
WV University Institute of Technology	226.50	18,901,916	26,437,980	25,737,980	
Less: Reappropriated		(3,072,826)	(8,574,460)	0	
<b>TOTAL BY PROGRAM</b>	<b>9,974.56</b>	<b>924,913,576</b>	<b>1,328,604,759</b>	<b>1,281,650,721</b>	<b>1,287,091,843</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		4,000.35	3,998.75	3,951.81	4,004.47
Total Personal Services		174,295,264	210,007,353	205,981,498	212,415,022
Employee Benefits		45,891,085	25,296,011	24,803,072	24,890,539
Other Expenses		10,879,722	10,854,662	7,425,834	7,481,858
Less: Reappropriated		(1,044,605)	(5,538,214)	0	0
<b>Subtotal: General Fund</b>		<b>230,021,466</b>	<b>240,619,812</b>	<b>238,210,404</b>	<b>244,787,419</b>
<b>Federal Fund</b>					
FTE Positions		261.37	238.45	198.48	238.45
Total Personal Services		12,229,000	18,955,432	18,762,933	18,762,933
Employee Benefits		2,058,402	4,460,265	4,415,265	4,415,265
Other Expenses		15,238,465	42,177,827	29,537,598	29,537,598
<b>Subtotal: Federal Fund</b>		<b>29,525,867</b>	<b>65,593,524</b>	<b>52,715,796</b>	<b>52,715,796</b>
<b>Appropriated Special Fund</b>					
FTE Positions		300.27	281.52	319.57	275.80
Total Personal Services		12,564,523	14,624,548	12,458,141	11,514,157
Employee Benefits		3,164,509	6,317,406	5,773,744	5,704,759
Other Expenses		12,788,399	9,493,010	9,046,527	8,923,603
Less: Reappropriated		(2,028,221)	(3,036,246)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>26,489,210</b>	<b>27,398,718</b>	<b>27,278,412</b>	<b>26,142,519</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		5,197.46	5,455.84	5,403.29	5,455.84
Total Personal Services		246,417,678	300,883,984	299,753,785	299,753,785
Employee Benefits		57,405,472	113,463,083	113,500,359	113,500,359
Other Expenses		335,053,883	580,645,638	550,191,965	550,191,965
<b>Subtotal: Nonappropriated Special Fund</b>		<b>638,877,033</b>	<b>994,992,705</b>	<b>963,446,109</b>	<b>963,446,109</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>9,759.45</b>	<b>9,974.56</b>	<b>9,873.15</b>	<b>9,974.56</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$924,913,576</b>	<b>\$1,328,604,759</b>	<b>\$1,281,650,721</b>	<b>\$1,287,091,843</b>

\* Potomac State College of WVU merged with West Virginia University on July 1, 2005.

## Programs

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### **Administrative Services**

#### **Mission**

The administrative staff of the Higher Education Policy Commission (HEPC) provides support to the chancellors, the Higher Education Policy Commission, and the West Virginia Community and Technical College System (WVCTCS) and administers several state-level programs such as state and federal student financial assistance. In addition, the staff's numerous customers include the public higher education institutions, their boards and advisory councils, institutions from other sectors of postsecondary education, K-12 educational entities, the Legislature, business and industry, governmental agencies, health care providers, and the general public.

#### **Goals/Objectives**

- Provide administrative services in such areas as fiduciary responsibilities for capital funds, student aid administration, purchasing guidelines, and monitoring higher education trends.
- Provide coordination and assistance with promulgation of HEPC rules and the legislative rule-making process with the Legislative Oversight Commission on Education Accountability.
- Monitor legislative developments during regular and special sessions, coordinate legislative information requests at both the state and federal levels, communicate legislative developments to interested parties at the campus-level, and coordinate Higher Education Policy Commission office interface with agencies and departments of state government in the legislative, executive, and judicial branches.
- Provide staff support for the HEPC and WVCTCS in academic program review, program approvals and deletions, and long-range academic planning.
- Provide assistance to the commission, council, chancellors, and the governing boards on matters and policies related to community and technical college education.
- Acts as fiscal liaison between public colleges and universities and the West Virginia Department of Administration, State Budget Office, State Auditor's Office, Treasurer's Office, Legislative Auditor, etc.
- Develop budget request on behalf of public higher education, and allocate funds in accordance with HEPC decisions.
- Provide coordinating leadership for health sciences education as delivered by the schools of the West Virginia University Health Sciences Center, the Marshall University School of Medicine and School of Nursing, and the West Virginia School of Osteopathic Medicine.
- Provide oversight responsibility for the West Virginia Rural Health Education Partnerships that educates health sciences students in rural communities of West Virginia.
- Maintain a comprehensive database on key dimensions of each college and university in the state, and develop ongoing reports such as the statutorily mandated "Higher Education Report Card" and other standard statistical reports.

#### **Performance Measures**

- ✓ Initiated the requirements of SB 448 passed in 2004 and SB 603 passed in 2005.
- ✓ Provided various types of assistance to the public colleges and universities to assist them in achieving the goals in the statewide master plan and individual institution compacts.

## Financial Aid and Outreach Services

### Mission

The mission of the Financial Aid and Outreach Services division is to fairly and efficiently administer the Higher Education Grant Program, PROMISE Scholarship Program, Higher Education Adult Part-time Student Grant Program (HEAPS), and other student financial program awards (within limits of available funds) to qualified West Virginia students who require financial assistance to attend approved public and private institutions of higher education.

### Goals/Objectives

- Provide assistance in the administration of Higher Education Grant Program, PROMISE Scholarship Program, Higher Education Adult Part-time Student Grant Program, and other scholarship programs.
- Respond to thousands of inquiries each year on available student aid programs and related application procedures.
- Improve participant rates for high school graduates.
- Improve participant rates for adult students.
- Increase students served and dollars awarded by state financial aid programs.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Higher Education Grant Program funds awarded (in millions)	\$20.9	\$20.8	\$20.6	\$20.5	\$23.8	\$24.8
Higher Education Grant Program recipients	11,100	11,800	10,911	10,137	12,000	12,500
HEAPS funds awarded (in millions)	\$3.2	\$3.8	\$4.3	\$4.0	\$5.0	\$5.0
HEAPS recipients	3,500	5,040	3,275	3,200	3,720	3,700
PROMISE funds awarded (in millions)	\$10.1	\$18.5	\$20.7	\$30.7	\$38.9	\$40.0
PROMISE recipients	3,483	6,000	6,445	8,438	9,146	9,900

## West Virginia Network for Educational Telecomputing (WVNET)

### Mission

WVNET provides value to the citizens of West Virginia through the delivery of effective, reliable, and efficient communications, computing, and technology consulting services to educational and governmental agencies.

### Goals/Objectives

- Provide cost effective telecommunications and computing services for West Virginia entities—primarily focused on state colleges and universities, but also to state government, K–12, public libraries, and county governments.
- Provide virus and spam filter service—reaching 30 customers by FY 2007.
- React as a centralized state resource to customer needs in providing efficient and cost-effective deployment of technology, training, and support.
- Support and promote the missions of member institutions by providing telecommunications capabilities and enhanced access to resources and programs for their supported communities.
- Monitor the purchasing and supporting of hardware, software, and information technology services in a cost-effective manner, and within the framework of a cooperative association with members.

## Higher Education Policy Commission Programs

- Provide statewide higher education support for a contracted information system software package.
- Sign up 100 authorized users of problem-tracking software (on-line reporting) by FY 2007.
- Provide audio conferencing service to customers (up to 250 simultaneous users on one conference call).

### Performance Measures

- ✓ Custom designed problem-tracking software to allow authorized users on-line problem reporting capabilities, to contact the appropriate personnel (including automatic e-mail and paging ability), to document and track problem-solving efforts, to create a knowledge base, and to generate a variety of reports.

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Customers of virus and spam filter service	5	16	21	23	28	30
Savings yielded by new Internet contract (millions)	N/A	\$0.79	\$0.86	\$1.03	\$2.30	\$2.76
Internet bandwidth (megabits per second)	205	414	450	536	1,200	1,440
Authorized users of problem-tracking service	N/A	N/A	N/A	N/A	50	100
Audio conferencing (user minutes)	N/A	N/A	N/A	N/A	10,000	50,000

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## West Virginia Public Colleges and Universities

### Mission

The mission of West Virginia Public Colleges and Universities is to provide quality education to the citizens of the state, scholarly research in fields that will be beneficial to West Virginians, public service that directly benefits West Virginians, and quality health care to the state (with an emphasis on rural health care).

### Goals/Objectives

#### Academic outcomes.

- Increase the number of individuals completing degree and certificate programs.
- Increase the number of students employed in West Virginia after graduation.
- Improve the average salaries of graduates.
- Increase graduation rates.
- Improve production and employment of health professionals.
- Improve quality measures of those completing programs.

#### Contribution to economic development of West Virginia.

- Increase the amount of applied research.

#### Quality and efficiency.

- Enhance faculty productivity.
- Enhance administrative efficiency.
- Increase research dollars per full-time faculty member at research institutions.
- Minimize remediation enrollments and costs.
- Enhance academic preparation of faculty.
- Enhance quality and quantity of facilities.

#### Accomplish the general goals for higher education institutions that include SB 653, SB 703, and SB 448 goals as follows:

- The focus of education must be on a lifelong process of learning.
- The number of degrees produced per capita in West Virginia higher education public institutions will be increased to the national average.

## Higher Education Policy Commission Programs

- Increase collaboration and coordination between public and postsecondary education and promote to individuals of all ages the benefits of increased postsecondary educational attainment by providing increased access to higher education to all West Virginians that is relevant and affordable, allowing transferable credits at associate degree levels and above, providing quality technical education and skill training, and being responsive to business, industry, labor, and community needs.
- Prepare students to practice good citizenship and to compete in a global economy in which good jobs require an advanced level of education and skills that far surpass former requirements.
- State institutions of higher education exceed peer institutions in other states in measures of institutional productivity and administrative efficiency.
- Postsecondary education enhances state efforts to diversify and expand the economy of the state.
- Ensure that faculty and administrators are compensated on a competitive level with peer institutions.
- Ensure that tuition fee levels for in-state students are competitive with those of peer institutions.
- Establish institution level compacts and master plans with specific definitions of institution mission, goals, objectives, and performance measures that will accomplish the SB 653, SB 703, and SB 448 public policy agenda.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
<i>Academic outcomes</i>						
Total certificates and degrees conferred	12,839	13,087	13,528	13,963	14,356	14,879
WVHEPC	10,421	10,949	11,228	11,279	11,512	12,019
Graduates in six years	40%	42%	42%	41%	43%	44%
Students passing licensure examinations						
Baccalaureate	88%	85%	85%	85%	85%	85%
Graduate/First professional	95%	92%	94%	91%	92%	92%
<i>Access</i>						
West Virginia college-going rate	57%	59%	61%	61%	62%	63%
<i>Contribution to economic development of West Virginia</i>						
Grants and contracts awarded for research (in millions)	\$130.0	\$158.0	\$154.0	\$158.9	\$183.7	\$190.0
Resident graduates working or attending school in West Virginia	70%	73%	76%	77%	78%	81%
<i>Quality and efficiency</i>						
Student credit hours to faculty ratio	N/A	N/A	245:1	251:1	255:1	260:1
Faculty members with doctoral degrees	61%	60%	62%	61%	61%	61%
Students enrolled in at least one development course	35%	34%	34%	28%	28%	27%
WVHEPC	26%	25%	35%	19%	19%	18%

# West Virginia Council for Community and Technical College Education

## Mission

The mission of the West Virginia Council for Community and Technical College Education is to deliver affordable, accessible, high quality education and training that dynamically advances the economic and social development of West Virginia through a comprehensive community and technical college system.

## Operations

### *West Virginia Community and Technical Colleges*

- \* Community and Technical College at WVU Institute of Technology
- \* Community and Technical College of Shepherd
- \* Eastern West Virginia Community and Technical College
- \* Fairmont State Community and Technical College
- \* Marshall Community and Technical College
- \* New River Community and Technical College
- \* Southern West Virginia Community and Technical College
- \* West Virginia University at Parkersburg
- \* West Virginia Northern Community and Technical College
- \* West Virginia State Community and Technical College

## Goals/Objectives

### **Provide access to affordable comprehensive community and technical college education in all regions of West Virginia.**

- The postsecondary participation rate for credit and noncredit instruction will increase to 6% or more of the population in each community and technical college consortia district by 2010.

### **Produce high quality graduates with the general education and technical skills to be successful in the workplace or subsequent education.**

- Increase the job placement rate of community and technical college graduates to 90% by 2010.
- Successfully deliver developmental education programs by increasing the completion rate to 75% by 2010.
- Maintain passage rate of 90% on licensure exams.
- Increase the percentage of students successfully meeting appropriate levels on the WorkKeys assessments (ACT assessment for math and reading) to 90% by 2005.

### **Provide high quality workforce development programs that meet the demands of West Virginia's employers and enhance the economic development efforts of the State.**

- Increase by 50% the number of career-technical certificate degrees awarded and by 25% the number of associate degrees awarded over the six-year planning period.
- Increase the number of workforce education or training programs delivered to employers by 25% for the target date of 2010.
- Increase the number of individuals participating in workforce education or training programs by 25% by 2010.
- Double the number of career-technical certificate degree programs offered by 2010.

**Collaborate with other providers in delivering education and training programs to the community and technical college district, and collaborate with the public school system to increase the college-going rate in West Virginia.**

- Increase the number of EDGE students continuing to postsecondary education from 26% to 80% by 2010.
- Increase the number of postsecondary courses brokered from or in collaboration with public school career-technical centers by 25% for the target date of 2010.
- Increase the number of courses brokered from other higher education institutions by 20% by 2010.

**Performance Measures**

<b>Fiscal Year</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Estimated 2005</b>	<b>Actual 2005</b>	<b>Estimated 2006</b>	<b>Estimated 2007</b>
<i>Access</i>						
Community and technical college participation rate	2.97%	2.86%	3.38%	3.06%	3.90%	4.42%
<i>Workforce Development</i>						
Workforce education or training programs offered to employers	1,851	2,246	2,340	3,311	2,417	2,494
Individuals receiving workforce education or training programs	20,283	26,098	27,185	35,353	28,475	29,765
Career-technical certificate and associate degrees offered	248	248	270	273	281	293
Job placement rate of community and technical college graduates	86.43%	92.85%	88.70%	93.02%	87.93%	88.43%
<i>Student Success</i>						
Certificate degrees awarded	174	202	363	369	319	351
Associate degrees awarded	1,813	1,784	2,013	2,233	2,456	2,702
CTC students meeting appropriate levels on the ACT WorkKeys assessment	84.77%	83.96%	85.54%	88.38%	86.06%	86.54%
CTC students successfully completing national and state licensure/certification exams	88.62%	89.95%	90.00%	92.45%	90.00%	90.00%
<i>Improved Literacy</i>						
Developmental course students who completed the subsequent college-level coursework						
English	67.55%	75.21%	77.34%	73.68%	80.74%	84.14%
Math	50.05%	62.87%	66.06%	66.98%	71.38%	76.70%
<i>Collaboration</i>						
Courses brokered from or in collaboration with public schools and career-technical centers	301	306	327	403	340	351
Courses brokered from other WV higher education institutions	250	97	346	227	354	362

**Recommended Improvements**

- ✓ Additional \$31,200 for Southern West Virginia Community and Technical College to eliminate capital subsidy from other institutions.
- ✓ Added \$266,410 for faculty annual increment.





