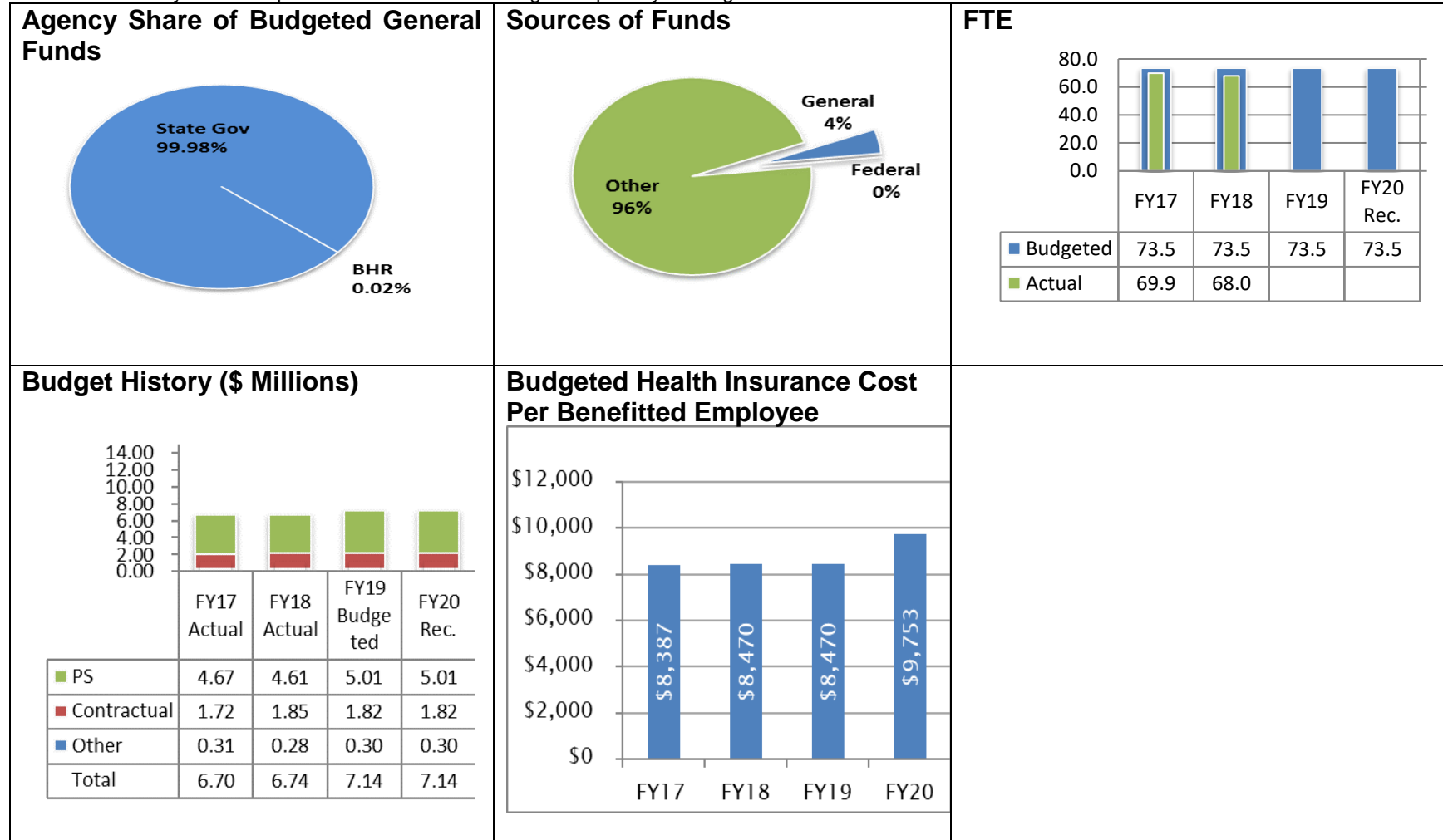


FY20 Budget Briefing

Bureau of Human Resources

Information contained in this document is based on the Governor's original recommended FY20 budget. This document may not correspond with the final FY20 budget adopted by the Legislature.



