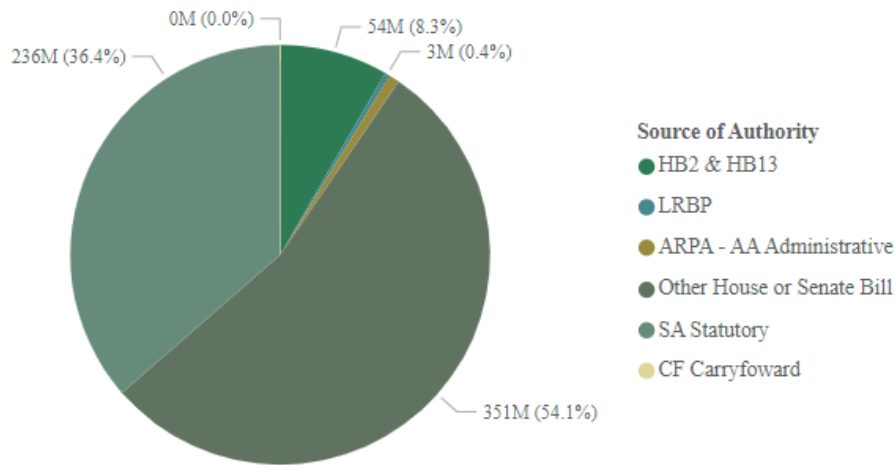


DEPARTMENT OF ADMINISTRATION (DOA)

TOTAL APPROPRIATION AUTHORITY

The total appropriation authority for the Department of Administration is shown in the pie chart below. HB 2 and HB 13 provide 8.3% of the total authority for this agency. All types of appropriation authority for this agency are described below, including total budget and the percent expended by source of authority.

Total Modified Budget by Source of Authority



Source of Authority	Modified Budget	Expended Budget	% Expended
HB2 & HB13	54,088,944	39,202,737	72.5%
CF Carryforward	282,021	709	0.3%
LRBP	2,522,771	172,563	6.8%
Other House or Senate Bill	351,122,191	103,060,872	29.4%
SA Statutory	236,255,655	97,466,197	41.3%
ARPA	5,286,237	666,409	12.6%
Total	649,557,820	240,569,489	37.0%

Carryforward

The Department of Administration has approximately \$282,000 in carryforward authority in FY 2024. Approximately \$74,000 is carryforward authority from FY 2022 and \$209,000 is from FY 2023. Carryforward authority from FY 2022 will remain available until the end of FY 2024 and carryforward authority from FY 2023 will remain available until FY 2025. Approximately 30.7% of this authority is in proprietary funding for the Montana State Lottery. Remaining carryforward authority includes approximately 32.2% in the Architecture and Engineering Division in state special revenue, 36.6% split between the Montana Tax Appeal Board and the State Human Resources Division in general fund, and less than 1.0% in the State Financial Services Division for federal special revenue. To date, the Department of Administration has expended less than 1.0% of this authority. However, they anticipate utilizing these funds for various expenses including but not limited to

anticipated retirement payouts, employee trainings, and furniture and moving costs for consolidating workspaces.

Long-Range Building Program (LRBP)

Long-Range Building Program authority totals approximately \$2.5 million in FY 2024 for the Architecture and Engineering Division. Approximately \$2.4 million is for the Infrastructure Investment and Jobs Act (IIJA) Broadband Equity, Access, and Deployment (BEAD) Program, which is a federal fund aimed at addressing broadband internet infrastructure needs. Only \$124,000 has been expended from the IIJA BEAD funds to date. The remaining authority is for the IIJA Digital Equity Act which provides federal funding to grant access to high-speed internet to communities who lack access or to individuals who cannot afford high-speed internet. Out of the \$98,000 appropriated in FY 2024 for IIJA Digital Equity Act, approximately \$48,000 has been expended. The IIJA Digital Equity funds will be available until February 28, 2024 and the IIJA BEAD funds will be available until November 30, 2027.