# Expenditures

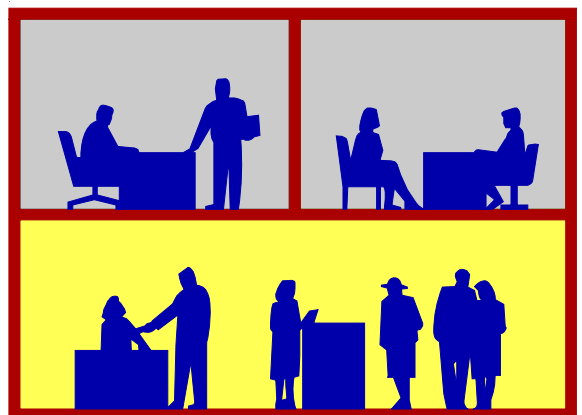
	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
West Virginia Council for Community & Technical College Education	6.00	\$4,021,919	\$6,161,277	\$5,665,038	
Community & Technical College of Shepherd	31.50	4,138,209	4,921,633	4,907,149	
Community & Technical College of WV University Institute of Technology	39.30	5,855,976	6,229,429	6,126,000	
Eastern WV Community & Technical College	27.20	2,788,952	4,618,052	4,474,618	
Fairmont State Community & Technical College	91.83	16,758,317	21,595,283	21,565,649	
Marshall Community & Technical College	69.58	10,547,120	16,754,079	16,619,233	
New River Community & Technical College	69.00	9,034,728	9,394,832	9,364,867	
Southern WV Community & Technical College	246.49	18,305,889	27,493,262	27,404,867	
WV Northern Community & Technical College	132.00	12,347,644	19,723,067	19,476,627	
West Virginia State Community & Technical College	51.00	7,063,470	8,260,987	7,410,873	
WV University at Parkersburg	191.30	13,941,214	17,505,730	17,408,692	
Less: Reappropriated		(529,672)	(619,710)	0	
<b>TOTAL BY PROGRAM</b>	<b>955.20</b>	<b>104,273,766</b>	<b>142,037,921</b>	<b>140,423,613</b>	<b>141,334,996</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		677.41	700.54	717.07	702.24
Total Personal Services		29,873,496	32,142,316	30,811,332	31,827,021
Employee Benefits		7,146,519	7,402,875	8,271,591	8,295,852
Other Expenses		13,217,378	11,716,614	11,001,235	11,293,120
Less: Reappropriated		(518,081)	(619,465)	0	0
<b>Subtotal: General Fund</b>		<b>49,719,312</b>	<b>50,642,340</b>	<b>50,084,158</b>	<b>51,415,993</b>
<b>Federal Fund</b>					
FTE Positions		14.80	11.19	14.20	14.20
Total Personal Services		476,235	854,014	852,299	852,299
Employee Benefits		80,540	154,669	154,369	154,369
Other Expenses		1,119,129	1,686,780	1,658,795	1,658,795
<b>Subtotal: Federal Fund</b>		<b>1,675,904</b>	<b>2,695,463</b>	<b>2,665,463</b>	<b>2,665,463</b>
<b>Appropriated Special Fund</b>					
FTE Positions		2.00	1.70	1.70	0.00
Total Personal Services		81,535	135,506	135,506	0
Employee Benefits		24,195	24,261	24,261	0
Other Expenses		488,340	260,930	260,685	0
Less: Reappropriated		(11,591)	(245)	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>582,479</b>	<b>420,452</b>	<b>420,452</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		215.84	241.77	208.02	238.76
Total Personal Services		10,239,014	15,441,896	16,084,957	16,084,957
Employee Benefits		2,810,560	4,624,468	3,563,715	3,563,715
Other Expenses		39,246,497	68,213,302	67,604,868	67,604,868
<b>Subtotal: Nonappropriated Special Fund</b>		<b>52,296,071</b>	<b>88,279,666</b>	<b>87,253,540</b>	<b>87,253,540</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>910.05</b>	<b>955.20</b>	<b>940.99</b>	<b>955.20</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$104,273,766</b>	<b>\$142,037,921</b>	<b>\$140,423,613</b>	<b>\$141,334,996</b>



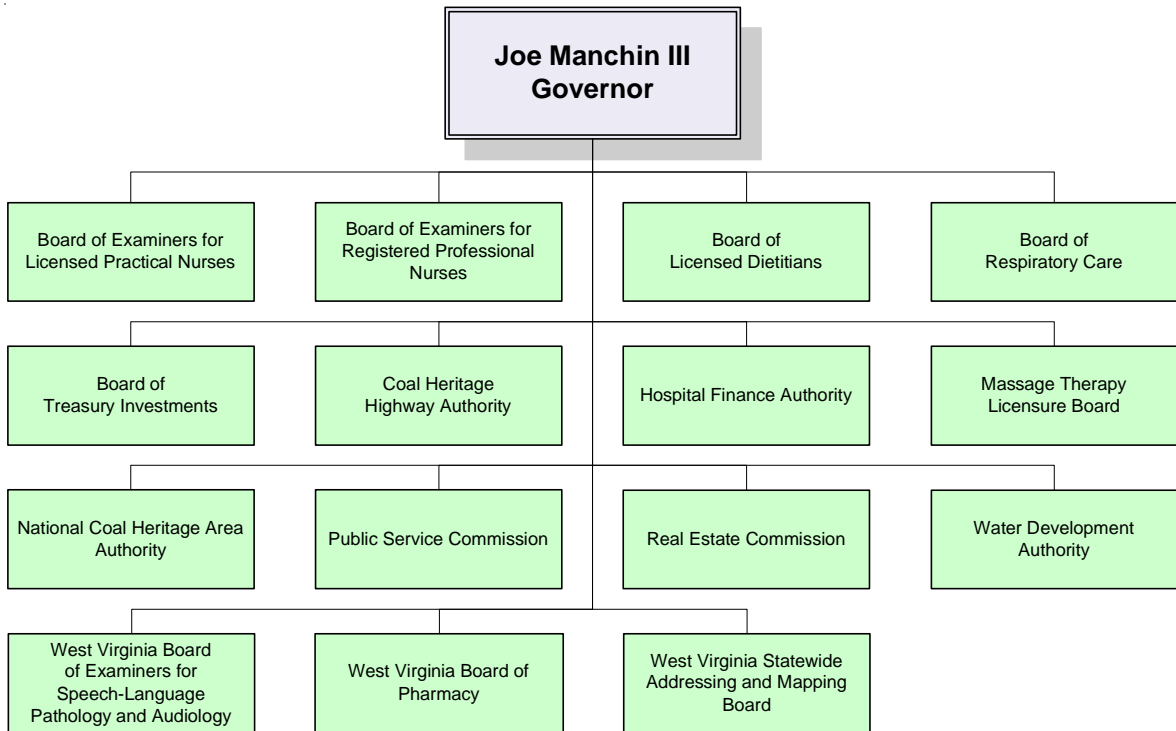




# MISCELLANEOUS BOARDS AND COMMISSIONS



# Miscellaneous Boards and Commissions





# Board of Examiners for Licensed Practical Nurses

## Mission

The West Virginia State Board of Examiners for Licensed Practical Nurses is a legally constituted agency of state government established by the West Virginia Legislature. The mission of the board is to promote and protect the public health, safety, and welfare through licensure of practical nurses.

## Operations

### **Education—Evaluate and improve curricular design and content.**

- Maintain accreditation procedures.
- Conduct accreditation and consultation visits.
- Collect data from programs/new graduates.

### **Examination/endorsement—Establish requirements for initial competence.**

- Prepare and implement procedures for application of candidates for licensure by examination.
- Issue temporary permits to qualified graduates.
- Provide for examination of candidates for licensure.
- License graduates who pass the examination.
- Prepare and implement procedures for application of individuals for licensure by endorsement.
- License applicants who complete the endorsement process.
- Participate in licensure verification system as maintained by the National Council of State Boards of Nursing to assist those individuals who endorse their license from West Virginia to another state.

### **Licensure—Provide mechanisms for annual renewal of licensure.**

- Prepare and mail renewal notifications for licensure.
- Offer option for on-line renewal of licenses.
- Renew licenses for qualified applicants.
- Collect appropriate data on those licensed.

### **Practice—Establish standards that provide for function at the highest level possible in the provision of safe and effective nursing care.**

- Maintain current legal standards of practice.
- Respond to questions regarding appropriate practice.
- Conduct employer surveys to determine utilization of nursing personnel/needs of nursing employers.

### **Continuing competence—Maintain procedures to assess and enhance the efforts of licensed practical nurses to keep abreast of current knowledge and technological advances related to the practice of nursing.**

- Develop and distribute, as directed, continuing education offerings separately or with the West Virginia Board of Examiners for Registered Professional Nurses.
- Collect continuing education and practice data.
- Audit licensees for compliance with continuing competence requirements.
- Verify current competence for individuals reinstating a lapsed or inactive license.
- Register and audit continuing education providers.
- Distribute information concerning continuing competence requirements.

### **Discipline—Intervene when health care providers practice in an unsafe, incompetent, illegal, or unethical manner.**

- Receive and investigate complaints against licensees.
- Implement decisions of the board regarding disciplinary actions.

## Board of Examiners for Licensed Practical Nurses

**Information—Provide appropriate information about licensure issues and the regulation of practice of the licensed practical nurse.**

- Distribute appropriate information to licensees.
- Distribute information to programs of practical nursing.
- Distribute information to the public, state agencies, and other organizations and associations.
- Maintain current information on the Web site.
- Maintain toll free telephone number.

**Organization—Promote organizational integrity.**

- Provide for meetings of the board.
- Provide educational opportunities for members and staff.
- Maintain contact with appropriate organizations.
- Maintain current rules and regulations.
- Manage assets.
- Regularly evaluate functioning of the office, board, and executive director.

### Goals/Objectives

*Discipline*

**Intervene to protect the public by continuing to resolve at least 85% to 90% of new cases per fiscal year.**

- Notify licensee of complaint upon receipt.
- Investigate all complaints in a timely manner.
- Notify appropriate entities when disciplinary action is taken against a licensed practical nurse.

*Organization*

**Improve operations by increasing the use of technology and acquisition of computer software to provide for improved functioning and service to licensees and the general public.**

- Evaluate current operating system on office computers and upgrade to most recent version, including new licensee database to maintain consistent coordination with IS&C for daily data transmission of licensee information to the board's Web site.
- Work with the National Council of State Board of Nursing to update weekly all licensee information on the database as maintained by that agency.
- Work with the West Virginia State Treasurer's Office to continue the availability of on-line licensure renewals for licensed practical nurses, and to also make available on-line application for initial licensure via the board's Web site.

*Practice*

**Continue to work with the West Virginia Center for Nursing, established by the West Virginia Legislature in 2004, to evaluate issues of nurse recruitment, retention, and education with the goal of alleviating problems associated with the nursing shortage resulting in quality nursing care for the public.**

- Attend meetings of the West Virginia Center for Nursing.
- Provide licensure data regarding licensed practical nurses in the state of West Virginia and other assistance as needed to members of the center, Legislature, and other interested parties.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Newly licensed: exam/endorse	562	629	575	692	575	575
Licensee renewals and reinstatements	6,646	6,745	6,600	6,933	6,700	6,700
New discipline cases	171	163	200	175	190	190
New discipline cases resolved at year's end	88%	82%	90%	90%	89%	89%

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Examiners for Licensed Practical Nurses	4.00	\$357,630	\$367,344	\$363,090	
<b>TOTAL BY PROGRAM</b>	<b>4.00</b>	<b>357,630</b>	<b>367,344</b>	<b>363,090</b>	<b>367,344</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		4.00	4.00	4.00	4.00
Total Personal Services		199,114	215,595	211,541	215,141
Employee Benefits		44,582	47,250	48,664	49,318
Other Expenses		113,934	104,499	102,885	102,885
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>357,630</b>	<b>367,344</b>	<b>363,090</b>	<b>367,344</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$357,630</b>	<b>\$367,344</b>	<b>\$363,090</b>	<b>\$367,344</b>

# Board of Examiners for Registered Professional Nurses

## Mission

The West Virginia Board of Examiners for Registered Professional Nurses is a legally constituted agency of state government established by the West Virginia Legislature to promote and protect public health, safety, and welfare through the regulation of the practice of registered professional nurses. Further, the board is authorized to regulate the practice of dialysis technicians to protect public health, safety, and welfare.

## Operations

- Review and evaluate National Council of State Boards of Nursing registered nurses examination scores of each program in relation to the standard.
- Issue licenses to qualified persons in a timely fashion.
- Provide educational information to registered professional nurses, dialysis technicians and the public related to discipline, orientation to the board, advanced practice, licensure, and practice issues.
- Provide a disciplinary process.
- Expeditiously respond to requests related to verification of licenses, discipline cases, the function of the board, and patients' rights information.
- Continue the review and evaluation of multistate regulation.
- Provide and evaluate the effectiveness of the impaired nurse treatment program.
- Provide multiple modes of communication opportunities with the board.
- Implement the rules relative to the regulation of dialysis technicians
- Support the mission of the West Virginia Center for Nursing.

## Goals/Objectives

- Function according to the code of conduct.
- Be accessible to the public.
- Assure the quality of the basic education process for registered professional nurses and dialysis technicians.
- Conduct on-site visits to at least two nursing education programs each year.
- Assure the initial and continuing competence of registered professional nurses and dialysis technicians.
- Define the scopes of practice for registered professional nursing and for dialysis technicians.
- Process complaints from health care professionals and the public.
- Review issues related to the nursing shortage.
- Implement the regulatory process for dialysis technicians by FY 2007.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
On-site visits to nursing education programs	6	12	7	9	5	4
Licenses issued	22,516	22,333	23,112	22,981	23,500	23,500
Complaints processed	269	263	290	234	300	250





Board of Examiners for Registered Professional Nurses

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Examiners for Registered Professional Nurses	9.50	\$924,824	\$950,190	\$943,221	
<b>TOTAL BY PROGRAM</b>	<b>9.50</b>	<b>924,824</b>	<b>950,190</b>	<b>943,221</b>	<b>952,792</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		9.00	9.50	9.50	9.50
Total Personal Services		452,762	513,728	534,610	542,710
Employee Benefits		130,582	166,057	164,042	165,513
Other Expenses		341,480	213,405	187,569	187,569
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>924,824</b>	<b>893,190</b>	<b>886,221</b>	<b>895,792</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	1.50	0.00
Total Personal Services		0	39,335	39,335	39,335
Employee Benefits		0	6,645	6,680	6,680
Other Expenses		0	11,020	10,985	10,985
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>57,000</b>	<b>57,000</b>	<b>57,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>9.00</b>	<b>9.50</b>	<b>11.00</b>	<b>9.50</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$924,824</b>	<b>\$950,190</b>	<b>\$943,221</b>	<b>\$952,792</b>



Miscellaneous Boards and Commissions

# Board of Licensed Dietitians

## Mission

The West Virginia Board of Licensed Dietitians is a regulatory and disciplinary body. It is the sole authority for the issuance of licenses to practice dietetics in the State of West Virginia.

