

**County Road Administration Board**

Agency 406

September 27, 2017

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Supplemental Budget Submittal  
2017-19**

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**Recommendation Summary (CB Detail)**

**Agency: 406 County Road Administration Board**  
**Version: S1 Supplemental FY18 Agency Request**

3:01:44PM  
 9/26/2017

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
CB 00 Current Biennium Base	17.2		99,393	99,393
<b>2017-19 Current Biennium Total</b>	<b>17.2</b>		<b>99,393</b>	<b>99,393</b>
<b>Total Carry Forward Level</b> Percent Change from Current Biennium	<b>17.2</b>		<b>99,393</b>	<b>99,393</b>
<b>Carry Forward plus Workload Changes</b> Percent Change from Current Biennium	<b>17.2</b>		<b>99,393</b>	<b>99,393</b>
M2 8R Retirement Buyout Costs	0.2		93	93
<b>Total Maintenance Level</b> Percent Change from Current Biennium	<b>17.4</b> .9%		<b>99,486</b> .1%	<b>99,486</b> .1%
PL HR Small Agency HR			22	22
<b>Subtotal - Performance Level Changes</b>	<b>0.0</b>		<b>22</b>	<b>22</b>
<b>2017-19 Total Proposed Budget</b> Percent Change from Current Biennium	<b>17.4</b> .9%		<b>99,508</b> .1%	<b>99,508</b> .1%

**M2 8R Retirement Buyout Costs**

The County Road Administration Board (CRAB) is a small agency with limited resources for administrative costs. CRAB's Intergovernmental Policy Manager is retiring June 30, 2018 and additional funding is needed to cover the cost of leave balance cash outs and implement adequate six month overlap succession to facilitate an efficient transition and minimize disruptions to CRAB's operations. Without this increase in funding, CRAB must redirect funds by either canceling or delaying existing services.

**PL HR Small Agency HR**

The County Road Administration Board will purchase human resource (HR) services considered essential to the agency in supporting agency business needs and reducing risk from the Department of Enterprise Services. A separate request seeks to restore basic level HR services to all small agencies. This proposal seeks to augment the basic level with a more complete set of HR services including consultation and support for labor relations, performance management, classification, workforce management, and recruitment

### Agency Budget Request Decision Package Summary

(Lists only the agency Performance Level budget decision packages, in priority order)

Agency: 406 County Road Administration Board

9/26/2017  
3:03:22PM

Budget Period: 2017-19

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Decision Package Code	Decision Package Title
PL-HR	Small Agency HR

## 2017-19 Biennium Budget Decision Package

**Agency:** 406 County Road Administration Board

**Decision Package Code/Title:** 8R Retirement Buyout Costs

**Budget Period:** 2017-19

**Budget Level:** ML2 – Maintenance Level

**Agency Recommendation Summary Text:**

The County Road Administration Board (CRAB) is a small agency with limited resources for administrative costs. CRAB's Intergovernmental Policy Manager is retiring June 30, 2018 and additional funding is needed to cover the cost of leave balance cash outs and implement adequate six month overlap succession to facilitate an efficient transition and minimize disruptions to CRAB's operations. Without this increase in funding, CRAB must redirect funds by either canceling or delaying existing services.

**Fiscal Summary:** Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 108-1	92,719	0	0	0
<b>Total Cost</b>	92,719	0	0	0
<b>Staffing</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
FTEs	.3	0	0	0
<b>Revenue</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
None	0	0	0	0
<b>Object of Expenditure</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
Obj. A	92,719	0	0	0

**Package Description**

- One employee has announced their retirement effective June 30, 2018. The projected sick leave and annual buyouts provided by DES SAFS is \$24,645.
- Six month overlap succession of one position from January 1- June 30, 2018. The projected salary including benefits provided by DES SAFS is \$68,074.

