

# AR DEPARTMENT OF VETERAN AFFAIRS

## Enabling Laws

Act 1262 of 2007  
Act 913 of 2007  
A.C.A. §20-81-102 et seq.

## History and Organization

Act 343 of 1925 created our Agency as the Arkansas Service Bureau to aid World War Veterans and Veterans of American Wars to obtain government benefits and for other purposes.

Act 234 of 1945 renamed our Agency to the Arkansas Veterans Service Office and changed our responsibilities to assisting all veterans and their dependents in securing their rights and benefits under all laws, both State and Federal.

Act 536 of 1975 appropriated funds to the Arkansas Veterans Service Office for assisting the seventy-five (75) counties in paying salaries and/or expenses of County Veterans Service Officers who meet the training qualifications, the scheduled numbers of working hours per month and other qualifications prescribed or as may be prescribed by our office.

Act 377 of 1975 created the Governor's Task Force on Veterans Affairs to study any and all matters relating to and affecting the affairs of veterans in the state of Arkansas as requested by the Governor or as deemed necessary by the Task Force, and to make recommendations to the Governor on request or as deemed appropriate by the majority of the members of the Task Force.

Act 619 of 1977 authorized the Arkansas Veterans Service Office to establish and maintain an Arkansas Veterans Home in the building formerly used by the School for the Blind and Deaf located at 20<sup>th</sup> and Madison Streets, Little Rock, Arkansas.

Act 324 of 1979, codified in A.C.A. §20-81-102 et seq., renamed our Agency as the Arkansas Department of Veterans Affairs, which would assume all the duties and responsibilities of the Arkansas Veterans Service Office as well as to supervise the operation of the Arkansas Veterans Home; supervise the activities, training and testing of all the County Veterans Service Officers in each county and to create a Governors Task Force on Veterans Affairs.

Act 432 of 1985, codified in A.C.A. §20-81-105, amended Section 6 of Act 324 of 1979 to require the Arkansas Department of Veterans Affairs to promulgate guidelines for admission to the Arkansas Veterans Home and to conform to Federal requirements necessary to qualify the Arkansas Veterans Home as a Nursing Home and Domiciliary for veterans.

Act 431 of 1985, codified in A.C.A. §20-81-107, authorized the Arkansas Department of Veterans Affairs to accept the donation of real property for use as Veterans Cemeteries.

Act 157 of 1987, codified in A.C.A. §20-81-105, amended Section 6 of Act 324 of 1979 to provide for the conversion of the Arkansas Veterans Home to a Nursing Home and Domiciliary for veterans without

the necessity of obtaining a certificate of need.

Act 733 of 1987 appropriated funds to supplement private donations for expansion of the Little Rock, Fayetteville and Fort Smith National Cemeteries.

Act 670 of 1991, amended A.C.A. §20-81-104(b)(4) to authorize members of the Governor's Task Force on Veterans Affairs to attend conventions, conferences or meetings of recognized veterans organizations.

Act 136 of 1993 amended A.C.A. §20-81-104 to change the name of the Governor's Task Force on Veterans Affairs to the Governor's Commission on Veterans Affairs.

Act 719 of 1993 amended A.C.A. §20-81-103 regarding the qualifications for appointment of the Director of the Department of Veterans Affairs.

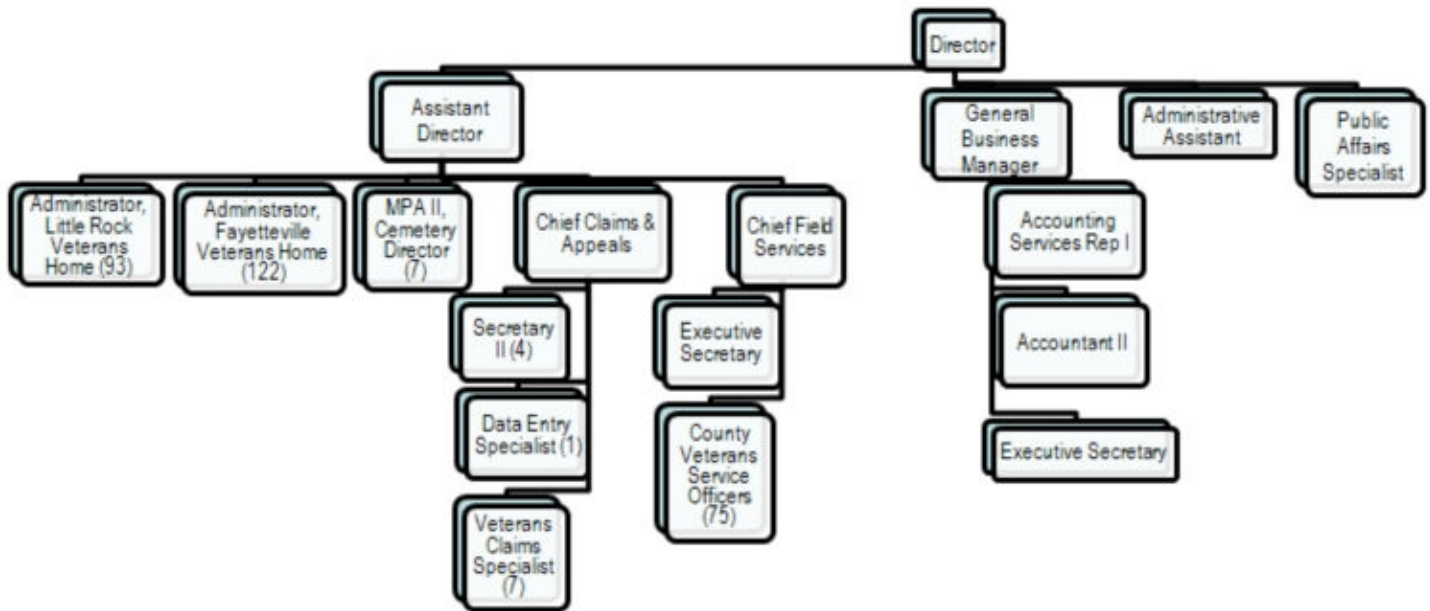
Act 235 of 1997 amended A.C.A. §20-81-112 by authorizing the Arkansas Department of Veterans Affairs to establish and operate an Arkansas State Veterans Cemetery system.

### MISSION

The mission of this Agency is to ensure that veterans, their dependents and survivors receive the maximum benefits to which they are entitled under federal and state laws.

### SERVICES PERFORMED

- Assist veterans, their dependents and survivors in their claims with the U.S. Department of Veterans Affairs (USDVA) for benefits they are entitled to under Title 38, United States Code.
- Supervise the activities, training and testing of a network of County Veterans Service Officers (CVSOs). There are 75 counties with county veterans service officers who are trained and supervised by this agency to serve veterans, their dependents and survivors.
- Establish, implement and maintain a program for providing financial assistance to counties to help defray the salaries and/or expenses of the CVSOs.
- Establish, operate and maintain the Arkansas Veterans' Cemetery system.
- Maintain the Little Rock Veterans Home, which houses a 61-bed intermediate care nursing facility and a 55-bed Veterans Domiciliary facility. This facility, which was opened in 1980, serves honorably discharged veterans who have become disabled and are unemployable.
- Maintain the new Fayetteville Veterans Home that opened in June 2006 and houses a 108 bed skilled care and intermediate care nursing facility and domiciliary.
- Participate on such boards, committees and/or projects which relate to the Agency's mission or as directed by a competent state authority.
- To promulgate rules and regulations as deemed necessary.