## Operations

The purpose of the board is to protect the public interest through its licensure and professional discipline of dietitians and to provide a professional environment that encourages the delivery of quality nutritional information and medical nutrition therapy within the State of West Virginia.

The board is responsible for the following:

- Promoting a code of professional ethics.
- Maintaining a record of all proceedings of the board.
- Submitting a biennial report to the Governor describing the activities of the board.
- Setting minimum continuing education requirements and standards.
- Examination, licensure, and renewal requirements of duly qualified applicants.
  - \* Conduct licensure examinations.
  - \* Issue and renew licenses and issue interim permits.
  - \* Impose and collect fees for the issuance and renewal of permits or licenses.
- Establish procedures and guidelines for the suspension or revocation of a license.
  - \* Suspend, revoke, and reinstate licenses.
- Conduct hearings on licensing issues and any other matter within the jurisdiction of the board.

## Goals/Objectives

- Enhance the Web site during FY 2006 with:
  - \* Application forms
  - \* Frequently asked questions column
  - \* Updated listing of all licensed dietitians

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Active and provisional licenses	346	334	340	295	300	300
Inactive licenses	84	76	70	35	35	35
Lapse status licenses	22	25	25	37	25	25
Licenses removed	50	40	40	0	25	25
Licenses denied	0	2	0	0	0	0

Board of Licensed Dietitians

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Licensed Dietitians	0.00	\$17,242	\$18,900	\$18,900	
<b>TOTAL BY PROGRAM</b>	<b>0.00</b>	<b>17,242</b>	<b>18,900</b>	<b>18,900</b>	<b>18,900</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		1,350	3,900	3,900	3,900
Employee Benefits		103	0	0	298
Other Expenses		15,789	15,000	15,000	14,702
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>17,242</b>	<b>18,900</b>	<b>18,900</b>	<b>18,900</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$17,242</b>	<b>\$18,900</b>	<b>\$18,900</b>	<b>\$18,900</b>



# Board of Respiratory Care

## Mission

The mission of the West Virginia Board of Respiratory Care is to provide oversight of the licensing of respiratory care practitioners in the state. The board is responsible for providing guidelines for licensing requirements, renewal of licenses, continuing education requirements, and investigation and/or prosecution of license violations.

## Operations

- Provide public notice to all state hospitals and to persons currently practicing as respiratory care practitioners that a license shall be required to continue practicing as respiratory care practitioners.
- Examine, license, and renew the licenses of qualified applicants.
- Maintain a registry of persons licensed to practice respiratory care.
- Keep records of all board proceedings.
- Conduct hearings on charges that subject a licensee to disciplinary action.
- Maintain a registry of all persons who have had licenses suspended, revoked, or denied.
- Maintain continuing education records.
- Approve training, continuing education, and competency evaluation methods.

## Goals/Objectives

- Complete reported disciplinary cases within each fiscal year.
- Represent West Virginia Board of Respiratory Care for state and national respiratory conferences.
- Provide ongoing education to respiratory care providers and institutions.
- Upgrade two license card equipment security features by FY 2007.
- Implement e-commerce for license renewal by FY 2007.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
License/renewals/reinstatements	1,152	1,214	1,250	1,311	1,350	1,400
Licenses lapsed	105	63	95	95	90	95
New discipline cases	36	1	30	21	10	25
Discipline cases unresolved at year's end	1	0	0	1	0	0

## Recommended Improvements

- ✓ Additional spending authority of \$6,000 Special Revenue for computerized license card equipment (one-time).



Board of Respiratory Care  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Respiratory Care	1.00	\$74,951	\$99,958	\$99,374	
<b>TOTAL BY PROGRAM</b>	<b>1.00</b>	<b>74,951</b>	<b>99,958</b>	<b>99,374</b>	<b>106,438</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		1.00	1.00	1.00	1.00
Total Personal Services		35,322	33,722	32,872	33,772
Employee Benefits		7,156	16,369	16,635	16,799
Other Expenses		32,473	49,867	49,867	55,867
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>74,951</b>	<b>99,958</b>	<b>99,374</b>	<b>106,438</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$74,951</b>	<b>\$99,958</b>	<b>\$99,374</b>	<b>\$106,438</b>



# Board of Treasury Investments

## Mission

The mission of the Board of Treasury Investments is to invest public funds of the State of West Virginia and local governments in a manner that strives for maximum safety, provides adequate liquidity to meet all operating requirements, and achieves the highest possible investment return consistent with the primary objectives of safety and liquidity.

## Operations

- Manage, control, and administrate the consolidated fund.
- Manage all loans from the consolidated fund.

## Goals/Objectives

- Meet or exceed the investment earnings benchmark for the three main fund pools:

<b>Fund Name</b>	<b>Benchmark</b>
Cash Liquidity	15 basis points above quarterly average of the Salomon 90-day Treasury bill Index
Government Money Market	15 basis points above quarterly average of the Salomon 90-day Treasury bill Index
Enhance Yield	10 basis points above quarterly average of the Salomon 1-3 Year Government Corporate Bond Index

## Performance Measures

This is a new program established July 8, 2005. Benchmarks or performance measures will be established during FY 2006.

Board of Treasury Investments

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Treasury Investments	0.00	\$0	\$2,429,625	\$2,429,625	
<b>TOTAL BY PROGRAM</b>	<b>0.00</b>	<b>0</b>	<b>2,429,625</b>	<b>2,429,625</b>	<b>1,081,655</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	7.00	7.00
Total Personal Services		0	0	312,100	484,227
Employee Benefits		0	0	88,503	154,429
Other Expenses		0	0	2,029,022	442,999
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>2,429,625</b>	<b>1,081,655</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	292,000	0	0
Employee Benefits		0	86,917	0	0
Other Expenses		0	2,050,708	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>2,429,625</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>7.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$0</b>	<b>\$2,429,625</b>	<b>\$2,429,625</b>	<b>\$1,081,655</b>



# Coal Heritage Highway Authority

## Mission

The mission of the Coal Heritage Highway Authority is to manage, develop, and promote economic development and cultural heritage tourism along the Coal Heritage Trail, a national scenic byway in West Virginia.

## Operations

**The Coal Heritage Trail, designated a national scenic byway in 1998, travels State Route 16 from Ansted to Welch and continues to Bluefield along Route 52, passing through the counties of Fayette, Raleigh, Wyoming, McDowell, and Mercer.**

- Assist in the development of tourist destinations along the Coal Heritage Trail by providing support and technical assistance to local governments and community groups in planning and implementing preservation and interpretation project.
- Plan and coordinate all statutory and special meetings of the Coal Heritage Highway Authority in compliance with authorizing legislation and open meeting laws.
- Work with the contracted fiscal agent to maintain accurate and complete records of operational funds of the Coal Heritage Highway Authority.
- Work cooperatively with the West Virginia Division of Highways in securing approval and funding of projects approved by the Coal Heritage Highway Authority.
- Work with local communities in developing grant applications for preservation, restoration, and interpretation to access funding earmarked for the Coal Heritage Trail as well as other sources of project funding.
- Maintain communication with local, state, and federal partners.
- Represent the interests of the Coal Heritage Highway Authority in local and regional planning and coordination initiatives.
- Working with the Corporation for National and Community Service, assist in building the capacity of communities throughout the region to respond to local needs by placing 35 AmeriCorps VISTA members with local organizations.

## Goals/Objectives

- Nurture local grass roots organizations to implement actions that make the trail increasingly beautiful for the enjoyment of travelers and community members.
- Approve preservation projects, thereby assisting local communities in identifying and preserving resources that contributed to the historic and cultural fabric of coalfield life.
- Develop and prioritize marketing projects by June 30, 2006, to make local residents and visitors understand the significance of coal heritage and the Coal Heritage Trail.
- Implement four marketing projects during FY 2007, including establishing a Web site for the Coal Heritage Trail.
- Develop in FY 2007 a comprehensive plan for interpretative projects regarding the Coal Heritage Trail, working with communities and local historic and preservation groups.
- Implement six interpretive projects during FY 2007 for the Coal Heritage Trail.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Preservation projects approved	1	4	6	8	6	3
Preservation projects completed	0	1	5	1	7	6
Priority marketing projects implemented	N/A	N/A	N/A	N/A	N/A	4
Interpretive projects implemented	N/A	N/A	N/A	N/A	N/A	6
Federal funding leveraged	\$50,000	\$448,000	\$750,000	\$769,771	\$750,000	\$500,000

## Recommended Improvements

- ✓ Additional spending authority of \$20,000 Federal Revenue for training of VISTA volunteers.





Coal Heritage Highway Authority

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Coal Heritage Highway Authority	2.00	\$174,070	\$750,000	\$750,000	
<b>TOTAL BY PROGRAM</b>	<b>2.00</b>	<b>174,070</b>	<b>750,000</b>	<b>750,000</b>	<b>770,000</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		17,782	14,500	14,500	14,500
Employee Benefits		6,224	4,060	4,122	4,122
Other Expenses		2,660	11,440	11,378	31,378
<b>Subtotal: Federal Fund</b>		<b>26,666</b>	<b>30,000</b>	<b>30,000</b>	<b>50,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		2.00	2.00	2.00	2.00
Total Personal Services		55,368	138,300	138,350	138,350
Employee Benefits		19,688	40,022	40,864	40,864
Other Expenses		72,347	541,678	540,786	540,786
<b>Subtotal: Nonappropriated Special Fund</b>		<b>147,403</b>	<b>720,000</b>	<b>720,000</b>	<b>720,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$174,069</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$770,000</b>



# Hospital Finance Authority

## Mission

The West Virginia Hospital Finance Authority provides, at a reasonable cost to hospitals, a means of improving health, welfare, and living conditions for the people of West Virginia. The intent is to lower costs to hospitals and, ultimately, the consumers.

## Operations

Since its inception in 1984, the authority has issued over one billion dollars in bonds for hospitals and other health care organizations throughout the state. The bonds issued through the authority do not constitute a debt or pledge of faith and credit or taxing power of the State or of any county municipality or of any other political subdivision of the state.

- Provide hospitals, certain nursing homes, or other related facilities certified under the Social Securities Act as intermediate care facilities for the mentally impaired within the state with appropriate means to maintain, expand, enlarge, and establish health care, hospitals, and other related facilities.
- Provide hospitals with the ability to finance indebtedness pursuant to a hospital loan program.
- Lease or purchase real or personal property, including hospitals and hospital facilities.
- Maintain a positive and viable relationship with the hospitals, nursing homes, and other related health care facilities within the state.
- Maintain a positive working relationship with bond counsels, hospital administrators and their chief financial officers, investment bankers, trustees, and the West Virginia Legislature.
- Streamline and cut costs to maintain a workable budget.

## Goals/Objectives

- Prepare for the issuance of bonds at the request of hospitals, certain nursing homes, and/or other related facilities.
- Bring to the market and sell the bond issues within three months of the request.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Value of bonds issued (in millions)	\$187	\$110	\$250	\$60	\$80	\$100
Value of bonds outstanding (in millions)	\$582	\$647	\$680	\$848	\$875	\$875

Hospital Finance Authority

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Hospital Finance Authority	1.00	\$65,225	\$95,564	\$94,500	
<b>TOTAL BY PROGRAM</b>	<b>1.00</b>	<b>65,225</b>	<b>95,564</b>	<b>94,500</b>	<b>95,564</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		1.00	1.00	1.00	1.00
Total Personal Services		38,344	47,674	46,824	47,724
Employee Benefits		10,944	17,617	17,488	17,652
Other Expenses		15,937	30,273	30,188	30,188
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>65,225</b>	<b>95,564</b>	<b>94,500</b>	<b>95,564</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$65,225</b>	<b>\$95,564</b>	<b>\$94,500</b>	<b>\$95,564</b>



# Massage Therapy Licensure Board

## Mission

The Massage Therapy Licensure Board issues licenses to massage therapists who meet requirements for licensure as indicated in the West Virginia Code. This licensure will protect the health, safety, and welfare of the public and ensure standards of competency in the practice of massage therapy.

## Operations

- Send applications to individuals who request them.
- Review completed applications and issues licenses to massage therapists who meet the requirements.
- Determine continuing education requirements necessary to maintain licensure.
- Set standards of practice and professional ethics.
- Conduct disciplinary actions when necessary.

## Goals/Objectives

- Work with West Virginia Legislature to update the West Virginia Code regarding massage therapy.
- Add a feature to the Web site to accept on-line applications for massage therapists by the end of FY 2007.
- Resolve all complaints within a year.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
New/renewed licenses	990	1,052	1,000	1,172	1,325	1,400
New complaints	8	10	8	9	10	12
Complaints resolved within a year	100%	100%	100%	100%	100%	100%

## Recommended Improvements

- ✓ Additional spending authority of \$10,000 Special Revenue for increased investigation of complaints.



Massage Therapy Licensure Board  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Massage Therapy Licensure Board	1.75	\$77,880	\$81,861	\$80,000	
<b>TOTAL BY PROGRAM</b>	<b>1.75</b>	<b>77,880</b>	<b>81,861</b>	<b>80,000</b>	<b>91,861</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		1.75	1.75	1.75	1.75
Total Personal Services		37,494	40,575	39,000	40,575
Employee Benefits		8,387	10,686	10,400	10,686
Other Expenses		31,999	30,600	30,600	40,600
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>77,880</b>	<b>81,861</b>	<b>80,000</b>	<b>91,861</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$77,880</b>	<b>\$81,861</b>	<b>\$80,000</b>	<b>\$91,861</b>



# National Coal Heritage Area Authority

## Mission

The mission of the National Coal Heritage Area Authority is to promote economic and cultural heritage tourism development throughout the eleven county National Coal Heritage Area through preservation, interpretation, and promotion of coal heritage resources.

## Operations

The National Coal Heritage Area is one of 27 federally designated national heritage areas and contains the counties of Boone, Cabell, Mercer, Wyoming, McDowell, Summers, Mingo, Logan, Wayne, Fayette, and Raleigh.