Key Personnel

- Laurie Gill, Commissioner
- Tom Steckel, Director, Division of Benefits
- Vacant, Assistant Director, Division of Benefits
- Aaron Arnold, Director, Division of Legal and Human Resource Services
- Ellen Zeller, Director, Division of Classification and Compensation
- Heather Perry, Director, Division of Training and Workforce Development
- Steven Kohler, Director of Executive Management Finance Office
- Mary Keeler, Accounting Manager

Mission of the Bureau of Human Resources (BHR)

The mission of the Bureau of Human Resources is to support state agencies in accomplishing their mission and goals by administering an effective and efficient human resource management system for the state of South Dakota and its employees.

Bureau of Human Resources (BHR) Budget Request

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Personnel Management/Employee Benefits	6,699,082	6,737,263	7,140,080	7,140,080	7,140,080	0
South Dakota Risk Pool	0	0	0	0	0	0
Total	6,699,082	6,737,263	7,140,080	7,140,080	7,140,080	0
BY FUND CATEGORY						
General	281,193	284,894	284,699	284,699	284,699	0
Federal	0	0	0	0	0	0
Other	6,417,888	6,452,368	6,855,381	6,855,381	6,855,381	0
Total	6,699,081	6,737,262	7,140,080	7,140,080	7,140,080	0
BY OBJECT EXPENDITURE						
Personnel Costs	4,670,012	4,609,092	5,014,663	5,014,663	5,014,663	0
Salaries	3,589,311	3,485,181	3,877,445	3,877,445	3,877,445	0
Benefits	1,080,702	1,123,911	1,137,218	1,137,218	1,137,218	0
Operating Expenditures	2,029,070	2,128,170	2,125,417	2,125,417	2,125,417	0
Travel	87,030	79,322	84,050	84,050	84,050	0
Contractual Services	1,718,246	1,850,005	1,824,310	1,824,310	1,824,310	0
Supplies and Materials	171,675	116,416	160,667	160,667	160,667	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	52,103	82,221	56,390	56,390	56,390	0
Other	16	207	0	0	0	0
Total	6,699,083	6,737,263	7,140,080	7,140,080	7,140,080	0
Full-Time Equivalent (FTE)	69.9	68.0	73.5	73.5	73.5	0.0

Major Items Summary - Bureau of Human Resources (BHR)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	284,699	0	6,855,381	7,140,080	73.5	284,699	0	6,855,381	7,140,080	73.5
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	284,699	0	6,855,381	7,140,080	73.5	284,699	0	6,855,381	7,140,080	73.5
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	284,699	0	6,855,381	7,140,080	73.5	284,699	0	6,855,381	7,140,080	73.5
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Prior and Current Year Budget Recap - Bureau of Human Resources (BHR)

	FTE	General	Federal	Other	Total		
Prior Year Recap							
FY 2018 Original Budget	73.5	282,029	0	6,792,617	7,074,646		
Legislative Adjustments							
Supplemental Bill - Health Insurance			PS	2,821	0	57,630	60,451
Supplemental Bill - Health Insurance			OE	48	0	4,803	4,851
Total Legislative Adjustments	0.0	2,869	0	62,433	65,302		
Agency Adjustments							
Total Agency Adjustments	0.0	0	0	0	0		
FY 2018 Adjusted Budget	73.5	284,898	0	6,855,050	7,139,948		
Reversions							
Prior Year Reversions			PS	(3)	0	(401,910)	(401,913)
Prior Year Reversions			OE	(1)	0	(772)	(773)
Total Reversions	0.0	(4)	0	(402,682)	(402,686)		
Unused FTE	(5.5)						
FY 2018 Percent Reverted or Transferred	7.5%	0.0%	0	(5.9%)	(5.7%)		

Current Year Recap		FTE	General	Federal	Other	Total
FY 2019 Original Budget		73.5	282,029	0	6,792,617	7,074,646
Legislative Adjustments						
Market Adjustment	PS		2,290	0	49,830	52,120
General Pay Structure Minimums	PS		365	0	11,624	11,989
Market Adjustment	OE		15	0	1,310	1,325
Total Legislative Adjustments		0.0	2,670	0	62,764	65,434
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2019 Adjusted Budget		73.5	284,699	0	6,855,381	7,140,080