**Base Budget:** If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

**Decision Package expenditure, FTE and revenue assumptions, calculations and details:**  
Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

The agency did a leave projection for the position.  
207 hours of annual leave (anniversary date was taken into consideration)  
730 hours of sick leave

Succession six month overlap including salary and benefits = \$68,074

### **Decision Package Justification and Impacts**

#### **What specific performance outcomes does the agency expect?**

The County Road Administration Board is a small agency with limited resources for administrative costs. Additional funding to pay for sick leave and annual leave buyouts and succession training for one employee will help the agency to provide the services its constituents need and expect.

Failure to provide funding for these services, many of which are statutory, will severely restrict the agency's ability to carry out its mission and mandates.

#### **Performance Measure detail:**

**Fully describe and quantify expected impacts on state residents and specific populations served.**

What are other important connections or impacts related to this proposal? Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify/ Explanation
Regional/County impacts?	Yes	Identify: 39 Washington Counties
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:
Facility/workplace needs or impacts?	No	Identify:
Capital Budget Impacts?	No	Identify:
Is change required to existing statutes, rules or contracts?	No	Identify:
Is the request related to or a result of litigation?	No	Identify lawsuit (please consult with Attorney General's Office):
Is the request related to Puget Sound recovery?	No	If yes, see budget instructions Section 14.4 for additional instructions
Identify other important connections		

Please provide a detailed discussion of connections/impacts identified above. Non-funding of this package will leave the agency limited administrative funds to implement strategies identified in the agency's strategic plan.

**What alternatives were explored by the agency and why was this option chosen?**

N/A


**What are the consequences of not funding this request?**

CRAB would have to look for cuts in critical mission services.

**How has or can the agency address the issue or need in its current appropriation level?**

**Other supporting materials:** Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

**Information technology:** Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

**Leave cash out**

**Retirement or Otherwise**

Person's name:  
 Gross monthly wage:  
 Date of Retirement or Leaving:  
 Retirement Plan:

**Jeffery Monsen**  
 9728  
 6/30/2018  
 P2

Anniversary Date = 1/8/2007

Pers 1 is subject to retirement only up to 240 hours  
 Pers 2 & Pers 3 are not subject to retirement contributions

<b>Monthly Rate:</b>	9,728.00	X	0.0063	=	<b>Average Monthly Rate (AMR)</b>	61.29
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<b>Annual Leave Hrs</b>	207.0	X	61.29	=	<b>Annual Leave Buyout</b>	12,685.87
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<b>Sick Leave</b>	182.58	X	55.91	=	<b>Sick Leave Buyout</b>	10,207.41
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<b>Sick Leave Hrs</b>	730.3	X	0.25	=	<b>Sick Hrs</b>	182.58
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**Agency Employer Costs**

<b>Retirement</b>	0.00	0.1118	0.00
<b>OASI</b>	22,893.29	0.062	1,419.38
<b>Medicare</b>	22,893.29	0.0145	331.95
			<b>1,751.34</b>

**TOTAL COSTS FOR RETIREMENT: 24,644.62**

AL balance 9/1/2017	73.66		SL balance 9/01/2017	650.30
Accrual through June 30 2018	133.33	10 mos. at 13.33333/mo.	Accrual through 6/30/18	80.00 10 Month 8 hrs/mo
Reduce to 240 Hrs for Anniversary	0.00			
<b>Total possible</b>	<u>206.99</u>		<b>Total possible</b>	<u>730.30</u>





# Salary Projection System Allotment Detail Report

<u>Parameter</u>	<u>Entered As</u>
@agency	406
@biennium	2017-19
@projection_group_id	CS1
@filter	
@friendlyfilter	
@sort	10
@position_group_id	CS1
@position_group_ttl	Supplemental FY18 Request
@projection_group_ttl	Supplemental FY18 Request
@agencytitle	County Road Administration Board
@projectionrundate	09/19/2017
@include_increments_flag	Yes
@include_6767_flag	Yes
@include_cola_flag	Yes
@include_funded_flag	No
@starting_fiscal_mon	01 - July