- Provide technical assistance and support to local communities within the National Coal Heritage Area in planning and implementing coal heritage preservation and interpretation projects.
- Manage awarded grants and ensure compliance with federal and state requirements for purchasing and for treatment of historic structures.
- Prepare and submit an annual report to the West Virginia Legislature.
- Plan and coordinate all statutory meetings of the authority as specified by the enabling legislation and in accordance with West Virginia open meeting laws.
- Review and recommend to the authority projects for funding from funds set aside through the National Park Service, U.S. Department of the Interior.
- Assist local communities in searching for and accessing other sources of funding for tourism development and aesthetic enhancement projects.
- Work with the contracted fiscal agent to keep accurate and complete financial records.
- Maintain communication with local, state, and federal partners.
- Represent the interests of the National Coal Heritage Area in local and regional planning and coordination initiatives.

## Goals/Objectives

- Nurture and support the efforts of grass roots organizations working to make the National Coal Heritage Area increasingly attractive to visitors.
- Develop by September 30, 2006 a comprehensive wayfinding plan (e.g., signage, maps, travel guides) to assist visitors in traveling and viewing the intrinsic qualities of the National Coal Heritage Area.
- Develop and prioritize marketing projects by June 30, 2006, to make local residents and visitors understand the significance of the area.
- Implement and contract for four priority marketing projects during FY 2007, including establishing a Web site for the Coal Heritage Area Authority.
- Encourage and support the development of preservation and interpretive projects that are sensitive to the historic, cultural, natural, recreational, and scenic qualities of the area through National Coal Heritage Area funding or by accessing other sources of funding.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Priority marketing projects implemented	N/A	N/A	N/A	N/A	N/A	4
Preservation and interpretive projects started	N/A	N/A	2	8	6	4
Preservation and interpretive projects completed	N/A	N/A	N/A	3	N/A	8
Federal funding leveraged	N/A	N/A	\$600,000	\$190,695	\$750,000	\$200,000

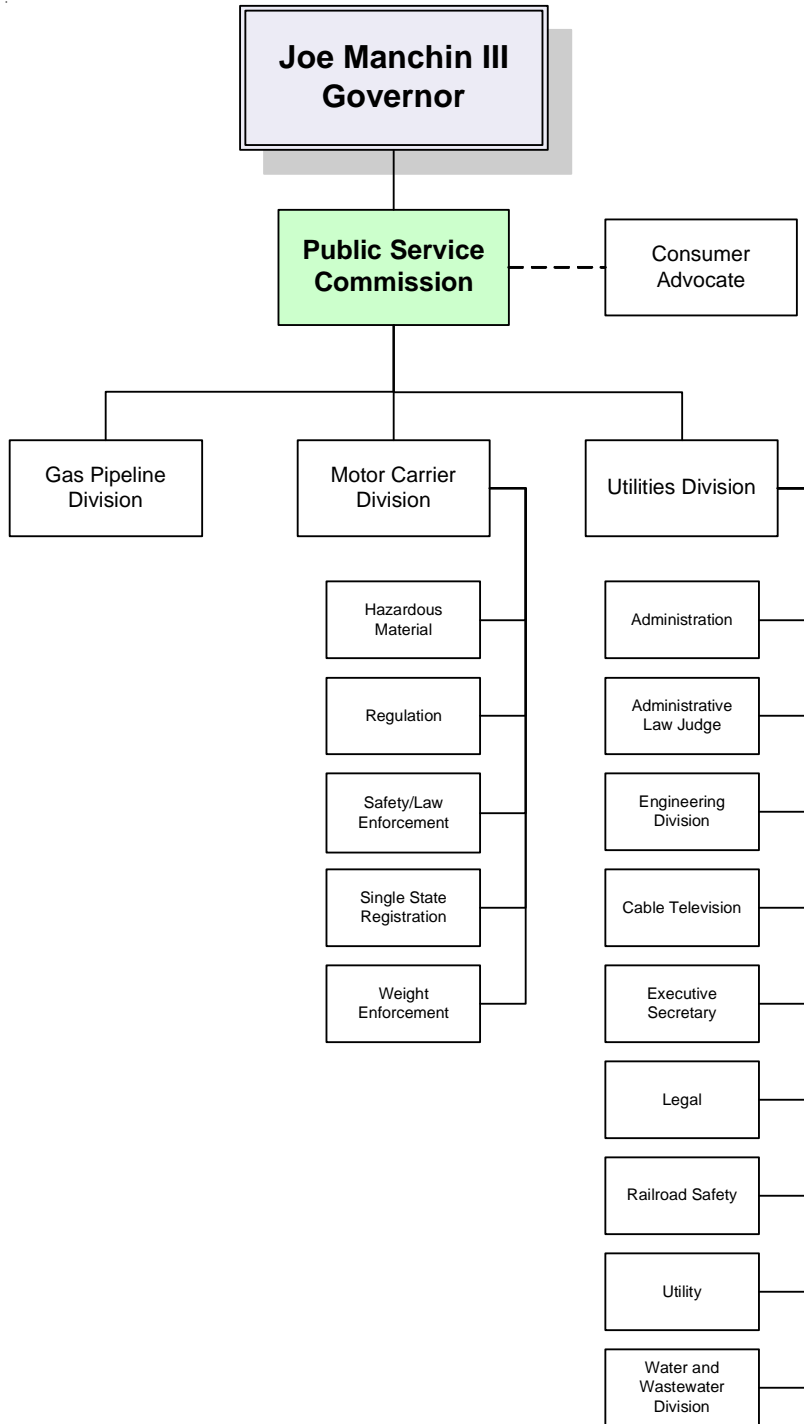
National Coal Heritage Area Authority

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
National Coal Heritage Area Authority	0.00	\$93,459	\$1,125,000	\$1,125,000	
<b>TOTAL BY PROGRAM</b>	<b>0.00</b>	<b>93,459</b>	<b>1,125,000</b>	<b>1,125,000</b>	<b>1,125,000</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	600,000	600,000	600,000
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		28,451	20,050	20,050	20,050
Employee Benefits		10,076	6,639	6,774	6,774
Other Expenses		54,932	498,311	498,176	498,176
<b>Subtotal: Nonappropriated Special Fund</b>		<b>93,459</b>	<b>525,000</b>	<b>525,000</b>	<b>525,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$93,459</b>	<b>\$1,125,000</b>	<b>\$1,125,000</b>	<b>\$1,125,000</b>



# Public Service Commission

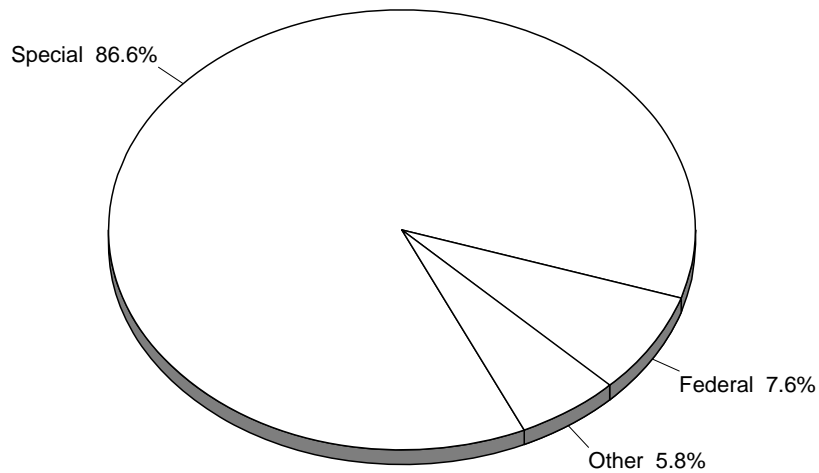




Public Service Commission  
**Revenues and Expenditures**

**Total Available Funds**

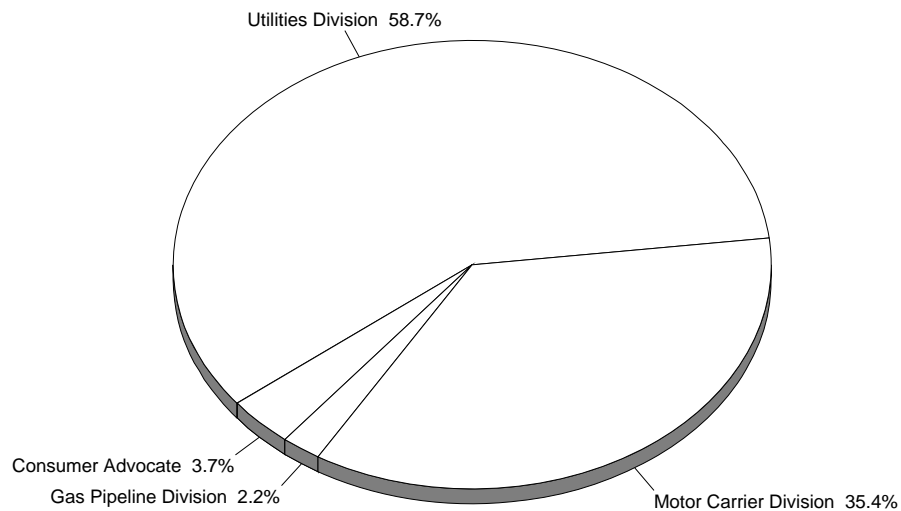
Fiscal Year 2007  
\$30,645,437\*  
(Estimated)



\*Beginning balance plus revenues

**Recommended Expenditures by Division**

Fiscal Year 2007  
\$25,867,062



# Public Service Commission

## Mission

We support and promote a utility regulatory and transportation safety environment that balances the interests of all parties and pursues excellence through quality. We do so to ensure that reasonably priced and reliable utility services are available to all customers, and to increase business investment, job creation/retention, and the state's overall economic competitiveness.

With the support of its skilled, knowledgeable, and dedicated professionals, the Public Service Commission of West Virginia will continue to be a nationally recognized leader in utility regulation and transportation safety.

We work tirelessly to assure:

- \* impartial and efficient resolution of all jurisdictional issues;
- \* public safety through inspections of motor carriers, railroads, and natural gas pipelines;
- \* an improvement in the standard of living and quality of life for the people of West Virginia;
- \* that consumers receive the best value in utility service from financially viable and technically competent companies; and,
- \* that utilities receive an opportunity to earn a fair return on their investment regulated services.

## Goals/Objectives

- Review and dispose of all rate cases filed in a timely fashion.
- Evaluate and determine the most viable rate structures for all West Virginia utility users.
- Continue to work with federal agencies to carry out the federal mandates for both the motor carrier and gas pipeline industries.
- Work with motor carrier industry to ensure that safety inspections are carried out and that the federal and state regulations are maintained.
- Determine the most efficient management structure for the Public Service Commission.
- Determine and recommend to utilities and consumers the most efficient forms of energy.
- Train all employees on mandatory training programs.

## Public Service Commission

**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Consumer Advocate	8.00	\$756,812	\$945,991	\$945,991	
Gas Pipeline Safety	7.49	555,654	576,088	566,088	
Motor Carrier Section - Cable Television	1.70	1,367	101,839	91,839	
Motor Carrier Section - Hazardous Material	1.00	41,059	47,850	37,850	
Motor Carrier Section - Motor Carrier Regulation	10.00	533,770	647,330	637,330	
Motor Carrier Section - Safety/Law Enforcement	46.85	3,174,117	3,637,720	3,587,720	
Motor Carrier Section - Single State Registration	1.00	41,059	47,850	37,850	
Motor Carrier Section - Weight Enforcement	83.21	4,178,583	4,633,530	4,603,530	
Utilities Division - Administration	17.42	3,507,853	2,975,355	2,543,306	
Utilities Division - Administrative Law Judge	13.75	998,678	1,255,260	1,235,260	
Utilities Division - Engineering Division	20.65	1,471,217	1,806,164	1,786,164	
Utilities Division - Executive Secretary	14.69	533,317	722,038	712,038	
Utilities Division - Legal	28.60	1,927,056	2,461,656	2,431,656	
Utilities Division - Railroad Safety	11.70	753,857	851,749	841,749	
Utilities Division - Utility	41.57	3,118,696	3,953,511	3,913,511	
Utilities Division - Water & Wastewater Division	20.69	1,285,641	1,578,770	1,543,770	
Less: Reappropriated		(656,849)	0	0	
<b>TOTAL BY PROGRAM</b>	<b>328.32</b>	<b>22,221,887</b>	<b>26,242,701</b>	<b>25,515,652</b>	<b>25,867,062</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions	0.00	0.00	0.00	0.00	0.00
Total Personal Services	0	0	0	0	0
Employee Benefits	0	0	0	0	0
Other Expenses	0	0	0	0	0
Less: Reappropriated	0	0	0	0	0
<b>Subtotal: General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions	26.95	26.95	27.40	27.40	27.40
Total Personal Services	850,769	1,082,062	1,058,482	1,082,445	1,082,445
Employee Benefits	300,019	355,617	352,034	356,384	356,384
Other Expenses	532,476	376,270	375,120	375,120	375,120
<b>Subtotal: Federal Fund</b>	<b>1,683,264</b>	<b>1,813,949</b>	<b>1,785,636</b>	<b>1,813,949</b>	<b>1,813,949</b>
<b>Appropriated Special Fund</b>					
FTE Positions	331.73	299.67	298.72	298.72	298.72
Total Personal Services	11,982,510	13,319,599	13,075,677	13,349,138	13,349,138
Employee Benefits	3,983,843	4,762,706	4,494,352	4,543,988	4,543,988
Other Expenses	5,181,194	4,684,608	4,499,987	4,499,987	4,499,987
Less: Reappropriated	(656,849)	0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>	<b>20,490,698</b>	<b>22,766,913</b>	<b>22,070,016</b>	<b>22,393,113</b>	<b>22,393,113</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions	0.00	1.70	1.70	1.70	1.70
Total Personal Services	0	70,530	69,000	69,000	69,000
Employee Benefits	92	19,227	14,018	14,018	14,018
Other Expenses	47,833	1,572,082	1,576,982	1,576,982	1,576,982
<b>Subtotal: Nonappropriated Special Fund</b>	<b>47,925</b>	<b>1,661,839</b>	<b>1,660,000</b>	<b>1,660,000</b>	<b>1,660,000</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>358.68</b>	<b>328.32</b>	<b>327.82</b>	<b>327.82</b>	<b>327.82</b>
<b>TOTAL EXPENDITURES BY FUND</b>	<b>\$22,221,887</b>	<b>\$26,242,701</b>	<b>\$25,515,652</b>	<b>\$25,867,062</b>	<b>\$25,867,062</b>



Public Service Commission

# Consumer Advocate

## Mission

The mission of the Consumer Advocate is to intervene as a party on behalf of residential customers of utility services in all major rate proceedings before the Public Service Commission and other state and federal bodies in order to preserve reasonable rates for West Virginia consumers.