## Agency Commentary

The goals of this Agency are to assist all veterans, their dependents, and survivors in securing available benefits. Additionally, the Agency provides nursing and domiciliary care to Arkansas Veterans by operating a 116 bed facility in Little Rock and a 108 bed facility in Fayetteville. The agency also operates the State Veterans Cemetery in North Little Rock and is preparing to construct a new cemetery in Birdeye.

### Appropriation 224: State Operations

This appropriation is utilized to provide administrative support services to ensure that all of the operational objectives are met. Additionally, this appropriation is used to provide Veterans Claims and Advocacy services by counseling advocating at both the state and national level and by training 75 County Veterans Service Officers and 7 service officers to provide assistance.

In addition to Base Level, the Agency is requesting the following Change Levels:

- Regular Salaries: Increase in appropriation and general revenue funding of \$125,041 in FY2010 and \$127,915 in FY2011 with related Personal Services Matching. The request includes three (3) new positions; one (1) Department of Veterans Affairs Program Coordinator, one (1) Administrative Specialist III, and one (1) Information Systems Coordination Specialist; and the transfer of one (1) Public Safety Officer from appropriation 225, Little Rock Veteran's Home. These positions will be used to expand the Agency's outreach services and to centralize the accounting functions of the Agency. Additionally, the Agency has the need for its own information technology staff. The agency currently has approximately 35 users. The Agency also maintains its own website and the position would reduce expenses paid to the Department of Information Systems for support. The Information Systems Coordination Specialist is requested for this function.

In addition to Base Level, the Agency requests Change Level in Operating Expenses of \$89,281 in FY2010 and \$87,720 in FY2011 as follows:

- An increase in appropriation and general revenue funding in the amount of \$4,700 each year of the biennium for postage and \$10,000 each year of the biennium for printing. The Agency is expecting over three thousand (3,000) 39th Infantry Brigade soldiers to be returning to Arkansas in January 2009. Additionally, there are 400-500 veterans from all active military service branches and deactivated reserve forces members returning to the state each month. The Agency is required to reach out to these veterans and assist them in receiving federal and state veterans' benefits. A part of the printing cost (\$4,000) is for the Governor's Flag Education Program which the Agency is responsible for printing and distributing to public schools.
- An increase in appropriation and general revenue funding in the amount of \$63,000 in FY2010 and \$65,520 in FY2011 to establish a central office for the Director and administrative staff as well as \$2,000 in FY2010 for moving expenses. Currently, the Director and the administrative staff are located in two separate facilities.
- An increase in appropriation and general revenue funding in the amount of \$2,081 in FY2010. The Agency is in need of a folding machine to fold informational brochures to be mailed, graphic design software and a new digital camera for the public affairs specialist. These purchases will help with the Agency's goal to outreach to the public regarding veterans' benefits.
- An increase in appropriation and general revenue funding in the amount of \$7,500 each year of the biennium to purchase 5 desktop computers. The administrative and Veterans Claim/Advocacy service consists of 23 employees. The current computers are in desperate need of replacement and/or updating as in accordance with our Information Technology Plan.

The Agency also requests the following Change Levels in Conference and Travel Expenses:

- An increase in appropriation and general revenue funding of \$10,000 each year of the biennium. Travel expenses for the Director to make two trips to State Directors of Veterans Affairs national conferences. The purpose is to share information and concerns between state directors, and receive information from a variety of sources, including various departments of the Federal Veterans Administration. Four trips serving as Southwest Regional Vice President, National Association of State Directors of Veterans Affairs. At least two trips to Washington, DC serving on the Executive Committee, representing our State along with others, to discuss Veteran issues with the Federal Veterans Administration, and possibly members of the U. S. Congress.

#### Appropriation 225: Little Rock Home

This appropriation is utilized to operate a Long-Term Care and Domiciliary facility in Little Rock by providing a professional staff of healthcare and support providers, by continuing training for the entire staff and by providing equipment and supplies necessary to adequately maintain the aging facility.

In addition to Base Level, the Agency is requesting the following Change Levels:

- Regular Salaries: Increases in appropriation and general revenue funding of \$116,613 in FY2010 and \$119,924 in FY2011 with related Personal Services Matching. This request includes five (5) new positions; two (2) Registered Nurse positions, one (1) Licensed Practical Nurse position, and two (2) Certified Nursing Assistant positions; as well as the transfer of one (1) Public Safety Officer

to appropriation 224, State Operations. The nursing positions are needed for continued compliance with federal VA policies and to meet our plan of correction for the 2008 VA survey. These positions would provide marked savings to the Agency by decreasing the need for temporary employment agency staffing.

In addition to Base Level, the Agency requests Change Level in Operating Expenses of \$19,980 in FY2010 and \$17,680 in FY2011 as follows:

- An increase in appropriation and general revenue funding in the amount of \$14,500 each year of the biennium. The request is for building and grounds maintenance to maintain aging air conditioning units, maintenance of the cooling tower to ensure adequate heating and cooling of the facility's general population areas, and to maintain the grounds equipment.
- An increase in appropriation and general revenue funding of \$1,680 in FY2010 and \$1,180 in FY2011 for rent of office equipment, trash pickup services and office supplies. The Agency would like to rent a postage meter and an additional copy machine for the nursing station. The Agency would like to contract with a shred pickup company to help ensure the privacy of the residents and comply with HIPAA regulations. The increase in office supplies is to purchase two fax machines for the nursing stations to receive doctor's orders.
- An increase in appropriation and general revenue funding of \$3,800 in FY2010 and \$2,000 in FY2011 for Recreational Supplies and Materials. The request is for a new bingo machine, the purchase of new indoor and outdoor games, and for parties and outings for the residents.

The Agency also requests the following Change Levels in Capital Outlay:

- An increase in appropriation and general revenue funding in the amount of \$109,800 in FY2010 to comply with new rules and regulations regarding Elevators (ASME A17.3). The Agency will need to spend \$100,000 to bring our elevator into compliance. The Agency will also need to replace aging laundry and housekeeping equipment.

#### Appropriation 2QD: Fayetteville Veterans Home

This appropriation is utilized to operate a Long-Term Care and Skilled Care Facility in Fayetteville by providing a professional staff of healthcare and support providers, by continuing training for the entire staff and by providing equipment and supplies necessary to adequately maintain the facility.

In addition to Base Level, the Agency is requesting the following Change Levels:

- Regular Salaries: Increase in appropriation only of \$281,661 in FY2010 and \$288,138 in FY2011 with related Personal Services Matching. This request is to restore a total of twelve (12) positions previously authorized but unbudgeted in FY2009 and breaks down as follows: Three (3) funded Licensed Practical Nurse positions, six (6) funded Certified Nursing Assistant positions, two (2) unfunded security positions, and one (1) unfunded Fiscal Support Specialist. The positions are needed because the Fayetteville Veterans Home has opened an additional floor and is increasing the number of residents served.
- Capital Outlay: An increase in appropriation only in the amount of \$100,000 for FY2010. This request is necessary to purchase a wheelchair van, a patient handing system (lift), hygiene chair and four Broda chairs to assist with the care of the residents.

#### Appropriation 38R: Little Rock Veterans' Home Cash Fund

This appropriation is utilized to help support operations of the Arkansas Veterans Home maintained by the Agency. This appropriation is funded by cash and federal funds that are then transferred to Appropriation 225.