Other Bills

The majority (54.1%) of the Department of Administrations budget comes from other house and senate bill authority. Other house and senate bill authority for FY 2024 totals \$351.1 million and \$103.1 million has been expended to date. Approximately 71.9% of other house and senate bill authority comes from HB 10 long range information technology (IT) projects in the State Information Technology Services Division. Long Range Information Technology projects approved in HB 10 often take multiple years to complete. As state agencies work on these projects, appropriation authority is transferred to that agency. Additional information on the Long-Range Information Technology Program can be found here: <https://leg.mt.gov/lfd/interim-budget-committee-section-f/>. Despite most authority being for HB 10 projects, the majority of expenditures made to date have been for HB 569 Montana Public Employee Retirement Account (MPERA) supplemental funding which provided a \$95.6 million general fund transfer at the start of the fiscal year for highway patrol officers, sheriffs', game wardens', and peace officers' retirements. The table below shows the original appropriation, the appropriation that was transferred to other agencies, remaining appropriations after transfers, expenditures, and the percent expended for other house and senate bill appropriations in the Department of Administration.

Department of Administration Other House and Senate Bill Authority FY 2024						
	Original Appropriation	Total Transferred to Date	Remaining Appropriation	Expenditures	Percent Expended	
Director's Office						
HB 569 - MPERA Supplemental Funding	95,600,000	-	95,600,000	95,600,000	100.0%	
HB 949- Education and Workforce Data Governance Board	50,000	-	50,000	-	0.0%	
Program Total	95,650,000	-	95,650,000	95,600,000	99.9%	
State Financial Services Division						
HB 830 - Alternative Property Tax Payment (Biennial)	35,000	-	35,000	-	0.0%	
Program Total	35,000	-	35,000	-	0.0%	
State Information Technology Services						
HB 890 - AV Training (Biennial)	5,000	-	5,000	-	0.0%	
HB 4 - Department of Health and Human Services Projects*	3,000,000	-	3,000,000	-	0.0%	
HB 10 -Long Range Information Technology Projects						
Department of Administration						
Montana Cybersecurity Enhancement Project	19,362,397	-	19,362,397	7,460,872	38.5%	
E-Discovery/Public Information Request Software	1,800,000	-	1,800,000	-	0.0%	
Montana Cybersecurity Enhancement Project*	500,000	249,719	250,281	-	0.0%	
HVAC Network*	500,000	-	500,000	-	0.0%	
Department of Agriculture						
Commodity Assessment System	370,000	175,000	195,000	-	0.0%	
SAFHER Federal System	200,000	-	200,000	-	0.0%	
Grant Management System	60,000	-	60,000	-	0.0%	
Department of Livestock						
Animal Health System	450,000	-	450,000	-	0.0%	
Snowflake Integration	125,000	-	125,000	-	0.0%	
Google AI	425,000	-	425,000	-	0.0%	
Department of Fish, Wildlife, and Parks						
Automated Licensing System Replacement*	10,000,000	2,341,310	7,658,690	-		
Public Service Commission						
Software Modernization (REDDI)	1,496,436	1,082,000	414,436	-	0.0%	
Department of Natural Resources and Conservation						
Financial Management System	1,204,000	-	1,204,000	-	0.0%	
Fire Finance Processing System	500,000	-	500,000	-	0.0%	
Flathead Reservation Information Technology System	656,667	-	656,667	-	0.0%	
Trust Land Management System Customer Portal	2,000,000	-	2,000,000	-	0.0%	
Trust Land Management System II*	2,000,000	500,000	1,500,000	-	0.0%	
Department of Corrections						
Offender Management System	17,750,000	-	17,750,000	-	0.0%	
Department of Public Health and Human Services						
Comprehensive Child Welfare Information System	25,075,762	-	25,075,762	-	0.0%	
Montana Child Support Enforcement Automated System	31,521,000	-	31,521,000	-	0.0%	
Electronic Health Records & Billing - State Facilities	27,607,304	-	27,607,304	-	0.0%	
Montana Healthcare Programs Modularity Project	49,406,130	-	49,406,130	-	0.0%	
SNAP Employment & Training Enterprise Solution	2,800,000	-	2,800,000	-	0.0%	
Electronic Benefits Transfer System Replacement	2,500,000	-	2,500,000	-	0.0%	
Montana Family Safety Information System (MFSIS)*	5,445,238	-	5,445,238	-	0.0%	
Medicaid Management Information System*	541,902	-	541,902	-	0.0%	
Department of Labor and Industry						
Unemployment Insurance Tax System Upgrade*	5,000,000	-	5,000,000	-	0.0%	
Unemployment Insurance Benefits System Replacement	45,000,000	-	45,000,000	-	0.0%	
Department of Justice						
Mainframe Transition*	4,034,822	1,626,438	2,408,384	-	0.0%	
Program Total	261,336,658	5,974,467	255,362,191	7,460,872	2.9%	
State Human Resources Division						
HB 13 - Labor Management Training Program (Biennial)	75,000	-	75,000	-	0.0%	
Program Total	75,000	-	75,000	-	0.0%	
Total	357,096,658	5,974,467	351,122,191	103,060,872	29.4%	