## Operations

- Evaluate all matters pending before the Public Service Commission, other state and federal agencies, and in-state and federal courts to determine if the interests of residential consumers are affected.
- Intervenes in major rate proceedings (that affect West Virginia ratepayers) before the Public Service Commission, the Federal Energy Regulatory Commission, and the Federal Communications Commission. (The number of case interventions is expected to decline slightly in the future because of utility mergers and consolidations.)

## Goals/Objectives

- Ensure that all rate increases and decreases are in the best interest of residential consumers in West Virginia.

## Performance Measures

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Case interventions	58	45	58	50	50	45



Public Service Commission

# Gas Pipeline Safety

## Mission

The mission of the Gas Pipeline Safety Section is to administer and enforce safety regulations as outlined under W. Va. Code §24 to ensure the safe design, construction, testing, maintenance, and operations of natural gas and hazardous liquid pipeline facilities.

## Operations

- Provide administrative supervision of and legal direction to all staff.
- Administer and enforce safety regulations to ensure the safe design, construction, testing, maintenance, and operations of natural gas and hazardous liquid pipeline facilities within state boundaries.
- Conduct inspections of interstate gas pipeline companies operating in West Virginia pursuant to an interstate agency agreement with the U.S. Department of Transportation.
- Monitor natural gas distribution and transportation.
- Monitor maintenance, design, and testing of gas pipeline construction.
- Enforce state and federal regulations to improve safety.

## Goals/Objectives

- Participate in a state/federal partnership by which commission gas pipeline inspectors perform federal safety inspections of interstate gas pipeline companies operating in West Virginia while acting as agents of the U.S. Department of Transportation.

## Performance Measures

<u>Calendar Year</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Interstate inspections man-days	172	120	189	150	140	140
Intrastate inspection man-days	550	450	482	450	450	450
Construction inspection man-days	158	150	192	180	150	150



*Public Service Commission*

# Motor Carrier Section

## **Mission**

The mission of the Motor Carrier Section is to administer economic and safety statutes and regulations relating to commercial motor carriers on behalf of the Public Service Commission.

## **Operations**

- Provide administrative supervision of and legal direction to all staff who perform duties as outlined in the W.Va. Code §24A related to commercial motor vehicles.
- Register and account for commercial motor vehicles operating both within the state, as well as those operating through West Virginia in interstate commerce.
- Implement the commission's jurisdiction over motor carriers and private commercial carriers, pursuant to W. Va. Code §24A and other applicable statutes.



# Programs

## Hazardous Material

### Mission

The mission of the Hazardous Material Section is to be responsible for a multistate project that provides for identification, registration, and permitting of commercial motor vehicles transporting hazardous materials in and through West Virginia.

### Goals/Objectives

- Provide current registration and permitting status of all commercial motor vehicles that transport hazardous materials in and through West Virginia.
- Collect and distribute registration fees to other states in the program.
- Provide training to all Public Service Commission (PSC) inspectors on the current laws regarding hazardous materials.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
States in program	8	7	8	7	8	8

## Motor Carrier Regulation

### Mission

The mission of Motor Carrier Regulation is to be responsible for discharging commission duties relating to economic and safety regulations on intrastate commercial motor vehicles.

### Goals/Objectives

- Complete a registration system by the end of FY 2007 for all intrastate commercial motor vehicles, and complete data input of insurance information by the end of FY 2007 to show current insurance status of all registered carriers.
- Use the new registration system to reflect number of vehicles registered to each carrier.
- Keep current the computerized fee schedule to reflect fees collected for each carrier.
- Provide economic regulation of rates on all carriers that have not been deregulated by the state in accordance with federal rules.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Commercial passenger vehicle inspections	400	395	1,000	399	700	400
Property vehicle inspections (hauling, etc.)	2,727	2,418	2,355	2,309	2,101	2,000



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## Safety/Law Enforcement

### Mission

The mission of Safety/Law Enforcement is to be responsible for discharging commission duties relating to economic and safety regulation of commercial motor vehicles.

### Goals/Objectives

- Conduct random roadside safety inspections of private and for-hire commercial motor vehicles and their drivers operating in and through the state.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Vehicles removed from service	3,290	2,511	3,960	3,006	3,000	3,000
Minor violations found in vehicles still in service	21,618	19,984	26,959	29,570	25,000	25,000
Drivers removed from service	1,158	695	1,000	987	1,000	1,000

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## Single State Registration

### Mission

The mission of Single State Registration is to be responsible for providing a base system of accounting for and registration of for-hire commercial motor carrier vehicles that are based inside West Virginia and operate in interstate commerce. The system also collects fees from carriers to register them in other states. These fees are distributed to the other states once a month.

### Goals/Objectives

- Provide current registration status of all interstate carriers eligible to participate in the program.
- Register all carriers, and mail their approved registration within one week of receipt.
- Process payments to other states within 30 days from the end of the month.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Days to process payments to other states	12	12	12	12	12	12

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## Weight Enforcement

### Mission

The Weight Enforcement program enhances the level of safety of the traveling public and reduces highway maintenance through enforcement of West Virginia laws governing overweight/over-dimensional vehicles.



## Goals/Objectives

- Conduct random weight inspections on interstates to ensure compliance with federal laws.
- Conduct random weight inspections on all heavily-traveled roads where natural resources are hauled.
- Perform a comprehensive study of Weight Enforcement's platform scales to determine if the scales are in the best location and if the best technology is being used to address the problem of oversize and overweight vehicles on state and federal highways—to be completed by end of FY 2007.
- Install a permanent scale on Interstate 79, southbound at Fairmont, by the end of FY 2007.
- Dedicate additional personnel to increase weigh stations hours by 20 hours per week.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Commercial vehicles weighed	N/A	1,706,720	2,000,000	1,698,806	1,960,000	1,960,000



*Public Service Commission*

# Utilities Division

## **Mission**

The Utilities Division, through its operating divisions, works with regulated utilities and their customers to carry out the published rules and regulations of the commission and the laws as outlined in W.Va. Code §24.

## **Operations**

The Utilities Division is made up of eight operating divisions within the commission. Each of these units works together to perform the main program of utility regulation including setting rates, performing engineering studies, handling customer complaints, and providing legal advice to commission staff in handling more than 850 utilities. These utilities are comprised of electric, gas, water, sewer, municipalities, and public service districts. The Utilities Division also funds the railroad safety program, even though it functions administratively under the Motor Carrier Division.



# Programs

## Administration

### Mission

The Administrative Division provides administrative and support services for the agency including the management of facilities, fiscal and budgetary functions, purchasing, human resources and related functions, overall business operations, and establishment and implementation of agency policy. In addition, the Administrative Division also administers all information systems management and public relations functions for the agency.

### Goals/Objectives

- Provide efficient oversight and management of agency funds.
- Provide human resource functions and solutions in a timely manner.
- Provide agency stability in everyday activities.
- As requested, coordinate training opportunities for employees in their area of responsibility.
- Provide 100% availability for the commission's data infrastructure during normal business hours.
- Effectively maintain the vehicle fleet for employee and agency use.
- Communicate agency function and purpose with general public and other stakeholders.
- Publish an employee handbook during FY 2006.
- Develop and implement new employee orientation program during FY 2006.

### Performance Measures

- ✓ An employee handbook was completed to draft form in FY 2005 and is before the commission for approval and implementation.

## Administrative Law Judge

### Mission

The mission of the Administrative Law Judge (ALJ) division is to review, hear, and, on a timely basis, decide with competence and accuracy all cases referred to the division in compliance with the Public Service Commission law of West Virginia, West Virginia Supreme Court opinions, and commission policy.

### Goals/Objectives

- Continue to decide all cases referred to the division in accordance with the referral order and established due date for each case.
- Monitor new developments in state law and commission policy, and incorporate these developments in ALJ division decision-making.
- Train and inform all ALJ's on new developments in all the areas regulated by the PSC.
- Continuously train all ALJ division employees on computer technology and computer-assisted legal research.
- Maintain commission library and ensure that library materials are current.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Orders issued	2,545	2,405	2,600	2,371	2,500	2,600
Hearings held	197	216	240	233	240	250
Cases referred	1,472	1,188	1,300	1,088	1,200	1,300
Cases decided on/or before due date	100%	100%	100%	100%	100%	100%



## Cable Television

### Mission

The mission of the Cable Television section is to administer and enforce regulatory requirements to ensure the delivery of safe and reliable service to subscribers.

### Goals/Objectives

- Conduct staff investigations in response to formal complaints within 90 days.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Investigations conducted within 90 days	N/A	100%	100%	100%	100%	100%

## Engineering

### Mission

The Engineering division provides technical input for the commission in formal cases involving electric, natural gas, landfills, water, and sewer utilities. The division also assists utilities, customers, and others regarding technical problems, complaints, and questions, as well as reviews proposed infrastructure projects that propose to use public money. The division strives to ensure a safe, reliable, and affordable utility infrastructure throughout West Virginia.

### Goals/Objectives

- Process cases within the prescribed time limit set by the commission.
- Provide quality engineering services to the commission, other divisions, and the public.
- Meet all commission-ordered deadlines with expert presentations that clearly and fully address every issue of the case.
- Provide compelling support for the staff's position in formal cases.
- Coordinate with the other divisions to create a unified staff position.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Formal cases processed	629	671	641	655	650	650
Informal complaints processed	50	75	56	37	60	60
Infrastructure reviews completed	142	126	134	124	136	136
Assistance requests completed	89	87	104	54	100	100

## Executive Secretary

### Mission

The Executive Secretary division aspires to distribute, as quickly as possible, all incoming cases from regulated utilities and the public; ensure that all formal cases are processed within the time frames established by statute and the commission; and to keep accurate, complete, and safe custody and preservation of all such documents in the office.



## Goals/Objectives

- Continue to provide Internet availability of full text of orders and recommended decisions, hearing information, daily incoming documents, case service list, etc.
- Process all filings expeditiously and in compliance with the commission's revised "Rules of Practice and Procedure."
- Maintain an updated job duties manual for all employees within this division.
- Provide staff training programs to increase customer service and productivity.
- Acquire an imaging system that provides readable images on PSC's Web site of each filing in formal cases.
- Continue to evaluate and improve the administrative process regarding Coal Resource Transportation System rules (SB 583).

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
New formal cases processed	1,378	1,012	1,300	2,520	2,100	2,250

## Legal

### Mission

The PSC staff attorney represents the commission staff in contested administrative proceedings; provides legal advice and assistance to the public and other operating divisions of the commission as needed; and, also, represents the commission in legal proceedings outside the agency.

## Goals/Objectives

- Provide quality legal services to other staff, the commission, and the public.
- Perform tasks within the time frames established by courts and commission directives.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
Utility cases opened during year	2,035	1,898	2,000	2,018	2,000	2,000
Utility cases closed during year	2,010	1,795	2,000	2,123	2,000	2,000

## Railroad Safety

### Mission

Railroad Safety conducts safety inspections of track, equipment, operating practices, signal and train control, and the transportation of hazardous materials by railroad companies operating in West Virginia.

The mission of the Railroad Safety section is to administer and enforce safety regulations (as outlined under W.Va. Code §24 and 49 CFR, Parts 107-240) to ensure the safe design, construction, maintenance, and operations of railroads operating within state boundaries.

## Goals/Objectives

- Routinely perform safety inspections on a statewide basis of both rolling stock (locomotives) and fixed plant (rails) used in commercial and tourist railroad operations within state boundaries.
- Promote and improve the safety of the state rail transportation system through enforcement of state and federal safety regulations in cooperation with the Federal Railroad Administration and U.S. Department of Transportation pertaining to track, signal and train control, equipment, hazardous materials, and operating practices.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Track defects and records reported	1,227	1,104	1,200	1,232	1,200	1,200
Locomotives and railroad car defects reported	5,186	4,070	4,500	1,535	2,000	2,000
Signal defects and out-of-compliance records reported	513	534	350	236	300	300
Hazardous materials defects reported	58	98	100	97	100	100
Out-of-compliance operating rules and records reported	1,409	1,013	2,500	891	1,000	1,000

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## Utility

### Mission

The Utilities division is responsible for providing staff analysis of the activities of all utilities except those that are assisted in their operations by the Water and Wastewater division and for providing assessment and recommendations regarding utility requests for changing rates, construction certificates, and other requests requiring commission approval. The division is responsible for evaluating and safeguarding the interests of all customers.

## Goals/Objectives

- Review cases filed by utilities within their domain of specialization.
- Perform financial and operational audits related to such cases.
- Prepare recommendations for presentation in utility cases.
- Provide advice and recommendations regarding informal utility cases that require technical financial expertise.
- Perform compliance audits to assure compliance with commission rules and regulations governing utility activities.
- Provide advice and assistance to other federal and state administrative agencies and to legislative committees and subcommittees.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Cases processed	1,743	1,669	1,700	1,215	1,700	1,700
Informal assistance requests	6,909	7,431	7,400	7,015	7,400	7,400

## Water and Wastewater

### Mission

The Water and Wastewater division strives to perform its statutory mission of assisting all water and wastewater utilities in their operations, assuring customers of continuous, good utility service, and extending service by whatever means possible. This division aspires to decrease regulatory lag, to process all cases in the most efficient manner possible, to increase interaction with government at all levels, and to make the public's interaction with the division one of professionalism and competent assistance.

### Goals/Objectives

- Increase the number of assistance visits to water and wastewater utilities by 10%.
- Decrease the amount of time necessary for resolving informal complaints by 20%.
- Reduce the amount of time necessary to process cases from the average of 150 days to an average of 140 days.
- Increase the quality and appropriateness of board member and employee seminars during FY 2006.
- Increase communication between the staff and other governmental units.
- Decrease the two year average time necessary for municipal rate studies by 25% in FY 2006 and FY 2007.

### Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Cases processed	411	425	450	312	400	400
Assistance requested	N/A	N/A	N/A	2,179	2,300	2,400
Informal complaints filed	N/A	N/A	N/A	2,384	2,400	2,400
Requests made and processed for municipal rate assistance	N/A	N/A	N/A	18	20	24
Seminars conducted	N/A	N/A	N/A	11	11	11
Attendance	N/A	N/A	N/A	420	450	500
Informal meeting with DEP and Bureau for Public Health (DHHR)	N/A	N/A	N/A	3	6	6

Miscellaneous Boards and Commissions

# Real Estate Commission

## Mission

The Real Estate Commission licenses and regulates real estate brokers and salespersons conducting business in the state, in order to assure the interests of the general public are protected.

## Operations

- License and regulate the activities of all real estate brokers and salespersons.
- Design, prepare, and administer the real estate licensure examination.
- Perform compliance reviews on real estate brokers' offices.
- Handle complaints of alleged violations of the license law or legislative rule.
- Approve and monitor the offering of all mandatory real estate education.
- Maintain a high level of accessibility to the general public and to licensees.
- Network with other organizations that are involved in real estate activities.
- Assess and monitor changing trends in the industry.
- Enforce the provisions of the Real Estate License Act and associated legislative rules.
- Continue to review the Real Estate License Act and legislative rules for any needed changes.