## 2017-19 Biennium Budget Decision Package

**Agency:** 406 County Road Administration Board

**Decision Package Code/Title:** HR – Provide Essential Human Resources Services

**Budget Period:** 2017-2019

**Budget Level:** PL - Policy/Performance level

**Agency Recommendation Summary Text:** The County Road Administration Board will purchase human resource (HR) services considered essential to the agency in supporting agency business needs and reducing risk from the Department of Enterprise Services. A separate request seeks to restore basic level HR services to all small agencies. This proposal seeks to augment the basic level with a more complete set of HR services including consultation and support for labor relations, performance management, classification, workforce management, and recruitment

**Fiscal Summary:** Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund 108-1	11,000	11,000	11,000	11,000
<b>Total Cost</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
Staffing	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
FTEs	0.0	0.0	0.0	0.0
<b>Revenue</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
Non	0.0	0.0	0.0	0.0
<b>Object of Expenditure</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
Obj. A	11,000	11,000	11,000	11,000

### Package Description

Small agencies have had access to dedicated HR specialists necessary to support their needs through DES. Purchasing these services from DES costs a fraction of what it would to replicate these services in each agency. Providing small agencies access to these professional services significantly reduces financial and legal risk to the state. The enacted FY 15-17 budget reduced funding equivalent to the cost of providing small agency HR services. While DES implemented additional efficiencies and identified temporary means to close the remaining fiscal gap in FY16, a more sustainable solution is required to ensure small agencies have access to these vital services.

DES has worked with the Office of Financial Management to create two categories of HR services:

- A. A set of basic HR services necessary to meet minimum HR compliance and accurate payroll processing activities for any agency. The proposal to fund these minimal basic services for all small agencies is proposed in a separate package.
- B. A set of additional HR services that, together with the basic service, form a more complete set of

essential HR services. For a number of agencies, the basic level of service will not be sufficient to address specific agency business needs or to manage legal and financial risk.

This decision package requests funding those essential services. This would allow the agency to continue to receive the following services as needed:

- **Life Cycle Recruitment Services** – Services include pre-recruitment consultation, writing of targeted job announcements, candidate outreach, in-depth application assessment, drafting interview questions, reference checking and guidance of offers.
- **Classification Services** – Determine position allocations and provide employee notification letters for appointing authority. Provide consultation on the development of position descriptions. Provide desk audits when needed. Assist with WMS and EMS evaluations and banding.
- **Labor and Employee Relations** – Provide rules guidance and interpretation for represented and non-represented state employees to ensure the agency creates a positive and respectful work environment.
- **Performance Management** – Consultation on performance appraisals and setting expectations. Consult on corrective and disciplinary actions; assist with documentation and processing including development of disciplinary letters. Provide tools and checklists.
- **Workforce Management Support** – Assist with “just in time” HR projects such as temporary layoffs and hiring freezes and changes that occur in Washington Management Service.
- **Human Resource Consultation** - Provide the agency with an HR consultant to discuss current HR topics and keep the agency informed on HR issues at monthly meetings, or as needed.
- **Investigations/Fact Finding** – Provide immediate employee complaint intake to determine next steps. Perform personnel related investigations and fact-finding for small to medium sized investigations (less than 20 hours).
- **Supervisor Coaching** – Provide best practices and guidance to new supervisors to ensure they set clear expectations and coach their staff to maximize agency performance.

**Base Budget:** If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).

Funding for HR services is not currently part of the agency or DES budget.

**Decision Package expenditure, FTE and revenue assumptions, calculations and details:** Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.

DES queried small agencies to identify those needing access to services beyond the basic level. They then determined the cost of providing services based on agency responses.

## **Decision Package Justification and Impacts**

**What specific performance outcomes does the agency expect?**

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

Funding for this package supports the Results Washington goal of efficient, effective & accountable government, and allows agencies the opportunity to become an employer of choice that provides agencies the tools to create a culture of respect, feedback, and recognition. Shared services are an efficient use of state resources. Using the expertise of HR professionals will help the agency manage risk associated with personnel issues. Additionally, this package will allow agency staff to focus on the core mission of the agency and less on administrative activities.

**Performance Measure detail:**

**Fully describe and quantify expected impacts on state residents and specific populations served.**

Human resources support plays an essential role in developing the employee-centered activities of an agency. HR activities that support staff development and recruiting high quality employees will ensure better interaction with the citizens our agency serves.