*Indicates appropriation authority from legislative sessions other than the 2023 Legislative Session.

Statutory Appropriations

Statutory appropriations account for 36.4% of the Department of Administration’s total FY 2024 budget. Statutory appropriation authority consists of \$105.8 million general fund, \$12.3 million state special revenue, \$20.0 million federal special revenue, and \$98.2 million proprietary funds. Of the approximately \$236.3 million budgeted in FY 2024, \$97.5 million, or 41.3% has been expended. The table below shows appropriations, expenditures, remaining appropriations, and the percent expended for individual statutory appropriations in the Department of Administration.

Department of Administration Statutory Appropriations and Expenditures FY 2024				
	Appropriations	Expenditures	Remaining Appropriations	Percent Expended
General Fund				
Debt Service	15,559,220	-	15,559,220	0.0%
Local Government PERS Contribution	1,307,255	208,879	1,098,376	16.0%
School District PERS Contribution	718,305	200,243	518,062	27.9%
TRS GABA Contribution	1,106,000	163,560	942,440	14.8%
TRS Supplemental Contribution	48,859,000	28,416,731	20,442,269	58.2%
State Fund Division	539,000	-	539,000	0.0%
Public Employees Retirement Transfer	35,329,705	14,720,711	20,608,994	41.7%
Bank Charges	2,279,070	731,437	1,547,633	32.1%
Fees and Bond Costs	96,453	34,308	62,146	35.6%
Total General Fund	105,794,008	44,475,869	61,318,140	42.0%
State Special Revenue				
Mineral Impact Fees	11,942,347	11,923,593	18,754	99.8%
State Building Insurance Proceeds	380,500	376,762	3,738	99.0%
Total State Special Revenue	12,322,847	12,300,356	22,491	99.8%
Federal Special Revenue				
Taylor Grazing Fees	125,000	-	125,000	0.0%
Forest Reserve Funds	19,831,450	-	19,831,450	0.0%
Total Federal Special Revenue	19,956,450	-	19,956,450	0.0%
Enterprise Funds				
Lottery Prizes	83,500,000	34,255,075	49,244,925	41.0%
Lottery Commissions	7,200,000	2,480,944	4,719,056	34.5%
Lottery Vendor Fees	7,482,350	3,953,954	3,528,396	52.8%
Total Enterprise Funds	98,182,350	40,689,973	57,492,377	41.4%
Total Statutory Appropriations	236,255,655	97,466,197	138,789,458	41.3%