## Goals/Objectives

- Amend WV CSR §174-1-11 to comply with federal law by 2006.
- Keep current with new technologies.
- Accept credit cards for payment of license fees and other fees by 2007.
- Establish an on-line searchable licensee database by 2008.
- Establish an on-line renewal system by 2008.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Licensure examinations administered	1,075	1,218	1,200	1,374	1,250	1,300
Licensed brokers and salespersons	8,018	8,209	8,200	8,449	8,350	8,350
New complaints filed	15	9	20	19	20	20
Complaints dismissed	10	16	15	12	15	15
Disciplinary actions taken	4	3	5	1	5	5





*Real Estate Commission*  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Real Estate Commission	5.80	\$513,329	\$724,526	\$721,951	
<b>TOTAL BY PROGRAM</b>	<b>5.80</b>	<b>513,329</b>	<b>724,526</b>	<b>721,951</b>	<b>727,056</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		5.80	5.80	5.80	5.80
Total Personal Services		295,912	371,515	367,495	371,815
Employee Benefits		86,585	116,485	118,100	118,885
Other Expenses		130,832	236,526	236,356	236,356
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>513,329</b>	<b>724,526</b>	<b>721,951</b>	<b>727,056</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>5.80</b>	<b>5.80</b>	<b>5.80</b>	<b>5.80</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$513,329</b>	<b>\$724,526</b>	<b>\$721,951</b>	<b>\$727,056</b>



# **Water Development Authority**

## **Mission**

To provide financial assistance to West Virginia communities for development of wastewater, water, and economic infrastructure that will protect the streams of the state, improve drinking water quality, protect public health, and encourage economic growth.

## **Operations**

- Administer and manage the Water Development Authority's various loan programs.
- Communicate with the Water Development Board and other state agencies.
- Serve as the designated fiduciary of the West Virginia Infrastructure Fund.
- Participate actively in the functions of the West Virginia Infrastructure and Jobs Development Council (WVIJDC) as its designated administrative agency.
- Administer the Clean Water State Revolving Fund (CWSRF).
- Manage the Drinking Water Treatment Revolving Fund (DWTRF).
- Close and service all loans funded by the WVIJDC, CWSRF, DWTRF, and the Water Development Authority.

Water Development Authority

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Water Development Authority	12.00	\$631,767	\$729,552	\$729,552	
West Virginia Infrastructure Fund	0.00	40,000,000	40,000,000	40,000,000	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>12.00</b>	<b>40,631,767</b>	<b>40,729,552</b>	<b>40,729,552</b>	<b>40,729,552</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		40,000,000	40,000,000	40,000,000	40,000,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>40,000,000</b>	<b>40,000,000</b>	<b>40,000,000</b>	<b>40,000,000</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		12.00	12.00	12.00	12.00
Total Personal Services		471,322	517,532	517,932	517,932
Employee Benefits		98,571	113,000	115,475	115,475
Other Expenses		61,874	99,020	96,145	96,145
<b>Subtotal: Nonappropriated Special Fund</b>		<b>631,767</b>	<b>729,552</b>	<b>729,552</b>	<b>729,552</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$40,631,767</b>	<b>\$40,729,552</b>	<b>\$40,729,552</b>	<b>\$40,729,552</b>



# Programs

## ***Infrastructure and Jobs Development Council***

### **Mission**

The Infrastructure and Jobs Development Council's mission is to facilitate the funding of infrastructure projects in the state by providing financial assistance to municipalities, public service districts, and others for critical water, sewer, and economic development projects. These projects provide new or improved service to thousands, construction and permanent jobs, and create an environment for economic growth.

### **Goals/Objectives**

- Commit \$40 million for infrastructure projects by the WVIJDC's July meeting.
- Continue to coordinate funding of critical infrastructure projects leveraging additional funds on a three-to-one basis.
- Continue to provide the required 20% match to the State Revolving Fund programs to secure the maximum federal funding available under the Clean Water State Revolving Fund and the Drinking Water Treatment Revolving Fund for wastewater and drinking water projects, respectively.

### **Performance Measures**

To date, the WVIJDC has:

- ✓ Assisted in the funding of \$2.4 billion to critical infrastructure projects.
- ✓ Provided \$80 million to secure an additional \$322 million in federal funds from the State Revolving Fund programs.
- ✓ Aided in over 42,000 new customers receiving water service and over 43,800 new customers receiving sewer service.

<u>Fiscal Year</u>	<u>Actual 2003</u>	<u>Actual 2004</u>	<u>Estimated 2005</u>	<u>Actual 2005</u>	<u>Estimated 2006</u>	<u>Estimated 2007</u>
CWSRF and DWTRF funds (federal) available (in millions)	\$28.7	\$28.5	N/A	\$29.0	\$25.1	\$25.1
Available federal funds secured	100%	100%	100%	100%	100%	100%



# West Virginia Board of Examiners for Speech-Language Pathology and Audiology

## Mission

The mission of the West Virginia Board of Examiners for Speech-Language Pathology and Audiology is to safeguard the public health by assuring and maintaining the professional qualifications of speech-language pathologists and audiologists and of speech-language and audiology assistants in the state.

## Operations

- Administer, coordinate, and enforce all provisions of the West Virginia Code relevant to speech-language pathology and audiology.
- Establish licensure fees.
- Evaluate applications and credentials for licensure, issue licenses, and renew licenses biennially.
- Maintain an accurate and current register of speech-language pathology and audiology assistants.
- Investigate allegations of licensees who violate the law established by the board, and impose penalties and fines.
- Maintain reports of operations and finances required by the state.
- Communicate disciplinary actions to relevant state and federal authorities and to other state and speech-language audiology licensing authorities.
- Audit licensees on a random basis for continuing education requirements.
- Maintain a Web site.

## Goals/Objectives

- Expand office skills of operation, and train personnel for backup office support.
- Advance knowledge of office staff on computer operations by attending IS&C training sessions.
- Participate twice per year in training on disciplinary action, trends, and challenges confronting state boards.
- Audit five percent of the licensed audiologists and five percent of the licensed speech language pathologists each month for continuing education requirements.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Newly licensed	N/A	N/A	50	82	75	80
Currently licensed SLPs and AUDs	N/A	N/A	700	675	750	830
New discipline cases*	1	0	N/A	2	*40	30
Outstanding discipline cases	1	1	N/A	1	3	3

\* The increase in disciplinary cases is due to the continuing education audits that began in FY 2005, resulting in the board filing complaints against the licensees violating those requirements.



# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
West Virginia Board of Examiners for Speech-Language Pathology and Audiology	1.00	\$60,351	\$71,939	\$70,875	
<b>TOTAL BY PROGRAM</b>	<b>1.00</b>	<b>60,351</b>	<b>71,939</b>	<b>70,875</b>	<b>71,939</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		1.00	1.00	1.00	1.00
Total Personal Services		31,314	37,200	36,350	37,250
Employee Benefits		13,435	15,064	14,900	15,064
Other Expenses		15,602	19,675	19,625	19,625
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>60,351</b>	<b>71,939</b>	<b>70,875</b>	<b>71,939</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$60,351</b>	<b>\$71,939</b>	<b>\$70,875</b>	<b>\$71,939</b>



# West Virginia Board of Pharmacy

## Mission

It is the duty of the board to protect the public health, safety, and welfare by the effective regulation of the practice of pharmacy; the licensure of pharmacists; the licensure and regulation of all sites or persons who distribute, manufacture, or sell drugs or devices used in the dispensing and administration of drugs or devices within the state of West Virginia.

## Operations

- Process applications for licenses and permits.
- Inspect pharmacies to ensure that drug dispensation occurs in a safe, clean environment by competent, licensed individuals according to the state and federal laws.
- Investigate complaints or situations which may violate pharmacy laws or regulations.
- Administer examinations for applicants to become pharmacists and technicians.
- Provide reports from monitoring program to practitioners and law enforcement about doctor shoppers (patients who shop with multiple physicians in order to obtain controlled substances).
- Monitor and collect data regarding all controlled substances filled in West Virginia to help detect and prevent diversion of pharmaceutically controlled substances.

## Goals/Objectives

- Conduct thorough inspections of pharmacists and pharmacies to improve compliance with the law. Inspections will be done at least every year—every other year they will be conducted by board inspectors, and for alternate years, there will be a self-inspection form to be completed. Additional inspections may be done as needed.
- Process applications and issue licenses and permits in a timely manner.
- Complete investigations and take final action on complaints within nine months.
- Reduce drug diversion via information from the monitoring program.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Pharmacies inspected each year	100%	100%	100%	N/A	100%	100%
Complaints resolved within nine months	97%	100%	96%	N/A	96%	96%
Doctor shoppers discovered from monitoring data	N/A	15	60	N/A	75	75



# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Pharmacy	6.00	\$777,749	\$893,675	\$793,675	
<b>TOTAL BY PROGRAM</b>	<b>6.00</b>	<b>777,749</b>	<b>893,675</b>	<b>793,675</b>	<b>793,675</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		43,591	0	0	0
Employee Benefits		15,963	0	0	0
Other Expenses		115,674	100,000	0	0
<b>Subtotal: Federal Fund</b>		<b>175,228</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		5.00	6.00	5.00	5.00
Total Personal Services		323,857	392,610	392,610	392,610
Employee Benefits		48,695	71,500	71,500	71,500
Other Expenses		229,969	329,565	329,565	329,565
<b>Subtotal: Nonappropriated Special Fund</b>		<b>602,521</b>	<b>793,675</b>	<b>793,675</b>	<b>793,675</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>5.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$777,749</b>	<b>\$893,675</b>	<b>\$793,675</b>	<b>\$793,675</b>





# West Virginia Statewide Addressing and Mapping Board

## Mission

The mission of the West Virginia Statewide Addressing and Mapping Board is to provide a state-of-the-art system to deliver the highest level of technical services, mapping and GIS data, and administrative support for enhanced 911 services to all the counties and municipalities in the state. A comprehensive statewide addressing system built on accepted standards will provide the emergency response community with the most advanced tools available to secure and protect the lives and property of the citizens of the State.

## Operations

- Adopt statewide addressing and mapping standards and requirements.
- Issue a request or requests for proposals for professional and technical services for completing statewide addressing and mapping.
- Enter into any agreements or other transactions in order to accomplish the addressing and mapping and secure funding for the statewide addressing and mapping fund.
- Manage and use the West Virginia statewide addressing and mapping fund to receive revenues and to pay for the costs.
- Accept any private, federal, or other funding that may be available to accomplish the mission.
- Participate in local, state, and federal partnerships to promote cooperative data development projects to support the addressing and mapping project
- Perform other necessary functions to complete the statewide addressing and mapping project.

## Goals/Objectives

- Manage delivery of products and services in order to accomplish completion of the statewide addressing and mapping project by April 2007.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Statewide addressing project deliverables received	10%	30%	50%	50%	75%	100%

## Recommended Improvements

- ✓ Additional spending authority of \$21,000 Federal Revenue for support of data development.



West Virginia Statewide Addressing and Mapping Board

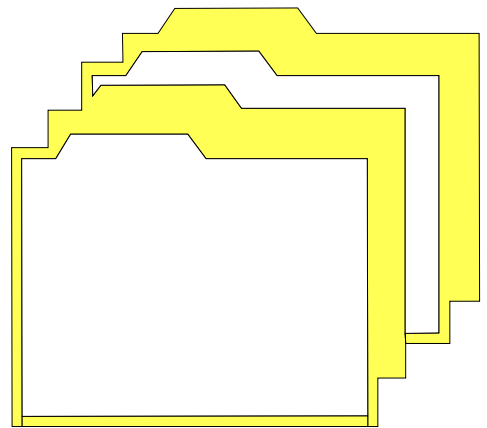
# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Statewide Addressing and Mapping Board	0.00	\$5,070,857	\$6,229,000	\$6,174,230	
<b>TOTAL BY PROGRAM</b>	<b>0.00</b>	<b>5,070,857</b>	<b>6,229,000</b>	<b>6,174,230</b>	<b>6,195,230</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		375,000	229,000	229,000	250,000
<b>Subtotal: Federal Fund</b>		<b>375,000</b>	<b>229,000</b>	<b>229,000</b>	<b>250,000</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		15,895	0	0	0
Employee Benefits		5,099	0	0	0
Other Expenses		4,674,863	6,000,000	5,945,230	5,945,230
<b>Subtotal: Nonappropriated Special Fund</b>		<b>4,695,857</b>	<b>6,000,000</b>	<b>5,945,230</b>	<b>5,945,230</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$5,070,857</b>	<b>\$6,229,000</b>	<b>\$6,174,230</b>	<b>\$6,195,230</b>





# APPENDICES



Appendix A  
**Glossary**

# A

**Activity** - The individual item of appropriation as listed in the budget bill, such as Personal Services, Employees' Benefits, and Capital Outlay.

**Agency** - An organizational unit of state government, usually a department, bureau, commission, board, or a subdivision within a department or bureau.

**Annual Increment** - Funds appropriated for eligible employees and paid at the rate of \$50 per full year of service with a minimum of three years of service.

**Appropriation** - A legal authorization to incur obligations and to make expenditures for specific purposes.

**Appropriated Special Fund** - Consists of accounts that generate revenue from established rates or fees and must be expended for a specific purpose; amount authorized for expenditure is specifically contained in the budget bill.

# B

**Balanced Budget** - A budget in which the estimated revenues plus unappropriated fund balances are equal to or greater than the appropriations.

**Base Budget** - Refers to the same amount of total dollars in the current fiscal year, which are available for next fiscal year.

**Bond** - A long-term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

**Budget** - A plan of financial activity for a specified period (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

**Budget Act/Budget Bill** - The legislation that appropriates the expenditures required to operate state government for each fiscal year.

**Budgetary Basis** - The basis of accounting used to estimate financing sources and uses in the budget. West Virginia's annual budget is prepared on a cash basis.

**Budgetary Control** - The control or management of a government in accordance with the approved budget for keeping expenditures within the limitations of available appropriations and resources.

**Buildings** - Expenditures for new construction and major alteration of existing structures, or the improvement of lands and can include shelter, support, storage, protection, or the improvement of a natural condition.

**Bureau** - An organizational unit of state government established by law and headed by a commissioner or other statutory officer of an agency within that bureau, such as the Bureau of Senior Services.

# C

**Capital Improvements/Programs/Expenditures** - Related to the acquisition, expansion, or rehabilitation of an element of the government's physical plant, sometimes referred to as infrastructure. New construction, renovation, or repairs of \$100,000 or more are considered capital improvements for budgetary purposes. Also, major equipment purchases of like equipment of \$50,000 or more are considered to be capital improvement programs for budgetary purposes.