**What are other important connections or impacts related to this proposal?** Please complete the following table and provide detailed explanations or information below:

Impact(s) To:		Identify / Explanation
Regional/County impacts?	Yes	Identify: 39 Washington Counties
Other local gov't impacts?	No	Identify:
Tribal gov't impacts?	No	Identify:
Other state agency impacts?	No	Identify:
Responds to specific task force, report, mandate or exec order?	No	Identify:
Does request contain a compensation change?	No	Identify:
Does request require a change to a collective bargaining agreement?	No	Identify:

<b>Facility/workplace needs or impacts?</b>	<b>No</b>	<b>Identify:</b>
<b>Capital Budget Impacts?</b>	<b>No</b>	<b>Identify:</b>
<b>Is change required to existing statutes, rules or contracts?</b>	<b>No</b>	<b>Identify:</b>
<b>Is the request related to or a result of litigation?</b>	<b>No</b>	<b>Identify lawsuit (please consult with Attorney General's Office):</b>
<b>Is the request related to Puget Sound recovery?</b>	<b>No</b>	<b>If yes, see budget instructions Section 14.4 for additional instructions</b>
<b>Identify other important connections</b>		

**Please provide a detailed discussion of connections/impacts identified above.**

**What alternatives were explored by the agency and why was this option chosen?**

1. Absorb the cost within existing budget – This would involve the agency purchasing the services from DES within its existing budget. This option reduces funds available to perform agency mission.
2. Go without these essential HR services or try to assign HR responsibilities to an existing employee with no additional funding - This would involve the agency doing the work with existing staff. This option reduces staff time available to perform the agency mission. All of our current employees are already specialized in their current roles and do not have the time nor the education/experience to take on the additional personnel responsibilities and execute them successfully. In this option, it is likely that the agency will be going without these services. This will increase risk to the agency beyond an acceptable level.


**What are the consequences of not funding this request?**

CRAB would have to look for cuts in critical mission services.

**How has or can the agency address the issue or need in its current appropriation level?**

**Other supporting materials:** Please attach or reference any other supporting materials or information that will help analysts and policymakers understand and prioritize your request.

**Information technology:** Does this Decision Package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

No 

Yes Continue to IT Addendum below and follow the directions on the bottom of the addendum to meet requirements for OCIO review.)

## Karen Pendleton

---

**From:** Johnson, Chad (DES) <Chad.Johnson@des.wa.gov>  
**Sent:** Tuesday, September 26, 2017 8:28 AM  
**To:** Karen Pendleton  
**Subject:** RE: Final Level 3 Figures?

It is 11K per year – 22K for the biennium

**From:** Karen Pendleton [mailto:karen@crab.wa.gov]  
**Sent:** Tuesday, September 26, 2017 8:27 AM  
**To:** Johnson, Chad (DES) <Chad.Johnson@des.wa.gov>  
**Subject:** RE: Final Level 3 Figures?

Hi Chad,  
Is the for \$11,000 a total for the biennium or should I split it \$5,500 for FY2018 and \$5,500 for FY2019?

Karen Pendleton  
Executive Assistant  
County Road Administration Board  
360.753.5989

**From:** Johnson, Chad (DES) [mailto:Chad.Johnson@des.wa.gov]  
**Sent:** Tuesday, September 26, 2017 8:01 AM  
**To:** Karen Pendleton <karen@crab.wa.gov>  
**Subject:** FW: Final Level 3 Figures?

Here is the Level 3 Per Year - \$11K for CRAB

**From:** Puvogel, Steven (DES)  
**Sent:** Tuesday, September 26, 2017 7:59 AM  
**To:** Johnson, Chad (DES) <Chad.Johnson@des.wa.gov>; McClanahan, Gwen (DES) <gwen.mcclanahan@des.wa.gov>; Guyer, Becky S. (DES) <becky.guyer@des.wa.gov>  
**Cc:** Howard, Ashley (DES) <ashley.howard@des.wa.gov>  
**Subject:** RE: Final Level 3 Figures?