In addition to Base Level, the Agency is requesting the following Change Levels:

- Operating Expenses: An increase in unfunded appropriation of \$100,000 each year of the biennium to restore appropriation to levels previously authorized in Act.
- Conference and Travel Expenses: An increase in unfunded appropriation of \$10,000 each year of the biennium to restore appropriation to levels previously authorized in Act.
- Professional Fees: An increase in unfunded appropriation of \$100,000 each year of the biennium to restore appropriation to levels previously authorized in Act.
- Refunds/Reimbursements: An increase in unfunded appropriation of \$547,205 each year of the biennium to restore appropriation to levels previously authorized in Act.

#### Appropriation 38S: Veterans Cemetery Cash Fund

This appropriation is utilized to help provide land improvements to Veterans Cemetery maintained by the Agency. This request is 100% funded by burial fees.

In addition to Base Level, the Agency is requesting the following Change Levels:

- Capital Outlay: An increase in appropriation only in the amount of \$120,000 each year of the biennium. This request is necessary to restore capital outlay appropriation and for continued improvement projects anticipated by the Agency.

#### Appropriation 490: Veterans Cemetery

This appropriation is used to maintain the Veterans Cemetery by providing sufficient staffing to maintain the cemetery facilities and grounds, by developing standardized procedures to ensure consistent care of facilities and grounds, and by creating an interment program responsive to the needs of veterans and their survivors.

In addition to Base Level, the Agency is requesting the following Change Levels:

- Regular Salaries: An increase in appropriation and general revenue funding of \$25,268 in FY2010 and \$25,849 in FY2011 with related Personal Services Matching. This request is to restore an Administrative Specialist III position that is authorized but unbudgeted in FY2009. The position will be used to assist the Program Coordinator.
- An increase in Operating Expenses appropriation and general revenue funding in the amount of \$4,200 in FY2010 and \$1,200 in FY2011. The Agency has experienced theft and vandalism in the past. The agency's request will provide for the installation of a security system with video surveillance and the cost of security monitoring. Also included is an increase in appropriation and general revenue funding in the amount of \$5,000 in each year of the biennium for special purchase supplies. The Agency hosts the Memorial Day Ceremony at the Arkansas State Veterans

Cemetery. The Agency is in need of a tent to provide shelter during the ceremony and to purchase flags and other supplies. An increase in appropriation and general revenue funding in the amount of \$4,000 each year for fuel purchases. This request represents the increase in the price of gasoline. Finally, an increase in appropriation and general revenue funding in the amount of \$18,000 each year to start a turf management program. Currently, the agency has not been able to apply a fertilizer and pre-emergent program. This will greatly enhance the appearance of the turf at the Cemetery.

Appropriation 56T: Vet Cemetery Expense (Birdeye, AR)

This is a new appropriation to separate the new Veterans Cemetery in Cross County from the Veterans Cemetery in North Little Rock.

In addition to Base Level, the Agency is requesting the following Change Levels:

- Regular Salaries: An increase in general revenue funding and appropriation of \$32,249 in FY2010 and \$32,990 in FY2011 with related Personal Services Matching. This request is for one Department of Veterans Affairs Program Coordinator position to help serve the new Veterans Cemetery in Birdeye, Arkansas with inquires and help coordinate start up functions.
- Veterans' Cemetery Expenses: An increase in appropriation and general revenue funding in the amount of \$50,000 each year of the biennium. The request is for operating expenses for the new State Veterans Cemetery located in Birdeye, Arkansas. While construction has not yet started, the Agency is requesting appropriation and funding for maintenance and any unforeseen expenses.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 DEPARTMENT OF VETERANS AFFAIRS  
 FOR THE YEAR ENDED JUNE 30, 2006

Findings	Recommendations
Review of the Agency's records revealed that the Federal Government approved a grant to the Agency for the lesser of \$4,745,644 or sixty-five (65%) percent of the actual cost to renovate two (2) floors at the Washington County Medical Center in Fayetteville. Actual renovation cost of the facility totaled \$7,165,966, including \$4,745,644 of funds received from the Federal Government. Since 65% of total renovation cost, or \$4,657,878, is less than actual funding received, \$87,766 is due to be refunded to the Federal Government.	Refund all monies due the Federal Government.

## Employment Summary

	Male	Female	Total	%
White Employees	28	58	86	51 %
Black Employees	17	60	77	45 %
Other Racial Minorities	1	6	7	4 %
	Total Minorities		84	49 %
	Total Employees		170	100 %

## Publications

### A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
None	NA	N	N	0	NA





## Agency Position Usage Report

FY2006 - 2007						FY2007 - 2008						FY2008 - 2009					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
216	147	69	216	0	31.94 %	216	166	14	180	36	23.15 %	216	170	32	202	14	21.30 %

## **Analysis of Budget Request**

**Appropriation:** 224 - State Operations

**Funding Sources:** HUA - Miscellaneous Agencies Fund

The Department of Veterans Affairs assists Arkansas veterans, and their dependents and survivors in securing their rights and benefits under Federal and State laws. The Department supervises the activities, training, and testing of County Veterans Service Officers, and provides financial assistance to Counties to defray their salaries and expenses. This appropriation provides for the administrative costs of the Department and is solely funded by general revenue.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study and unclassified positions reflect similar adjustments in line item salaries. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipend payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency's Base Level request is appropriation and general revenue funding in the amount of \$1,312,714 in FY2010 and \$1,331,938 in FY2011 with twenty-two (22) regular positions.

The Agency's Change Level request is appropriation and general revenue funding in the amount of \$268,132 in FY2010 and \$269,981 in FY2011, and is comprised of the following:

Increase in the Regular Salaries line item of \$125,041 in FY2010 and \$127,915 in FY2011 with related Personal Services Matching for the following:

- Three (3) new positions: one (1) Department of Veterans' Affairs Program Coordinator, one (1) Information Systems Coordination Specialist, and one (1) Administrative Specialist III. The Program Coordinator and Administrative Specialist III are requested to expand the Agency's outreach services while the Information Specialist is requested to maintain the Agency's internal website and information technology functions.
- The transfer of one (1) Public Safety Officer from appropriation 225 (Veterans' Home Division-State). This is requested to centralize the functions of the Agency.

Increase in the Operating Expenses line item of \$87,781 in FY2010 and \$86,220 in FY2011 for the following:

- \$4,700 in postage and \$10,000 in printing each year of the biennium to expand the Agency's outreach services. A portion of the printing cost (\$4,000) will be used to fund the Governor's Flag Education Program to print and distribute pamphlets to schools.
- \$63,000 in FY2010 and \$65,520 in FY2011 for rent. This request is to relocate all administrative staff and the Director to one central location. Currently, staff is divided between two locations (the VA building in Ft. Roots and the North Little Rock Veterans' Cemetery).
- \$2,000 in FY2010 for hauling and moving expenses related to the relocation of staff.
- \$2,081 in FY2010 for office supplies, photographic supplies, and software/licenses for a folding machine, a digital camera, and graphic design software related to the proposed outreach expansion.

- \$7,500 each year of the biennium for the purchase of 5 new desktop computers and the upgrade of outdated desktop computers throughout the next biennium.
- \$1,500 reallocation from Operating Expenses to Conference and Travel Expenses done to properly reclassify conference and seminar fees expenditures.