**Cash Basis** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Civil Contingent Fund** - The civil contingent fund is appropriated by the Legislature to the Governor to be available for payment of expenses incurred when executing a law for which there is no specific appropriation or any other expenses for which the Governor deems necessary or proper, such as unanticipated emergencies.

**Commission** - An organizational unit of state government established by law that is headed by a group of persons directed to perform a specific duty, such as the Higher Education Policy Commission or Public Service Commission.

**Current Expenses** - Expenditures for operating costs other than personal services and shall not include equipment, repairs and alterations, buildings, or lands.

**Current Level** - Refers to the same amount of total dollars in the current fiscal year, which are available for next fiscal year.

## D

**Debt Service** - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**Department** - An organizational unit of state government established by law and headed by an administrative secretary or department head, such as the Department of Administration, Department of Education, or Department of Revenue.

**Disbursement** - The expenditure of monies from an account.

**Division** - Each primary entity of government which receives an appropriation in the budget bill. Also may be referred to as an agency.

## E

**Employee Benefits** - Expenditures for social security matching, workers' compensation, unemployment compensation, pension and retirement contributions, public employees' insurance matching, personnel fees, or any other benefit normally paid by the employer as direct cost of employment.

**Encumbrance** - The commitment of funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

**Enterprise Funds** - These funds are used to account for operations of those state agencies providing goods or services to the general public on a user-charge basis, or where the State has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Examples include the West Virginia Lottery, Board of Risk and Insurance Management, Public Employees' Insurance Agency, and the West Virginia Prepaid College Plan.

**Equipment** - Expenditures for equipment items which have an appreciable and calculable period of usefulness in excess of one year.

**Excess Lottery** - A Special Revenue fund that supports items set by statute such as the senior citizens tax credit, college scholarships for West Virginia students, capital projects and improvements for public and higher education and for state parks, bond backing for economic development endeavors, infrastructure projects (including water and sewer projects), General Revenue transfer to support FY 2002 pay raises, and additional items as may be appropriated by the Legislature.

**Expenditure** - The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

**Expenses** - A category for the usual, ordinary, and incidental expenditures by an agency, including, but not limited to, such items as salaries, benefits, contractual services, commodities, and supplies of a consumable nature, current obligations, fixed charges, and capital outlay. Payments to other funds or local, state, or federal agencies may be included in this budget classification of expenditures.

## F

**Federal Fiscal Year** - October 1 through September 30.

**Federal Fund** - Consists of any financial assistance made directly to a state agency by the United States government.

**Fiscal Year** - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. West Virginia's fiscal year runs from July 1 to June 30.

**Full-time Equivalent Position (FTE)** - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to 0.5 of a full-time position.

**Fund** - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance** - The balance of cash and investments less reappropriated funds and reserves for cash flow.

## G

**GASB 34** - The Government Accounting Standards Board statement 34 (June 1999) that establishes financial reporting standards for governmental entities.

**General Fund** - Consists of tax revenues collected by the state which are not dedicated to a specific purpose and require legislative appropriations for expenditure.

**General Obligation (GO) Bond** - This type of bond is backed by the full faith, credit, and taxing power of the government.

**Goals** - Established by agency/program, goals are issue-oriented statements that declare what an agency/program intends to accomplish to fulfill its mission.

## I

**Improvement Package (Request)** - The process of requesting additional dollars for expenditure in the upcoming fiscal year above the current level.

**Income Tax Refund Reserve Fund** - A fund established by law that may only be used to ensure payment of personal income tax refunds, interest, and penalties

to taxpayers in a timely manner or to be used by the Legislature as it determines necessary, such as for unanticipated emergencies.

**Infrastructure** - The physical assets of a government (e.g., streets, water, sewer, public buildings, and parks).

**Internal Service Funds** - These funds account for the operations of those state agencies that provide goods and services to other state agencies and governmental units on a cost-reimbursed basis. Examples include the State Building Commission, Information Services and Communications, and the Travel Management Office.

## L

**Lands** - Expenditures for the purchase of real property or interest in real property.

**Long-term Debt** - Debt with a maturity of more than one year after the date of issuance.

**Lottery** - A Special Revenue fund that supports programs for senior citizens, for education, and for tourism and parks, as appropriated by the Legislature.

## M

**Mission** - Developed in accordance with strategic planning principles, the mission gives the reason for the agency/program's existence. The mission is a succinct account of what the agency/program is trying to achieve.

## N

**Nonappropriated Special Fund** - Consists of accounts that generate revenue from established rates or fees and must be expended for a specific purpose; amounts expended are authorized by general law.

## O

**Object of Expenditure** - An expenditure classification, referring to the lowest and most detailed level of classification, such as vehicle rental, association dues, and office equipment.

**Objectives** - Detailed, quantifiable, time-specific statements of activities that are related to achieving the goals. They are targets for specific agency or program actions.

**Operations** - As used in the agency narratives in the *Operating Detail*, the “Operations” section details the activities of a division and may include subdivisions/units within a division.

## P

**Performance Measures** - Tool used by all levels of management, as well as the public, to determine whether a program is accomplishing its mission efficiently and effectively.

**Personal Services** - Expenditures for salaries, wages, and other compensation paid to full-time, part-time, and temporary employees of the spending unit.

**Program** - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible. A unit can be a division, a section, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service.

**Proprietary Funds** - These funds account for the operations of state agencies that provide goods and/or services to the general public or state agencies and governmental units. (See “Enterprise Funds” and “Internal Service Funds.”)

## R

**Rainy Day Fund** - (See “Revenue Shortfall Reserve Fund.”)

**Reappropriated Funds** - Those funds which are remaining at the end of the fiscal year which, through specific language in the budget bill, are authorized to be made available for expenditure in the next fiscal year.

**Reimbursements** - Repayments from one agency to another to properly allocate expenditures to the correct agency and adjust account ledger balances/disbursements.

**Repairs and Alterations** - Expenditures for routine maintenance and repairs to structures and minor improvements to property which do not increase the capital assets.

**Revenue** - Sources of income financing the operation of government.

**Revenue Shortfall Reserve Fund** - A “fund” to be used by the Legislature to offset a shortfall in revenues and to allow the Governor to borrow funds when revenues are inadequate to make timely payments of the State’s obligations. The Legislature may also appropriate funds for emergency revenue needs such as natural disasters. (Also known as the Rainy Day Fund.) Additional details are located in the Budget Overview section of the Budget Planning chapter in Volume I of the *Executive Budget*.

## S

**Special Obligation Bonds** - Bonds issued by entities of the primary government pursuant to specific statutory authorizations and are payable from specifically dedicated fees, other revenues, and legislative appropriations of general and special revenues.

**Special Revenue Funds** - Consists of revenues from fees, permits, licenses, services, or other purposes and may be used only for that specific purpose for which the individual account is intended unless otherwise directed by the Legislature.

**Spending Authority** - The dollar limit the Legislature authorizes an agency to spend from funds the agency collects.



**Spending Unit** - The department, bureau, division, office, board, commission, agency, or institution to which an appropriation is made.

**State Road Fund** - Consists of revenues from gasoline and other motor fuel excise and license taxes, motor vehicle registration and license tax, and all other revenue derived from motor vehicles or motor fuel. Used solely for construction, reconstruction, repair, and maintenance of public highways, the payment of the interest and principal on all road bonds, and the administrative expenses of the Division of Highways and the Division of Motor Vehicles. All federal funds received for road construction, reconstruction, and maintenance are also deposited into and become part of the State Road Fund.

**Supplemental Appropriation** - An appropriation made by the governing body that is contingent upon excess funds being available after all regular appropriations have been funded.

**Surplus Appropriation** - An additional appropriation made by the governing body from excess funds generally from the prior year after the budget year has started.

## U

**Unclassified** - An appropriation that may be spent at the discretion of the department secretary/bureau commissioner. An unclassified appropriation may have no limitations, or it may be limited to current expenses, repairs and alterations, equipment, other disbursements, and other extraordinary disbursements.

**Unencumbered Balance** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**User Charges or User Fees** - A payment for direct receipt of a public service by the party who benefits from the service.

# Glossary of Acronyms

## A

AAA ..... American Automobile Association  
 A+ ..... Computer hardware certification  
 ABCA ..... Alcohol Beverage Control Administration  
 ABE ..... Adult basic education  
 ACA ..... American Correctional Association  
 AC/DC ..... Alternating current/Direct current  
 ACT ..... American College Test  
           ..... Association of Classroom Teachers  
 ACT EXPLORE  
           ..... A test for eighth graders  
 ACT PLAN. A test for tenth graders  
 ADA ..... Americans with Disabilities Act of 1990  
 AEP ..... American Electric Power  
 AFIS ..... Automated Fingerprint Identification System  
 AHERA ..... Asbestos Hazard Emergency Response Act  
 AIDS ..... Acquired immunodeficiency syndrome  
 ALJ ..... Administrative Law Judge  
 AML&R ..... Abandoned Mine Lands and Reclamation  
 AOA ..... Administration on Aging  
 AP ..... Advanced placement  
 APD ..... Appalachian Development  
 APHIS ..... Animal and plant health inspection service  
 APS ..... Adult Protective Services  
 ARC ..... Appalachian Regional Commission  
 ASE ..... Automotive Service Excellence certification program  
 ATM ..... Asynchronous transfer mode  
 ATSDR ..... Agency for Toxic Substances and Disease Registry  
 ATV ..... All-terrain vehicle  
 AUD ..... Speech-language audiologists and assistants

## B

B&O ..... Business and occupation  
 B4WV ..... Business for West Virginia  
 BAT ..... Breath alcohol testing

BCSE ..... Bureau for Child Support Enforcement  
 BEP ..... Bureau of Employment Programs  
 BHHF ..... Behavioral Health and Health Facilities  
 BOCMS ..... Board of Coal Mine Health and Safety  
 BMPs ..... Best management practices  
 BMS ..... Bureau for Medical Services  
 BRIM ..... Board of Risk and Insurance Management  
 BSE ..... Bovine Spongiform encephalopathy  
 BTI ..... Bacillus thuringensis israelensis (pesticide)

## C

CAFR ..... Comprehensive Annual Financial Report  
 CAPS ..... Cooperative Agricultural Pest Survey  
 CAPTA ..... Child Abuse Prevention and Treatment Act  
 CATS ..... Coordinated and thematic science  
 CCIE ..... Cisco certified internetwork expert certification  
 CCP ..... Community Corrections program  
 CCTCE ..... Council for Community and Technical College Education  
 CD or CD-ROM  
           ..... Compact disc (read-only memory)  
 CDL ..... Commercial Driver's License  
 CDR ..... Continuing disability reviews  
 CEO ..... Chief executive officer  
 CERCLA ..... Comprehensive Environmental Response, Compensation, and Liability Act  
 CERT ..... Community Emergency Response Team  
           ..... Computer Emergency Response Team  
 CFDA ..... Catalog of Federal Domestic Assistance  
 CFO ..... Chief financial officer  
 CFR ..... Code of Federal Regulations  
 CHIP ..... Children's Health Insurance Program  
 CJSAC ..... Criminal Justice Statistical Analysis Centers  
 CLFM ..... Cooperative lands forest monitoring  
 CLIA ..... Clinical Laboratory Improvement Act  
 CMS ..... Centers for Medicare and Medicaid Services

Appendix B/Glossary of Acronyms

CNA ..... Certified Nursing Assistants  
 CNP ..... Child Nutrition Program  
 COPS ..... Community-oriented policing services  
 CPD ..... Center for Professional Development  
 CPI ..... Consumer Price Index  
           ..... Cost per Inquiry  
 CPR ..... Cardiopulmonary resuscitation  
 CPRB ..... Consolidated Public Retirement Board  
 CPS ..... Child Protective Services  
 CPU ..... Central processing unit  
 CSCL ..... Cooperative state county landowner  
 CSR ..... Code of State Regulations  
 CT ..... Computerized tomography  
 CTC ..... Community and Technical College  
 CVISN ..... Commercial Vehicles Information  
           Systems Network  
 CWSRF ..... Clean Water State Revolving Fund  
 CY ..... Calendar year

**D**

DARE ..... Drug Abuse Resistance Education  
 DASD ..... Direct access storage device  
 DASIS ..... Drug and Alcohol Services  
           Information System  
 DD ..... Developmental disabilities  
 DDS ..... Disability Determination Services  
 DEA ..... U.S. Drug Enforcement  
           Administration  
 DEP ..... Department/Division of  
           Environmental Protection  
 DHHR ..... Department of Health and Human  
           Resources  
 DLG ..... Digital line graph  
 DMR ..... Division of Mining and Reclamation  
 DMV ..... Division of Motor Vehicles  
 DNA ..... Deoxyribonucleic acid  
 DNR ..... Division of Natural Resources  
 DOC ..... Division of Corrections  
 DOH ..... Division of Highways  
 DOJ ..... U.S. Department of Justice  
 DOT ..... Department of Transportation  
 D.P.M. ..... Doctor of Podiatric Medicine  
 DR ..... Disaster recovery  
 DREAM ..... Data Reengineering and  
           Modernization  
 DTV ..... Digital television  
 DUI ..... Driving under the influence  
 DVD ..... Digital video disk  
 DWTRF ..... Drinking Water Treatment Revolving  
           Fund

**E**

EAST ..... Education, Arts, Science, and Tourism  
 EBA ..... Educational Broadcasting Authority  
 EBT ..... Electronic benefits transfer  
 EDA ..... Economic Development Authority  
 EDI ..... Electronic data interchange  
 EDGE ..... Earn a Degree—Graduate Early  
 EDMS ..... Electronic document management  
           system  
 EEO ..... Equal employment opportunity  
 EMS ..... Emergency medical services  
 EMT ..... Emergency medical technician  
 END ..... Exotic Newcastle disease  
 EPA ..... U.S. Environmental Protection  
           Agency  
 EPICS ..... Employees Payroll Information  
           Control System  
 EPSCoR ..... Experimental Program to Stimulate  
           Competitive Research  
 EPSCoT ..... Experimental Program to Stimulate  
           Competitive Technology  
 E-Rate ..... Schools and Libraries Universal  
           Service  
           Program  
 ESPN ..... Entertainment and Sports  
           Programming  
           Network  
 EZ/EC ..... Empowerment zone/Enterprise  
           community

**F**

FAA ..... Federal Aviation Administration  
 FACTS ..... Family and children tracking system  
 FAIM ..... Field Automation Information  
           Management  
 FARS ..... Financial Accounting and Reporting  
           Section  
 FAST ..... Federal and state technology  
 FBI ..... Federal Bureau of Investigation  
 FCC ..... Federal Communications Commission  
 FDIC ..... Federal Deposit Insurance  
           Corporation  
 FEMA ..... Federal Emergency Management  
           Agency  
 FFP ..... Federal financial participation  
 FFY ..... Federal fiscal year