PERSONNEL MANAGEMENT/EMPLOYEE BENEFITS (0141)

The mission of Personnel Management and Employee Benefits is to ensure fair, equitable, and uniform administration of human resource programs through establishment of personnel policies in conjunction with the Civil Service Commission; to develop and administer the annual compensation and benefits policy for state employees; to administer a uniform system of examination, certification, classification, and compensation based on the duties and level of responsibility assigned to executive branch positions; to distribute position announcements to the public; to screen applicants; to provide lists of qualified applicants to appointing authorities; to develop, coordinate, and provide training for state agencies to enhance performance and development of employees; to administer the performance appraisal process; to investigate and resolve issues and concerns regarding terms and conditions of state employment; to maintain and analyze statistics on work force and applicant population; to administer group health, workers' compensation, life, and flexible benefits plans for state employees; to provide for payment of benefits to eligible claimants in the most efficient and cost-effective manner; to regularly communicate with employees, management, and the public regarding human resource policies and issues; to process payroll and maintain employee records for all executive branch agencies; and, to advise managers and employees on human resource issues and provide guidance on proper handling of various actions.

BUDGET REQUEST: PERSONNEL MANAGEMENT/EMPLOYEE BENEFITS (0141)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Personnel Management/Employee Benefits	6,699,082	6,737,263	7,140,080	7,140,080	7,140,080	0
South Dakota Risk Pool	0	0	0	0	0	0
Total	6,699,082	6,737,263	7,140,080	7,140,080	7,140,080	0
BY FUND CATEGORY						
General	281,193	284,894	284,699	284,699	284,699	0
Federal	0	0	0	0	0	0
Other	6,417,888	6,452,368	6,855,381	6,855,381	6,855,381	0
Total	6,699,081	6,737,262	7,140,080	7,140,080	7,140,080	0
BY OBJECT EXPENDITURE						
Personnel Costs	4,670,012	4,609,092	5,014,663	5,014,663	5,014,663	0
Salaries	3,589,311	3,485,181	3,877,445	3,877,445	3,877,445	0
Benefits	1,080,702	1,123,911	1,137,218	1,137,218	1,137,218	0
Operating Expenditures	2,029,070	2,128,170	2,125,417	2,125,417	2,125,417	0
Travel	87,030	79,322	84,050	84,050	84,050	0
Contractual Services	1,718,246	1,850,005	1,824,310	1,824,310	1,824,310	0
Supplies and Materials	171,675	116,416	160,667	160,667	160,667	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	52,103	82,221	56,390	56,390	56,390	0
Other	16	207	0	0	0	0
Total	6,699,083	6,737,263	7,140,080	7,140,080	7,140,080	0
Full-Time Equivalent (FTE)	69.9	68.0	73.5	73.5	73.5	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
STATE GENERAL FUND	284,699	0	0	100.0%	0.0%	0.0%
STATE EMPL WORKERS COMPENSATIO	0	0	299,806	0.0%	0.0%	100.0%
STATE EMPLOYEES BENEFITS PLAN	0	0	1,794,242	0.0%	0.0%	100.0%
PERSONNEL A-87	0	0	1,735,231	0.0%	0.0%	100.0%
TRAINING & DEVELOPMENT	0	0	611,461	0.0%	0.0%	100.0%
HUMAN RESOURCES	0	0	2,414,641	0.0%	0.0%	100.0%

MAJOR ITEMS SUMMARY: PERSONNEL MANAGEMENT/EMPLOYEE BENEFITS (0141)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	284,699	0	6,855,381	7,140,080	73.5	284,699	0	6,855,381	7,140,080	73.5
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	284,699	0	6,855,381	7,140,080	73.5	284,699	0	6,855,381	7,140,080	73.5
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	284,699	0	6,855,381	7,140,080	73.5	284,699	0	6,855,381	7,140,080	73.5
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: PERSONNEL MANAGEMENT/EMPLOYEE BENEFITS (0141)