Increase in the Conference and Travel Expenses line item of \$10,000 each year of the biennium for airfare and meals and lodging related to various national Veterans' Affairs conferences including State Directors of Veterans Affairs and National Association of State Directors of Veterans' Affairs conferences and expenses related to Executive Committee meetings in Washington D.C.

The Executive Recommendation provides for Base Level. Additionally, the Executive Recommendation provides for an increase in appropriation and general revenue funding for one (1) Department of Veterans' Affairs Program Coordinator position with related Personal Services Matching and Operating Expenses of \$15,000 each year of the biennium related to the outreach program. The Executive Recommendation also provides for the reallocation of \$1,500 from Operating Expenses to Conference and Travel Expenses.

In summary, the Executive Recommendation for new general revenue above the Base Level is:

- \$43,386 in FY2010 and \$44,266 in FY2011 for Regular Salaries and Personal Services Matching for one (1) new position.
- \$15,000 each year of the biennium for Operating Expenses related to the outreach program.

## Appropriation Summary

**Appropriation:** 224 - State Operations  
**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			2009-2010			2010-2011		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	640,633	673,871	685,934	726,072	851,113	758,321	742,263	870,178	775,253
<b>#Positions</b>		<b>22</b>	<b>22</b>	<b>23</b>	<b>22</b>	<b>26</b>	<b>23</b>	<b>22</b>	<b>26</b>	<b>23</b>
Personal Services Matching	5010003	215,448	216,244	236,942	245,568	289,378	256,706	248,601	292,947	259,876
Operating Expenses	5020002	57,109	54,944	54,944	54,944	142,725	68,444	54,944	141,164	68,444
Conference & Travel Expenses	5050009	2,463	2,630	2,630	2,630	14,130	4,130	2,630	14,130	4,130
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Grants and Aid	5100004	274,669	283,500	283,500	283,500	283,500	283,500	283,500	283,500	283,500
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>1,190,322</b>	<b>1,231,189</b>	<b>1,263,950</b>	<b>1,312,714</b>	<b>1,580,846</b>	<b>1,371,101</b>	<b>1,331,938</b>	<b>1,601,919</b>	<b>1,391,203</b>
<b>Funding Sources</b>										
General Revenue	4000010	1,190,322	1,231,189		1,312,714	1,580,846	1,371,101	1,331,938	1,601,919	1,391,203
Total Funding		1,190,322	1,231,189		1,312,714	1,580,846	1,371,101	1,331,938	1,601,919	1,391,203
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		1,190,322	1,231,189		1,312,714	1,580,846	1,371,101	1,331,938	1,601,919	1,391,203

Actual amount in Operating Expenses exceeds the Authorized amount due to a higher authorized appropriation in FY2008.

## Change Level by Appropriation

**Appropriation:** 224 - State Operations  
**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>1,312,714</b>	<b>22</b>	<b>1,312,714</b>	<b>100.0</b>	<b>1,331,938</b>	<b>22</b>	<b>1,331,938</b>	<b>100.0</b>
C01	Existing Program	170,265	2	1,482,979	113.0	170,274	2	1,502,212	112.8
C04	Reallocation	0	0	1,482,979	113.0	0	0	1,502,212	112.8
C07	Agency Transfer	43,056	1	1,526,035	116.3	43,928	1	1,546,140	116.1
C08	Technology	54,811	1	1,580,846	120.4	55,779	1	1,601,919	120.3

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>1,312,714</b>	<b>22</b>	<b>1,312,714</b>	<b>100.0</b>	<b>1,331,938</b>	<b>22</b>	<b>1,331,938</b>	<b>100.0</b>
C01	Existing Program	58,387	1	1,371,101	104.4	59,265	1	1,391,203	104.4
C04	Reallocation	0	0	1,371,101	104.4	0	0	1,391,203	104.4
C07	Agency Transfer	0	0	1,371,101	104.4	0	0	1,391,203	104.4
C08	Technology	0	0	1,371,101	104.4	0	0	1,391,203	104.4

### Justification

C01	Operating Expenses: Increase in appropriation and general revenue funding of \$81,781 in FY2010 and \$80,220 in FY2011 for postage, printing for Flag Education Program and materials for outreach services, purchase of design software, purchase new photographic equipment and purchase of folding machine to fold informational brochures. Also, an increase in rent of facilities and moving expenses to relocate the Director and Administrative staff. Currenty, staff is divided between two locations making operations and communication inefficient. Conference & Travel Expenses: Increase in appropriation and general revenue funding of \$10,000 each year of the biennium for travel expenses for the Director to make two trips to State Directors of Veterans Affairs national conferences. The purpose is to share information and concerns between state directors, and receive information from a variety of sources, including various departments of the Federal Veterans Administration. This request also includes four trips serving as the Southwest Regional Vice President of the National Association of State Directors of Veterans Affairs and at least two trips to Washington, DC serving on the Executive Committee, representing our State along with others, to discuss Veterans issues with the Federal Veterans Administration, and possibly members of the U. S. Congress. Regular Salaries: Increase in appropriation and general revenue funding of \$57,517 in FY2010 and \$58,839 in FY2011 plus associated Personal Services Matching. The request is for one (1) Department of Veterans Affairs Program Coordinator and one (1) Administrative Specialist III. These positions will be used to expand the Agency's outreach services.
C04	A \$1,500 reallocation from Operating Expenses to Conference and Travel Expenses is requested to properly reclassify Conference and Seminar Fees.
C07	The transfer of one (1) Public Safety Officer position from appropriation 225 to 224 is requested to centralize the accounting functions of the Agency.
C08	Operating Expense: Increase in appropriation and general revenue funding of \$7,500 each year of the biennium to replace five (5) outdated computers. This request is included in the Agency's approved Information Technology (IT) Plan under IT Support Costs-Hardware. Regular Salaries: Increase in appropriation and general revenue funding of \$35,554 in FY2010 and \$36,371 in FY2011 plus associated Personal Services Matching. The request is for one (1) Information Systems Coordination Specialist position. The Agency has the need for its own information technology staff. The Agency currently has approximately 35 users. The Agency also maintains its own website and the position would reduce expenses paid to the Department of Information Systems for support. This request is included in the Agency's approved IT Plan under IT Support Costs-In-house Labor.

## **Analysis of Budget Request**

**Appropriation:** 225 - Veterans' Home Division - State

**Funding Sources:** HUA - Miscellaneous Agencies Fund

The Little Rock Veterans Home is responsible for providing Intermediate Nursing and Domiciliary care to honorably discharged wartime and/or service connected disabled veterans. The Little Rock Home was founded in 1980 and has a present capacity of 116 residents. Funding for the Little Rock Veterans Home consists of general revenue, maintenance fees provided by the residents, and a federal per diem reimbursement from the U.S. Department of Veterans Affairs.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipend payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency's Base Level request for this appropriation is \$4,118,117 in FY2010 and \$4,174,627 in FY2011 with general revenue funding of \$640,356 in FY2010 and \$649,143 in FY2011, with eighty-five (85) regular positions, and seven (7) extra help positions.