Appendix B/Glossary of Acronyms

FM ..... Frequency modulation  
 FO ..... Social Security field office  
 FOIA ..... Freedom of Information Act  
 FPL ..... Federal poverty level  
 FPM ..... Forest pest management  
 FPY ..... Federal program year  
           ..... Federal performance year  
 FRM ..... Forest resources management  
 FRN ..... Family Resource Network  
 FTA ..... Federal Transit Administration  
 FTE ..... Full-time equivalent  
 FY ..... Fiscal year

HIV ..... Human immunodeficiency virus  
 HMO ..... Health maintenance organization  
 HOPWA ..... Housing Opportunities for Persons  
           with AIDS  
 HPSA ..... Health professional shortage areas  
 HRIS ..... Human resource information system  
 HRSA ..... Health Resources and Services  
           Administration  
 HSC ..... Health Sciences Center  
 HSTA ..... Health Sciences and Technology  
           Academy  
 HUD ..... U.S. Housing and Urban Development  
 HVAC ..... Heating, ventilation, and  
           air-conditioning

**G**

GAAP ..... Generally accepted accounting  
           principles  
 GASB ..... Governmental Accounting Standards  
           Board  
 GDP ..... Gross domestic product  
 GEAR UP .. Gaining Early Awareness and  
           Readiness for Undergraduate  
           Programs  
 GED ..... General Equivalency Diploma  
 GFOA ..... Government Finance Officers  
           Association of the United States and  
           Canada  
 GIA ..... Grant-in-aid  
 GIS ..... Geographical information system  
 GO ..... General Obligation  
 GPS ..... Global positioning satellite system  
           ..... Global positioning system  
 GRF ..... General Revenue Fund  
 GSP ..... Gross state product

**H**

HACCP ..... Hazard analysis critical control point  
 HAVA ..... Help America Vote Act  
 HAZMAT ... Hazardous materials  
 HB ..... House bill  
 HEAPS ..... Higher Education Adult Part-time  
           Student  
 HEPC ..... Higher Education Policy Commission  
 HIDTA ..... High intensity drug trafficking area  
 HIPAA ..... Health Insurance Portability and  
           Accountability Act

**I**

ICF ..... Intermediate care facility  
 ID ..... Identification  
 IDEA ..... Individuals with Disabilities  
           Education Act  
 IDS ..... Intrusion detection software  
 IEP ..... Individualized education plans  
 IFA ..... Imported fire ant  
 IFLOWS ..... Integrated Flood Observing and  
           Warning System  
 IFTA ..... International Fuel Tax Agreement  
 INSITE ..... An in-house program for families of  
           blind, preschool children  
 IRI ..... International roughness index  
 IRP ..... International registration plan  
 IRS ..... Internal Revenue Service  
 IS&C ..... Information Services and  
           Communications  
 ISTEA ..... Intermodal Surface Transportation  
           Efficiency Act  
 IT ..... Information technology  
 ITS/CVO ... Intelligent Transportation System/  
           Commercial Vehicle Organization

**J**

JTPA ..... Job Training Partnership Act  
 JRS ..... Judges Retirement System

# K

K-6 ..... Kindergarten through 6th grade  
 K-12 ..... Kindergarten through 12th grade

# L

LAN ..... Local area network  
 LATA ..... Local access transport area  
 LEA ..... Local educational agencies  
 LEAP ..... Leveraging Education Assistance Partnerships  
 LEP ..... Limited English proficient  
 LIFE ..... Legislative Initiatives for the Elderly  
 LLC ..... Limited liability companies  
 LSTA ..... Library Services and Technology Act (federal)  
 LTC ..... Long-term care  
 LVL ..... Limited video lottery

# M

MAPS ..... Department of Military Affairs and Public Safety  
 MARC ..... Maryland Rail Commuter  
 METH ..... Methamphetamine  
 MFCU ..... Medicaid Fraud Control Unit  
 MIP ..... Major improvements program  
 MIRA ..... Micro insurance reserve analysis  
 MISER ..... Massachusetts Institute for Social and Economic Research  
 MLMP ..... Mineral Lands Mapping Project  
 MOUS ..... Microsoft Office user specialist certification  
 MP ..... Milepost  
 M.P.H. ..... Master of Public Health degree  
 MPMP ..... Mineral parcel mapping project  
 MPO ..... Metropolitan planning organization  
 MR/DD ..... Mental retardation/developmental disabilities  
 MR/DD ..... Mentally retarded/developmentally disabled  
 MSA ..... Metropolitan statistical areas  
 MSHA ..... Mine Safety and Health Administration (federal)

# N

N/A ..... Not available/applicable  
 NAAQS ..... National ambient air quality standards  
 NAICS ..... North American Industry Classification System  
 NASCAR ..... National Association for Stock Car Auto Racing  
 NASAO ..... National Association of State Aviation Officials  
 NBER ..... National Bureau of Economic Research  
 NBPTS ..... National Board of Professional Teaching Standards  
 NCIC ..... National Crime Information Center  
 NCRDS ..... National Coal Resources Data System  
 NRCS ..... Natural Resources Conservation Service (USDA)  
 NEA ..... National Endowment for the Arts  
 NEH ..... National Endowment for the Humanities  
 NHS ..... National Highway System  
 NHTSA ..... National Highway Traffic Safety Administration  
 NIP ..... Neighborhood investment program  
 NLG ..... National Leadership grant  
 NOAA ..... National Oceanic and Atmospheric Administration  
 NPS ..... Nonpoint pollution source  
 NSIP ..... Nutrition Services Incentive Program

# O

OBHS ..... Office of Behavioral Health Services  
 OES ..... Office of Emergency Services  
 OMB ..... U.S. Office of Management and Budget  
 OMHS&T ... Office of Miners Health Safety and Training  
 OP ..... Occupational pneumoconiosis  
 OSCAR ..... On-line support collections and reporting system  
 OSHA ..... Occupational Safety and Health Administration (federal)  
 OWLS ..... Outdoor wildlife learning site

Appendix B/Glossary of Acronyms

**P**

P&A ..... Planning and administration  
 PA ..... Preliminary assessment  
 PAAS ..... Physician Assured Access System  
 P.A.R.I.S ..... Public Assistance Reporting Information System  
 PASS ..... Partnerships to Assure Student Success  
 PATH ..... Projects for Assistance in Transition from Homelessness  
 PBS ..... Public Broadcasting Service  
 PBTs ..... Persistent bioaccumulative and toxic chemicals  
 PC ..... Personal computer  
 P-card ..... State purchasing card  
 PCR ..... Phytosanitary certificates resources  
 PDF ..... Portable document format  
 PDL ..... Preferred drug list  
 PE ..... Physical education  
 PECA ..... Program Enhancement Cooperative Agreement  
 PEIA ..... Public Employees Insurance Agency  
 PERD ..... Performance Evaluation and Research Division (section of the West Virginia Legislative Auditor's Office)  
 PERS ..... Public Employees' Retirement System  
 PI ..... Personal income  
 PICA ..... Program Improvement Cooperative Agreement  
 PIECES ..... Partners in Implementing an Early Care and Education System  
 PIMS ..... Position information management system  
 PK ..... Prekindergarten  
 PKU ..... Phenylketonuria  
 P. L. .... Public law  
 PLC ..... Public Land Corporation  
 PM 2.5 ..... Particulate matter less than 2.5 microns in diameter  
 PPOD ..... Pollution Prevention and Open Dump Cleanup  
 PPS ..... Prospective Payment Systems  
 PR ..... Public relations  
 PRAMS ..... Pregnancy risk assessment monitoring system  
 PROMISE ... Providing Real Opportunities for Maximizing In-State Student Excellence  
 PSC ..... Public Service Commission  
 PSWF ..... Public solid waste facility  
 PY ..... Program year

**Q**

Q&A ..... Question and answer

**R**

R&D ..... Research and development  
 RA ..... Remedial Action  
 RAPIDS ..... Recipient automated payment and information data system  
 RCRA ..... Resource Conservation Recovery Act  
 RCVM ..... Reserve coal valuation model  
 RD ..... Rural development  
 READS ..... Reading Excellence Accelerates Deserving Students  
 REAP ..... Rehabilitation Environmental Action Plan  
 RESA ..... Regional educational service agencies  
 RFI ..... Request for information  
 RFP ..... Request for proposals  
 RFQ ..... Request for quotations  
 RHSP ..... Rural health systems program  
 RNGI ..... Reforestation, nursery, and genetic resources  
 RP ..... Responsible party  
 RSP ..... Responsible Student Program  
 RTIA ..... Radiation Toxics and Indoor Air

**S**

SACWIS ..... Statewide automated child welfare information system  
 SAFETEA .. Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2003  
 SAP ..... Special appropriation project  
 SAT9 ..... Stanford achievement test, ninth edition  
 SB ..... Senate Bill  
 SBA ..... School Building Authority  
 SBDC ..... Small Business Development Center  
 SBIC ..... Small Business Investment Corporation  
 SBIR ..... Small Business Innovation Research  
 SBVR ..... South Branch Valley Railroad

Appendix B/Glossary of Acronyms

- SCC ..... State Conservation Committee  
 SCI ..... Spinal cord injury  
 SCIP ..... Systematic, Continuous, Improvement Process  
 SCORE ..... Service Corps of Retired Executives  
 SCSEP ..... Senior Community Service Employment program  
 SEP ..... State Energy Program  
 SERC ..... Satellite Education Resources Consortium  
 SFA ..... Saskatchewan Forestry Association  
 SHARES ..... Saving history and reaching every student  
 SHINE ..... Senior Health Insurance Network  
 SHP ..... State Health Insurance Assistance Program  
 SI ..... Site investigation  
 SIC ..... Standard industrial classification  
 SLP ..... Speech-language pathologists and assistants  
 SKI-HI ..... An in-house program for families of deaf and hard-of-hearing preschool children  
 SOAP ..... Small operator assistance program  
 SOD ..... Sudden Oak Death  
 SOSU ..... Sex Offender Specialized Treatment Unit  
 SRA ..... State Rail Authority  
 SRO ..... Single room occupancy  
 SREB ..... Southern Regional Education Board  
 SSI ..... Supplemental Security Income  
 SSDI ..... Social Security Disability Insurance  
 STAG ..... State and Tribal Assistance grant  
 STARBASE Science and Technology Academics Reinforcing Basic Aviation and Space Exploration  
 STEM ..... Science, Technology, Engineering and Math  
 STS ..... Slow the Spread  
 STTR ..... Small Business Technology Transfer  
 SUCCESS ... Student utilization of computers in curriculum for the enhancement of scholastic skills  
 SWA ..... Solid waste authority  
 SWMB ..... Solid Waste Management Board
- TCE ..... Tax Counseling for the Elderly  
 TCR ..... Telecommunication change request  
 TEA-21 ..... Transportation Equity Act for the 21st Century  
 TEAM ..... Team effort for acquisition management  
 TEFAP ..... The Emergency Food Assistance Program  
 TIFF ..... Tagged image file format  
 TMDL ..... Total maximum daily load  
 TRC ..... Mine Safety and Technical Review Committee  
 TRC ..... Teachers' Resource Center  
 ..... Technology Resource Center  
 TRS ..... Teachers' Retirement System  
 TQM ..... Total quality management  
 TRAFFIC ... Tax reduction and federal funding increased compliance  
 TSA ..... Transportation Security Administration  
 TTY/TDD .. Telecommunications device for the deaf  
 TV ..... Television

**U**

- U&CF ..... Urban and Community Forestry  
 UCC ..... Uniform Commercial Code  
 U.S. .... United States  
 USDA ..... United States Department of Agriculture  
 USDC ..... United States Department of Commerce  
 USDOE ..... United States Department of Energy  
 USFDA ..... United States Food and Drug Administration  
 UST ..... Underground Storage Tank

**V**

- VCP ..... Voluntary Cleanup Program  
 VFD ..... Volunteer fire department  
 VIP ..... Voting Is Powerful  
 VISTA ..... Vendor Inquiry System to the Auditor  
 ..... Volunteers in Service to America  
 VITA ..... Volunteer Income Tax Assistance  
 VOI/TIS .... Violent offender incarceration/Truth in sentencing

**T**

- TANF ..... Temporary assistance for needy families  
 TBI ..... Traumatic brain injury





Appendix B/Glossary of Acronyms

**W**

W&M ..... Weights and Measures  
WCF ..... Workers' Compensation fund  
WCIS® ..... Workers' Compensation Insurance System  
WDA ..... Water Development Authority  
WESTEST .. West Virginia Educational Standards Tests  
WIA ..... Workforce Investment Act  
WIC ..... Women Infant and Children program  
WISe ..... WNPB's Information Service  
WISH ..... Workflow and imaging solution system  
WMD ..... Weapons of mass destruction  
WV ..... West Virginia  
WV WORKS  
..... West Virginia's welfare reform initiative  
W.Va. .... West Virginia  
WVaPR ..... West Virginia Public Radio  
WVCR ..... West Virginia Central Railroad  
WVCTCS .... West Virginia Community and Technical College System  
WVDA ..... West Virginia Department of Agriculture  
WVDE ..... West Virginia Department of Education  
WVDO ..... West Virginia Development Office  
WVEIS ..... West Virginia Educational Information System  
WVFAIR .... West Virginia Financial Aid Information and Resources  
WVFIMS .... West Virginia Financial Information Management System  
WVIHY ..... West Virginia Industrial Home for Youth  
WVIJDC..... West Virginia Infrastructure and Jobs Development Council  
WVIOF ..... West Virginia Industries of the Future  
WVLC ..... West Virginia Library Commission  
WVMEP .... West Virginia Manufacturing Extension Partnership  
WVMR ..... Allegheny Mountain Radio  
WVNET .... West Virginia network for educational telecomputing  
WVPASS .... West Virginia Partnership to Assure Student Success  
WVPBS ..... West Virginia Public Broadcasting Service  
WVPPA ..... West Virginia Public Port Authority

WVRC ..... West Virginia Rehabilitation Center  
WVRDC ..... West Virginia Rural Development Council  
WVU ..... West Virginia University

**Y**

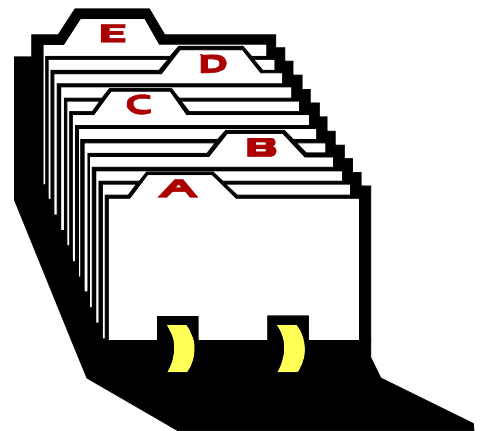
Y2K ..... Year 2000  
YTD ..... Year to Date







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