	FTE	General	Federal	Other	Total
Prior Year Recap					
FY 2018 Original Budget	73.5	282,029	0	6,792,617	7,074,646
Legislative Adjustments					
Supplemental Bill - Health Insurance			PS	2,821	60,451
Supplemental Bill - Health Insurance			OE	48	4,851
Total Legislative Adjustments	0.0	2,869	0	62,433	65,302
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	147.0	284,898	0	6,855,050	7,139,948
Reversions					
Prior Year Reversions			PS	(3)	(401,913)
Prior Year Reversions			OE	(1)	(773)
Total Reversions	0.0	(4)	0	(402,682)	(402,686)
Unutilized FTE	(5.5)				
FY 2018 Percent Reverted or Transferred	7.5%	0.0%	0	(5.9%)	(5.7%)

Current Year Recap	FTE	General	Federal	Other	Total
FY 2019 Original Budget	73.5	282,029	0	6,792,617	7,074,646
Legislative Adjustments					
Market Adjustment	PS	2,290	0	49,830	52,120
General Pay Structure Minimums	PS	365	0	11,624	11,989
Market Adjustment	OE	15	0	1,310	1,325
Total Legislative Adjustments	0.0	2,670	0	62,764	65,434
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2019 Adjusted Budget	147.0	284,699	0	6,855,381	7,140,080
FY 2020 Base					
Agency Request	73.5	284,699	0	6,855,381	7,140,080
<i>Governor's Recommendation</i>	73.5	284,699	0	6,855,381	7,140,080
FY 2020 Maintenance of Current Operations					
Agency Request	73.5	284,699	0	6,855,381	7,140,080
<i>Governor's Recommendation</i>	73.5	284,699	0	6,855,381	7,140,080
FY 2020 Total					
Agency Request	73.5	284,699	0	6,855,381	7,140,080
<i>Governor's Recommendation</i>	73.5	284,699	0	6,855,381	7,140,080
Agency Request					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%
<i>Governor's Recommendation</i>					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: PERSONNEL MANAGEMENT/EMPLOYEE BENEFITS (0141)

Center

0141

Personnel Management/Employee Benefits

Actual Actual Estimated Estimated
FY 2017 FY 2018 FY 2019 FY 2020

PERFORMANCE INDICATORS

Classroom Courses Offered / Participants	230 / 3,681	187 / 2,719	190 / 2,800	190 / 2,800
Insurance Plan Participants:				
Health: Employees, COBRA, Retiree/ Dependents	13,264 / 13,730	13,240 / 14,179	13,121 / 14,332	13,121 / 14,332
Life: Employees/Supplemental	13,147 / 5,551	13,158 / 6,068	13,141 / 5,918	13,141 / 5,918
Health Plan Members Receiving Biometric Screenings	13,310	12,970	13,000	13,000
Number of Members Enrolled in Case Management	662	554	600	630
Number of Members Enrolled in Condition Management	2,200	2,351	2,420	2,560
Employee Assistance Program Utilization	644	710	736	775
Flexible Benefits Participants	11,160	11,388	11,505	11,505
Flexible Benefits Salary Sheltered	\$24,251,982	\$23,547,326	\$24,151,000	\$24,151,000
Workers' Compensation Total Eligible	27,929	28,059	28,000	28,000

BHR Bureau Billings Summary

	General	Federal	Other	Total
Governor's Office	23,808.86	1,232.55	4,971.18	30,012.59
Bureau of Finance & Management	6,334.89		16,598.26	22,933.15
Bureau of Administration	3,550.92		82,683.43	86,234.35
Bureau of Information and Telecom.	40,076.20	398.00	167,325.93	207,800.13
Bureau of Human Resources	732.00		18,878.63	19,610.63
Revenue	7,855.66		144,729.26	152,584.92
Agriculture	46,539.38	31,091.37	93,479.33	171,110.08
Tourism			17,772.72	17,772.72
Game, Fish and Parks			358,059.57	358,059.57
Tribal Relations	3,248.44			3,248.44
Social Services	433,260.53	388,395.61	15,261.98	836,918.12
Health	42,056.83	123,485.30	100,092.46	265,634.59
Labor	3,722.99	144,311.66	67,379.50	215,414.15
Retirement			8,261.56	8,261.56
Transportation			656,279.87	656,279.87
Education	47,017.10	64,103.81	374.00	111,494.91
Public Safety	12,234.70	34,200.17	173,516.44	219,951.31
Board of Regents			3,144.00	3,144.00
Military	10,119.59	43,006.51	1,254.35	54,380.45
Veterans Affairs	10,105.79	1,079.97	66,220.93	77,406.69
Corrections	381,003.27	460.84	8,414.17	389,878.28
Human Services	119,426.59	286,269.88	1,151.93	406,848.40
Environment & Natural Resources	32,752.85	40,429.16	23,455.33	96,637.34
Public Utilities Commission	1,176.90	281.39	5,881.87	7,340.16
Unified Judicial System			8,352.50	8,352.50
Legislature	803.00			803.00
Attorney General	403.50		441.50	845.00
School & Public Lands				-
Secretary of State	454.75	196.35	497.90	1,149.00
State Treasurer				-
State Auditor				-
Total	1,226,684.74	1,158,942.57	2,044,478.60	4,430,105.91