The Agency's Change Level request is appropriation and general revenue funding of \$178,823 in FY2010 and \$179,706 in FY2011, and is comprised of the following:

Increase in the Regular Salaries line item of \$116,613 in FY2010 and \$119,294 in FY2011 with related Personal Services Matching for the following:

- Five (5) new regular positions: two (2) Registered Nurse positions, two (2) Certified Nursing Assistant positions, and one (1) Licensed Practical Nurse position. The positions are requested to keep in compliance with federal Veterans' Affairs (VA) policies and to meet the 2008 VA survey plan of correction.
- The transfer of one (1) Public Safety Officer from this appropriation to appropriation 224 (State Operations). This is requested to centralize the functions of the Agency.

Increase in the Operating Expenses line item of \$19,980 in FY2010 and \$17,680 in FY2011 for the following:

- \$14,500 each year of the biennium for building and grounds maintenance related to air conditioner repair, cooling tower maintenance, and maintenance of grounds equipment.
- \$400 each year of the biennium in rent of office equipment for a postage meter and copy machine.
- \$780 each year of the biennium to contract with a shred pickup service for resident security and Health Insurance Portability and Accountability Act (HIPAA) regulations.
- \$500 in FY2010 for office supplies relating to two (2) new fax machines.
- \$3,800 in FY2010 and \$2,000 in FY2011 for recreational supplies to the residents including a bingo machine, other indoor/outdoor games, parties, and outings away from the home.

The Executive Recommendation provides for Base Level. Additionally, the Executive Recommendation provides for an increase in appropriation only of \$158,843 in FY2010 and \$162,026 in FY2011 for five (5) new positions. Finally, appropriation and general revenue funding of \$19,980 in FY2010 and \$17,680 in FY2011 has been provided in Operating Expenses.

In summary, the Executive Recommendation for new general revenue above the Base Level is:

- \$19,980 in FY2010 and \$17,680 in FY2011 for the Operating Expenses line item related to building and grounds maintenance, rent of office equipment, trash pickup service, office supplies, and recreational supplies.



## Appropriation Summary

**Appropriation:** 225 - Veterans' Home Division - State

**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010 Base Level	2009-2010 Agency	2009-2010 Executive	2010-2011 Base Level	2010-2011 Agency	2010-2011 Executive
Regular Salaries 5010000	1,909,323	2,131,866	2,134,242	2,283,777	2,400,390	2,432,360	2,331,375	2,450,669	2,483,374
<b>#Positions</b>	<b>85</b>	<b>85</b>	<b>85</b>	<b>85</b>	<b>89</b>	<b>90</b>	<b>85</b>	<b>89</b>	<b>90</b>
Extra Help 5010001	25,698	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000
<b>#Extra Help</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Personal Services Matching 5010003	758,492	762,129	795,477	867,945	910,175	921,261	876,857	919,589	930,812
Overtime 5010006	13,917	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Operating Expenses 5020002	578,097	578,120	578,120	578,120	598,100	598,100	578,120	595,800	595,800
Conference & Travel Expenses 5050009	2,503	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Professional Fees 5060010	31,502	64,275	64,275	64,275	64,275	64,275	64,275	64,275	64,275
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	186,504	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3,506,036</b>	<b>3,860,390</b>	<b>3,896,114</b>	<b>4,118,117</b>	<b>4,296,940</b>	<b>4,339,996</b>	<b>4,174,627</b>	<b>4,354,333</b>	<b>4,398,261</b>
<b>Funding Sources</b>									
Fund Balance 4000005	17,241	5,526		0	0	0	0	0	0
General Revenue 4000010	672,236	600,280		640,356	819,179	660,336	649,143	828,849	666,823
Cash Fund 4000045	99,085	0		0	0	0	0	0	0
Merit Adjustment Fund 4000055	0	18,872		0	0	0	0	0	0
Intra-agency Fund Transfer 4000317	2,723,000	3,235,712		3,477,761	3,477,761	3,477,761	3,525,484	3,525,484	3,525,484
<b>Total Funding</b>	<b>3,511,562</b>	<b>3,860,390</b>		<b>4,118,117</b>	<b>4,296,940</b>	<b>4,138,097</b>	<b>4,174,627</b>	<b>4,354,333</b>	<b>4,192,307</b>
Excess Appropriation/(Funding)	(5,526)	0		0	0	201,899	0	0	205,954
<b>Grand Total</b>	<b>3,506,036</b>	<b>3,860,390</b>		<b>4,118,117</b>	<b>4,296,940</b>	<b>4,339,996</b>	<b>4,174,627</b>	<b>4,354,333</b>	<b>4,398,261</b>

## Change Level by Appropriation

**Appropriation:** 225 - Veterans' Home Division - State

**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>4,118,117</b>	<b>85</b>	<b>4,118,117</b>	<b>100.0</b>	<b>4,174,627</b>	<b>85</b>	<b>4,174,627</b>	<b>100.0</b>
C01	Existing Program	221,879	5	4,339,996	105.4	223,634	5	4,398,261	105.4
C07	Agency Transfer	(43,056)	(1)	4,296,940	104.3	(43,928)	(1)	4,354,333	104.3

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>4,118,117</b>	<b>85</b>	<b>4,118,117</b>	<b>100.0</b>	<b>4,174,627</b>	<b>85</b>	<b>4,174,627</b>	<b>100.0</b>
C01	Existing Program	221,879	5	4,339,996	105.4	223,634	5	4,398,261	105.4
C07	Agency Transfer	0	0	4,339,996	105.4	0	0	4,398,261	105.4

### Justification

C01	Operating Expenses: Increase in appropriation and general revenue funding of \$19,980 in FY2010 and \$17,680 in FY2011 for paper shredder service, replacement and purchase of new recreational games and supplies for the residents, increase in office supplies to put fax machines in the nursing stations to receive doctor's orders, increase in rent of office equipment for a postage meter and copy machine and increase in building & grounds maintenance for air conditioning repair, cooling tower maintenance and maintenance of grounds equipment. Regular Salaries: Increase in appropriation and general revenue funding of \$148,583 in FY2010 and \$151,999 in FY2011 plus associated Personal Services Matching. This request includes two (2) Registered Nurse positions, one (1) Licensed Practical Nurse position, and two (2) Certified Nursing Assistant positions. The nursing positions are needed for continued compliance with federal VA policies and to meet our plan of correction for the 2008 VA survey. These positions would provide marked savings to the Agency by decreasing the need for temporary employment agency staffing.
C07	The transfer of one (1) Public Safety Officer position from appropriation 225 to 224 is requested to centralize the accounting functions of the agency.

## **Analysis of Budget Request**

**Appropriation:** 2QD - Fayetteville Veterans' Home

**Funding Sources:** NVA - ADVA Cash in Treasury

The Fayetteville Veterans Home is responsible for providing Intermediate and Skilled Nursing care to honorably discharged wartime and/or service connected disabled Veterans. During the 2003-2005 biennium, the Arkansas Department of Veterans Affairs received state and federal appropriation and funding to construct this new Veterans Home to serve the needs of Veterans in northwest Arkansas. The Fayetteville Home opened to residents in June 2006 and has a present capacity of 108 residents.

In the initial start up years of FY2006 and FY2007, funding for the Fayetteville Veterans Home consisted primarily of general revenue funding. However, in the 2007-2009 biennium, funding did not include general revenue, but instead consisted of a federal per diem reimbursement from the U.S. Department of Veterans affairs, cash maintenance fees provided by the residents and Medicaid and Medicare funding.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipend payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency's Base Level request for this appropriation is \$6,309,131 in FY2010 and \$6,352,839 in FY2011 with eighty-nine (89) regular positions.