Those numbers ARE good to go:

Horse Racing	\$18,300
PSP	\$23,400
CRAB	\$11,000
Lt Gov	\$ 4,400

Thank you,

**Steven Puvogel**  
Reporting and Data Analyst  
Dept. of Enterprise Services



Finance Division Budget Office  
1500 Jefferson, Space 3008  
Ph# 360-407-8267  
[steven.puvogel@des.wa.gov](mailto:steven.puvogel@des.wa.gov)

How are we doing? DES Finance welcomes your **feedback**



How are we doing? DES Finance welcomes your **feedback**

**From:** Johnson, Chad (DES)  
**Sent:** Monday, September 25, 2017 3:02 PM  
**To:** McClanahan, Gwen (DES) <[gwen.mcclanahan@des.wa.gov](mailto:gwen.mcclanahan@des.wa.gov)>; Guyer, Becky S. (DES) <[becky.guyer@des.wa.gov](mailto:becky.guyer@des.wa.gov)>  
**Cc:** Puvogel, Steven (DES) <[steven.puvogel@des.wa.gov](mailto:steven.puvogel@des.wa.gov)>; Howard, Ashley (DES) <[ashley.howard@des.wa.gov](mailto:ashley.howard@des.wa.gov)>  
**Subject:** RE: Final Level 3 Figures?

Thanks all

**From:** McClanahan, Gwen (DES)  
**Sent:** Monday, September 25, 2017 3:01 PM  
**To:** Guyer, Becky S. (DES) <[becky.guyer@des.wa.gov](mailto:becky.guyer@des.wa.gov)>  
**Cc:** Puvogel, Steven (DES) <[steven.puvogel@des.wa.gov](mailto:steven.puvogel@des.wa.gov)>; Howard, Ashley (DES) <[ashley.howard@des.wa.gov](mailto:ashley.howard@des.wa.gov)>; Johnson, Chad (DES) <[Chad.Johnson@des.wa.gov](mailto:Chad.Johnson@des.wa.gov)>  
**Subject:** RE: Final Level 3 Figures?

Wonderful.....Chad is really trying to get his decision packages finalized.

**From:** Guyer, Becky S. (DES)  
**Sent:** Monday, September 25, 2017 2:05 PM  
**To:** McClanahan, Gwen (DES) <[gwen.mcclanahan@des.wa.gov](mailto:gwen.mcclanahan@des.wa.gov)>  
**Cc:** Puvogel, Steven (DES) <[steven.puvogel@des.wa.gov](mailto:steven.puvogel@des.wa.gov)>; Howard, Ashley (DES) <[ashley.howard@des.wa.gov](mailto:ashley.howard@des.wa.gov)>  
**Subject:** RE: Final Level 3 Figures?

Gwen, I have not been able to confirm Ashley yet. I have asked Steven to confirm with Ashley today and he will send you the updated amounts. Thank you

Becky

**From:** McClanahan, Gwen (DES)  
**Sent:** Monday, September 25, 2017 11:21 AM  
**To:** Guyer, Becky S. (DES) <[becky.guyer@des.wa.gov](mailto:becky.guyer@des.wa.gov)>  
**Subject:** Final Level 3 Figures?

Did you iron out the spreadsheet formula?

Are these the final numbers?

Horse Racing	\$18,300
PSP	\$23,400
CRAB	\$11,000
Lt Gov	\$ 4,400

## ELECTRONIC SUBMITTAL CONFIRMATION FORM

Agency Number: 406

Agency Name: County Road Administration Board

Agencies are required to provide electronic access to each decision package in their budget request as part of the submittal process. Confirm Option 1 or 2 below:

Option 1:

This agency posts all decision packages for our 2017-19 budget request to our public facing website at the following URL:

URL: http://www.crab.wa.gov

Option 2:

This agency does not post decision packages and has forwarded copies via e-mail to OFM.Budget@ofm.wa.gov.

These decision packages conform to our agency's ADA accessibility compliance standards.

Agency Contact: Karen Pendleton

Contact Phone: 360.753.5989

Contact E-mail: karen@crab.wa.gov

Date: September 26, 2017