Other Fund Balance History

Company	60 Month Average	Minimum Balance	Most Recent Occurrence of Minimum	Balance on June 30				
				2014	2015	2016	2017	2018
3035 - DACOTAH CEMENT LIFE COVERAGE	26,816	25,068	June 2018	27,843	27,015	26,315	25,680	25,068
3035 - DACOTAH CEMENT WORKERS COMPENSATION	192,464	141,993	March 2018	205,612	204,533	180,703	162,511	143,370
3035 - HEALTH INSURANCE	38,695,253	17,679,674	September 2013	43,006,630	54,398,655	36,793,811	31,348,021	33,275,987
3035 - LIFE INSURANCE	2,736,980	2,476,369	November 2015	2,702,483	2,652,886	2,542,981	2,641,085	2,687,335
3035 - SECTION 125 BENEFITS	602,873	(369,535)	October 2013	661,020	797,963	809,018	1,285,172	1,356,833
3035 - WORKERS COMPENSATION CASH CENTER	4,237,842	3,123,010	November 2017	4,490,927	4,373,351	4,070,216	3,529,808	3,286,321
6009 - HUMAN RESOURCE CASH	284,681	41,355	September 2016	331,821	291,194	245,478	301,019	258,574
6009 - PERSONNEL A-87	343,984	163,144	November 2013	342,055	470,756	324,768	362,148	373,817
6009 - TRAINING - DOT CASH CENTER	41,539	(37,680)	April 2017	53,000	88,487	56,262	25,583	41,659
6009 - TRAINING-BILLED CASH CENTER	208,704	145,403	April 2016	235,888	183,754	230,526	254,294	238,078
6521 - RISK POOL	2,969,784	-	June 2016	4,177,841	3,190,744	-		
6521 - RISK POOL RESERVE	1,108,868	-	June 2016	2,092,194	113,109	-		
8000 - OVER 65 SUPPLEMENT	76,045	7,627	July 2016	248,063	9,531	9,446	10,049	9,944
8301 - STATE WORKERS UNEMPLOYMENT COMPENSATION	152,141	7,586	April 2017	190,418	190,077	101,226	57,882	162,727

Historical Budget Changes

	General Funds	Federal Funds	Other Funds	Total Funds	FTEs
FY13 Budget Increases					
• Governors Salary Policy	9,459		131,949	141,408	
• Interagency Billings - BIT and Space	1,073	671	20,277	22,021	
• Risk Pool Claims			1,300,000	1,300,000	
• BIT Career Banding	405		11,300	11,705	
FY14 Budget Increases					
• Human Resource Manager			71,190	71,190	1.0
• Interagency Billing Increases	1,856	0	38,125	39,981	
FY15 Budget Increases					
• Interagency Billing Increase	796	240	21,538	22,574	0.0
FY16 Budget Increases					
• State Compensation System Support Staff			167,119	167,119	3.0
FY17 Budget					
FY2017 Line Items					
• Repeal of SD Risk Pool enacted in 2015		(50,000)	(519,569)	(569,569)	(0.3)
• Transfer of SD Risk Pool PS to BHR			19,569	19,569	0.3
FY18 Budget					
Maintenance of Current Operation Items					
• Transfers Between Programs - BFM Imaging Software			86,384	86,384	
FY19 Budget					
• None					