The Agency's Change Level request for this appropriation is \$495,587 in FY2010 and \$403,279 in FY2011, and is comprised of the following:

Increase in the Regular Salaries line item of \$281,661 in FY2010 and \$288,138 in FY2011 with related Personal Services Matching. The Agency requests the restoration of nine (9) positions previously authorized in Act but not budgeted in FY2009, (three (3) Licensed Practical Nurse positions and six (6) Certified Nursing Assistant positions) are being requested as funded. Additionally, restoration of three (3) positions, (two (2) Public Safety Security Officer positions and one (1) Fiscal Support Specialist position) are being requested as unfunded.

Increase in the Capital Outlay line item of \$100,000 in FY2010 is requested in equipment expense directly related to the residents including one (1) "maximove" combination system to provide assistance for residents who cannot stand, one (1) carion hygiene chair that allows height adjustment for bathing, four (4) "broda" chairs for restraint-free seating, a wheelchair accessible van for transporting residents to activities and medical appointments, and a bladder scan to access and manage urinary incontinence.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** 2QD - Fayetteville Veterans' Home

**Funding Sources:** NVA - ADVA Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010 Base Level	2009-2010 Agency	2009-2010 Executive	2010-2011 Base Level	2010-2011 Agency	2010-2011 Executive
Regular Salaries 5010000	1,395,698	2,236,264	2,234,353	2,506,921	2,788,582	2,788,582	2,543,741	2,831,879	2,831,879
<b>#Positions</b>	<b>89</b>	<b>89</b>	<b>101</b>	<b>89</b>	<b>101</b>	<b>101</b>	<b>89</b>	<b>101</b>	<b>101</b>
Extra Help 5010001	34,576	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
<b>#Extra Help</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Personal Services Matching 5010003	572,009	803,245	901,161	934,933	1,048,859	1,048,859	941,821	1,056,962	1,056,962
Overtime 5010006	0	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Operating Expenses 5020002	1,217,341	2,107,027	2,107,027	2,107,027	2,107,027	2,107,027	2,107,027	2,107,027	2,107,027
Conference & Travel Expenses 5050009	1,294	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250
Professional Fees 5060010	37,020	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements 5110014	184,799	475,000	475,000	475,000	475,000	475,000	475,000	475,000	475,000
Capital Outlay 5120011	1,508	100,000	100,000	0	100,000	100,000	0	0	0
<b>Total</b>	<b>3,444,245</b>	<b>6,006,786</b>	<b>6,102,791</b>	<b>6,309,131</b>	<b>6,804,718</b>	<b>6,804,718</b>	<b>6,352,839</b>	<b>6,756,118</b>	<b>6,756,118</b>
<b>Funding Sources</b>									
Fund Balance 4000005	266,131	88,026		485,223	485,223	485,223	485,223	385,506	385,506
Federal Revenue 4000020	343,186	396,407		416,361	416,361	416,361	419,244	419,244	419,244
Cash Fund 4000045	1,451,804	4,043,520		3,829,857	4,006,455	4,006,455	3,856,389	3,950,556	3,950,556
Other 4000370	311,710	339,961		357,072	357,072	357,072	359,546	359,546	359,546
VA Reimbursement 4000731	1,159,440	1,624,095		1,705,841	1,925,113	1,925,113	1,717,660	1,925,113	1,925,113
<b>Total Funding</b>	<b>3,532,271</b>	<b>6,492,009</b>		<b>6,794,354</b>	<b>7,190,224</b>	<b>7,190,224</b>	<b>6,838,062</b>	<b>7,039,965</b>	<b>7,039,965</b>
Excess Appropriation/(Funding)	(88,026)	(485,223)		(485,223)	(385,506)	(385,506)	(485,223)	(283,847)	(283,847)
<b>Grand Total</b>	<b>3,444,245</b>	<b>6,006,786</b>		<b>6,309,131</b>	<b>6,804,718</b>	<b>6,804,718</b>	<b>6,352,839</b>	<b>6,756,118</b>	<b>6,756,118</b>

The FY2009 Budget amount in Regular Salaries exceeds the Authorized amount due to salary adjustments during the 2007-2009 biennium.

## Change Level by Appropriation

**Appropriation:** 2QD - Fayetteville Veterans' Home

**Funding Sources:** NVA - ADVA Cash in Treasury

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>6,309,131</b>	<b>89</b>	<b>6,309,131</b>	<b>100.0</b>	<b>6,352,839</b>	<b>89</b>	<b>6,352,839</b>	<b>100.0</b>
C01	Existing Program	395,870	9	6,705,001	106.3	301,620	9	6,654,459	104.7
C05	Unfunded Appropriation	99,717	3	6,804,718	107.9	101,659	3	6,756,118	106.3

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>6,309,131</b>	<b>89</b>	<b>6,309,131</b>	<b>100.0</b>	<b>6,352,839</b>	<b>89</b>	<b>6,352,839</b>	<b>100.0</b>
C01	Existing Program	395,870	9	6,705,001	106.3	301,620	9	6,654,459	104.7
C05	Unfunded Appropriation	99,717	3	6,804,718	107.9	101,659	3	6,756,118	106.3

### Justification

C01	Capital Outlay: Increase in appropriation only of \$100,000 in FY2010. Increase in Equipment Expense includes one maximove combination system to provide assistance to residents who cannot stand, one carion hygiene chair that allows height adjustments for safer bathing, four broda chairs for restraint-free seating, one bladder scan to access and manage urinary incontinence, and a wheelchair accessible van for transporting residents to activities and medical appointments. Regular Salaries: Increase in appropriation only of \$210,555 in FY2010 and \$215,397 in FY2011 plus associated Personal Services Matching. This request is to restore three (3) Licensed Practical Nurse positions and six (6) Certified Nursing Assistant positions. The Fayetteville Veterans Home has opened an additional floor and is increasing the number of residents served.
C05	The Agency is requesting the restoration of three (3) positions Authorized but not budgeted: two (2) Security Officer positions and one (1) Medical Secretary.

## **Analysis of Budget Request**

**Appropriation:** 38R - LR Veterans' Home - Cash In Treasury\*

**Funding Sources:** NVA - ADVA Cash in Treasury

This appropriation is used to help support the operations of the Little Rock Veterans Home maintained by the Agency and is funded by cash funding that is accumulated from the monthly maintenance fees charged to Veterans residing in the homes. This fund also includes federal per diem reimbursements from the U.S. Department of Veterans Affairs. Funding is transferred to the Little Rock Veterans' Home appropriation as needed. In FY2008, it was approved for the Cash in Bank Appropriation (D15) to be moved to the State Treasury.

The Agency's Base Level request for this appropriation is \$352,795 each year of the biennium.

The Agency's Change Level Request includes unfunded appropriation in the amount of \$757,205 each year of the biennium and is comprised of the following:

- Increase in the Operating Expenses line item of \$100,000 each year of the biennium, to previously authorized amount in the Act, to provide for any unanticipated increases in operating expenses for the Little Rock Home, including food, laundry and housekeeping services, utility expenses and information technology related expenses.
- Increase in the Conference and Travel Expenses line item of \$10,000 each year of the biennium, to previously authorized amount in the Act, to provide for any unanticipated increases in travel and conference fees for the Little Rock Home, including training related travel as well as travel to other states to visit other Veterans Homes.
- Increase in the Professional Fees line item of \$100,000 each year of the biennium, to previously authorized amount in the Act, to provide for any unanticipated increases in contract expenses for the Little Rock Home including contractual services for food, laundry, housekeeping and medical services.
- Increase in the Refunds/Reimbursements line item of \$547,205 each year of the biennium, to previously authorized amount in the Act, to provide for patient refunds for the Little Rock Home. If necessary, this appropriation could also be used to provide for the Quality Assurance Fees (Bed Tax), if the rate increases more than is currently anticipated by the Agency.

The Executive Recommendation provides for Base Level. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** 38R - LR Veterans' Home - Cash In Treasury\*

**Funding Sources:** NVA - ADVA Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2007-2008	2008-2009	2008-2009	2009-2010			2010-2011		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	44,003	150,000	250,000	150,000	250,000	150,000	150,000	250,000	150,000
Conference & Travel Expenses	5050009	0	0	10,000	0	10,000	0	0	10,000	0
Professional Fees	5060010	0	0	100,000	0	100,000	0	0	100,000	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Refunds/Reimbursements	5110014	3,336	202,795	750,000	202,795	750,000	202,795	202,795	750,000	202,795
Capital Outlay	5120011	2,930	5,000	150,000	0	0	0	0	0	0
<b>Total</b>		<b>50,269</b>	<b>357,795</b>	<b>1,260,000</b>	<b>352,795</b>	<b>1,110,000</b>	<b>352,795</b>	<b>352,795</b>	<b>1,110,000</b>	<b>352,795</b>

Funding Sources										
Fund Balance	4000005	34,036	2,750		0	0	0	0	0	0
Cash Fund	4000045	1,176,551	1,788,483		1,786,233	1,847,415	1,847,415	1,786,233	1,795,969	1,795,969
Intra-agency Fund Transfer	4000317	(2,723,000)	(3,235,712)		(3,235,712)	(3,477,761)	(3,477,761)	(3,235,712)	(3,525,484)	(3,525,484)
VA Reimbursement	4000731	1,565,432	1,802,274		1,802,274	1,983,141	1,983,141	1,802,274	2,082,310	2,082,310
<b>Total Funding</b>		<b>53,019</b>	<b>357,795</b>		<b>352,795</b>	<b>352,795</b>	<b>352,795</b>	<b>352,795</b>	<b>352,795</b>	<b>352,795</b>
Excess Appropriation/(Funding)		(2,750)	0		0	757,205	0	0	757,205	0
<b>Grand Total</b>		<b>50,269</b>	<b>357,795</b>		<b>352,795</b>	<b>1,110,000</b>	<b>352,795</b>	<b>352,795</b>	<b>1,110,000</b>	<b>352,795</b>

Appropriation 38R replaces Appropriation D15 Cash in Bank. Agency moved cash funds to State Treasury in FY2008.

Intra-agency Fund Transfer represents Cash and Federal funds deposited in 38R and then transferred to Appropriation 225 (Veterans' Home Division-State).

## Change Level by Appropriation

**Appropriation:** 38R - LR Veterans' Home - Cash In Treasury\*

**Funding Sources:** NVA - ADVA Cash in Treasury

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>352,795</b>	<b>0</b>	<b>352,795</b>	<b>100.0</b>	<b>352,795</b>	<b>0</b>	<b>352,795</b>	<b>100.0</b>
C05	Unfunded Appropriation	757,205	0	1,110,000	314.6	757,205	0	1,110,000	314.6

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>352,795</b>	<b>0</b>	<b>352,795</b>	<b>100.0</b>	<b>352,795</b>	<b>0</b>	<b>352,795</b>	<b>100.0</b>
C05	Unfunded Appropriation	0	0	352,795	100.0	0	0	352,795	100.0

### Justification

C05	Agency is requesting unfunded appropriation previously authorized in Act.
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## **Analysis of Budget Request**

**Appropriation:** 38S - Veterans' Cemetery - Cash In Treasury\*

**Funding Sources:** NVA - ADVA Cash in Treasury

This appropriation is cash funded by burial fees that the Agency has accumulated specifically for use at the State Veterans' Cemetery located in North Little Rock, AR. Last biennium, this appropriation was moved from a cash in bank fund to a cash in treasury fund. This appropriation is utilized to support the operations of, and to provide land improvements for, the Arkansas State Veterans' Cemetery. In FY2008, it was approved for the Cash in Bank Appropriation (D11) to be moved to the State Treasury.

The Agency's Base Level request for this appropriation is \$15,000 each year of the biennium.

The Agency's Change Level request for this appropriation is \$120,000 each year of the biennium and is comprised of the following:

Increase in the Capital Outlay line item of \$80,000 to procure services to set and realign head stones and markers and \$40,000 to purchase a modular building for the storage of grounds equipment.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** 38S - Veterans' Cemetery - Cash In Treasury\*

**Funding Sources:** NVA - ADVA Cash in Treasury

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	8,887	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Conference & Travel Expenses	5050009	771	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	68,437	100,000	100,000	0	120,000	120,000	0	120,000	120,000
<b>Total</b>		<b>78,095</b>	<b>115,000</b>	<b>115,000</b>	<b>15,000</b>	<b>135,000</b>	<b>135,000</b>	<b>15,000</b>	<b>135,000</b>	<b>135,000</b>
<b>Funding Sources</b>										
Fund Balance	4000005	421,101	360,399		367,799	367,799	367,799	355,199	355,199	355,199
Cash Fund	4000045	17,393	122,400		2,400	122,400	122,400	2,400	122,400	122,400
<b>Total Funding</b>		<b>438,494</b>	<b>482,799</b>		<b>370,199</b>	<b>490,199</b>	<b>490,199</b>	<b>357,599</b>	<b>477,599</b>	<b>477,599</b>
<b>Excess Appropriation/(Funding)</b>		<b>(360,399)</b>	<b>(367,799)</b>		<b>(355,199)</b>	<b>(355,199)</b>	<b>(355,199)</b>	<b>(342,599)</b>	<b>(342,599)</b>	<b>(342,599)</b>
<b>Grand Total</b>		<b>78,095</b>	<b>115,000</b>		<b>15,000</b>	<b>135,000</b>	<b>135,000</b>	<b>15,000</b>	<b>135,000</b>	<b>135,000</b>

Appropriation 38S replaces Appropriation D11 Cash in Bank. Agency moved cash funds to State Treasury in FY2008.

## Change Level by Appropriation

**Appropriation:** 38S - Veterans' Cemetery - Cash In Treasury\*

**Funding Sources:** NVA - ADVA Cash in Treasury

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>100.0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>100.0</b>
C01	Existing Program	120,000	0	135,000	900.0	120,000	0	135,000	900.0

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>100.0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>100.0</b>
C01	Existing Program	120,000	0	135,000	900.0	120,000	0	135,000	900.0

### Justification

C01	Capital Outlay: Increase in appropriation only of \$120,000 each year of the biennium for the purchase of a modular building to store equipment; current storage facility is full. Also, to procure services to set and re-align head stones and markers.
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## **Analysis of Budget Request**

**Appropriation:** 490 - Veterans' Cemetery - State

**Funding Sources:** HUA - Miscellaneous Agencies Fund

Act 270 of 1999 authorized appropriation for the construction of a State Veterans' Cemetery. This appropriation is used to provide for the daily operations and grounds maintenance for the Cemetery and is funded solely from general revenue.

Base Level salaries for classified positions reflect the recommendations of the Pay Plan Study. A 2.3% Cost of Living Allowance is reflected in the second year of the biennium. The Base Level request for Regular Salaries may include board member Stipend payments and Career Service payments for eligible employees. Personal Services Matching includes a \$75 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$425.

The Agency's Base Level request is appropriation and general revenue funding of \$282,609 in FY2010 and \$286,432 in FY2011 with six (6) regular positions.

The Agency's Change Level request is for appropriation and general revenue funding of \$66,299 in FY2010 and \$63,988 in FY2011. This request includes an increase in the Regular Salaries line item of \$25,268 in FY2010 and \$25,849 in FY2011 with related Personal Services Matching for the restoration of one (1) Administrative Specialist III position previously authorized in Act but not budgeted in FY2009. Also included is an increase in the Operating Expenses line item of \$31,200 in FY2010 and \$28,200 in FY2011 for the following:

- \$4,200 in FY2010 and \$1,200 in FY2011 in security services relating to the installation of security cameras.
- \$5,000 in each year of the biennium for special purpose supplies relating to supplies for a Memorial Day ceremony held at the cemetery.
- \$4,000 each year of the biennium for fuel purchases.
- \$18,000 each year of the biennium for seed fertilizer and control agents.

The Executive Recommendation provides for Base Level.

## Appropriation Summary

**Appropriation:** 490 - Veterans' Cemetery - State  
**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2007-2008 Actual	2008-2009 Budget	2008-2009 Authorized	2009-2010			2010-2011		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	135,610	156,576	161,417	167,566	192,834	167,566	170,786	196,635	170,786
<b>#Positions</b>		<b>6</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>6</b>
Personal Services Matching	5010003	54,094	54,464	58,225	61,968	71,799	61,968	62,571	72,510	62,571
Operating Expenses	5020002	53,058	53,075	53,075	53,075	84,275	53,075	53,075	81,275	53,075
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>242,762</b>	<b>264,115</b>	<b>272,717</b>	<b>282,609</b>	<b>348,908</b>	<b>282,609</b>	<b>286,432</b>	<b>350,420</b>	<b>286,432</b>
<b>Funding Sources</b>										
General Revenue	4000010	242,762	264,115		282,609	348,908	282,609	286,432	350,420	286,432
Total Funding		242,762	264,115		282,609	348,908	282,609	286,432	350,420	286,432
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
<b>Grand Total</b>		<b>242,762</b>	<b>264,115</b>		<b>282,609</b>	<b>348,908</b>	<b>282,609</b>	<b>286,432</b>	<b>350,420</b>	<b>286,432</b>

## Change Level by Appropriation

**Appropriation:** 490 - Veterans' Cemetery - State  
**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>282,609</b>	<b>6</b>	<b>282,609</b>	<b>100.0</b>	<b>286,432</b>	<b>6</b>	<b>286,432</b>	<b>100.0</b>
C01	Existing Program	66,299	1	348,908	123.5	63,988	1	350,420	122.3

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>282,609</b>	<b>6</b>	<b>282,609</b>	<b>100.0</b>	<b>286,432</b>	<b>6</b>	<b>286,432</b>	<b>100.0</b>
C01	Existing Program	0	0	282,609	100.0	0	0	286,432	100.0

### Justification

C01	Operating Expenses: Increase in appropriation and general revenue funding of \$31,200 in FY2010 and \$28,200 in FY2011. Increase in security service to install and monitor facility and equipment, purchase of flags, tents and supplies for Memorial Day services, increase in fuel purchases due to the increase in the price of gasoline, and increase in seed fertilizer and control agents to contract service for turf management. Regular Salaries: Increase in appropriation and general revenue funding of \$25,268 in FY2010 and \$25,849 in FY2011 plus associated Personal Services Matching. This request is to restore an Administrative Specialist III position. The position will be used to assist the Program Coordinator.
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## **Analysis of Budget Request**

**Appropriation:** 56T - Veterans' Cemetery Expenses

**Funding Sources:** HUA - Miscellaneous Agencies Fund

Act 913 of 2007 established appropriation for the purchase and construction of a National Veterans' Affairs Cemetery in Cross, St. Francis, or Poinsett County. One hundred (100) acres of land was purchased in Birdeye, Arkansas (Cross County), for the future site of the cemetery. Archeological, boundary/topographical, and geotech/geological surveys were completed to ensure the site is appropriate for the construction and development of a cemetery. The State is to be granted federal reimbursement for the construction of the cemetery less the cost of the land. Initial funding is derived from general revenue.

The Agency's Change Level request includes one (1) Department of Veterans' Affairs Program Coordinator with appropriation and general revenue funding in the Regular Salaries line item of \$32,249 in FY2010 and \$32,990 in FY2011 plus related Personal Services Matching. Also included is the establishment of appropriation and general revenue funding for maintenance and operating expenses of \$50,000 each year of the biennium. This request is for maintenance and unforeseen costs associated with the cemetery.

The Executive Recommendation provides for the Agency Request.

In summary, the Executive Recommendation for new general revenue above Base Level is:

\$43,387 in FY2010 and \$44,266 in FY2011 for Regular Salaries and Personal Services Matching for one (1) new position and \$50,000 each year of the biennium for Veterans' Cemetery Expenses.

## Appropriation Summary

**Appropriation:** 56T - Veterans' Cemetery Expenses

**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2007-2008	2008-2009	2008-2009	2009-2010			2010-2011		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	0	0	0	0	32,249	32,249	0	32,990	32,990
<b>#Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>
Personal Services Matching 5010003	0	0	0	0	11,138	11,138	0	11,276	11,276
Veterans' Cemetery Expenses 5900046	210,011	0	250,000	0	50,000	50,000	0	50,000	50,000
<b>Total</b>	<b>210,011</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>93,387</b>	<b>93,387</b>	<b>0</b>	<b>94,266</b>	<b>94,266</b>
<b>Funding Sources</b>									
General Revenue 4000010	210,011	0		0	93,387	93,387	0	94,266	94,266
<b>Total Funding</b>	<b>210,011</b>	<b>0</b>		<b>0</b>	<b>93,387</b>	<b>93,387</b>	<b>0</b>	<b>94,266</b>	<b>94,266</b>
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>210,011</b>	<b>0</b>		<b>0</b>	<b>93,387</b>	<b>93,387</b>	<b>0</b>	<b>94,266</b>	<b>94,266</b>



## Change Level by Appropriation

**Appropriation:** 56T - Veterans' Cemetery Expenses

**Funding Sources:** HUA - Miscellaneous Agencies Fund

### Agency Request

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
C01	Existing Program	93,387	1	93,387	100.0	94,266	1	94,266	100.0

### Executive Recommendation

Change Level		2009-2010	Pos	Cumulative	% of BL	2010-2011	Pos	Cumulative	% of BL
C01	Existing Program	93,387	1	93,387	100.0	94,266	1	94,266	100.0

### Justification

C01	Miscellaneous: Increase in appropriation and general revenue funding of \$50,000 each year of the biennium. This request is for maintenance and any unforeseen costs associated with the new Veterans Cemetery located in Birdeye, Arkansas. Regular Salaries: Increase in appropriation and general revenue funding of \$32,249 in FY2010 and \$32,990 in FY2011 plus associated Personal Services Matching. This request is for one (1) Department of Veterans Affairs Program Coordinator position to help serve the new Veterans Cemetery in Birdeye, Arkansas with inquires and help coordinate start up functions.
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