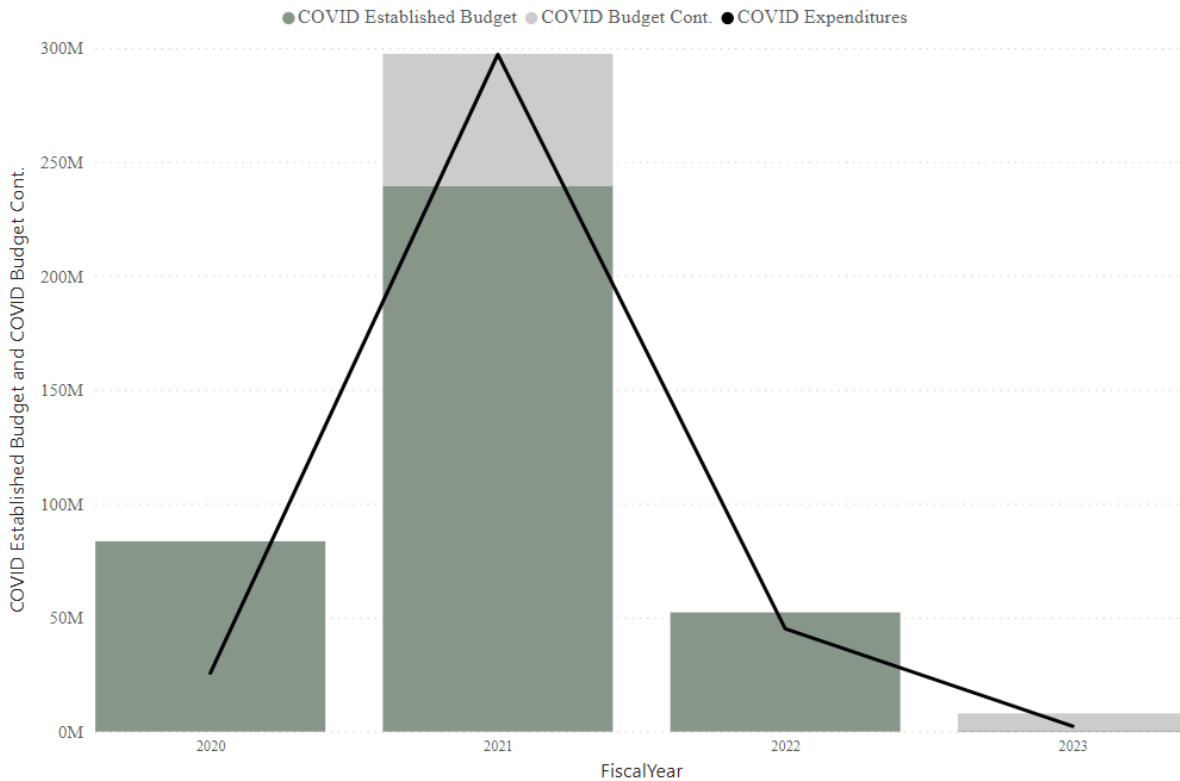
There have been no expenditures for the debt service, State Fund Division, Taylor Grazing fees, and forest reserve funds. The Taylor Grazing fees and forest reserve funds do not get expended until the agency receives federal distributions which the agency typically receives in the spring. Due to the Governor’s Debt Free 2023

initiative, all the state general obligation debt was paid prior to the FYE and there is currently no liability on the State’s books that would require debt service payments. According to the agency, the State Fund Divisions expenditures are dependent on when and if the fund declares a policyholder dividend. The Montana State Fund Division recently declared a dividend and DOA is working with the federal government to get their share remitted back which should be reflected in the near future.

COVID-19 Authority

The following chart is provided to allow the legislature to examine the funding that is available to the agency for COVID-19 impacts.

COVID Established Budget, COVID Continuing Budget. and COVID Expenditures by Fiscal Year



The Department of Administration received funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which totaled \$83.5 million, in FY 2020. Of this funding, \$80.0 million was for reimbursing local governments for COVID-19 related expenses. Local governments submitted requests to the Department of Administration for reimbursement for items like medical expenses, public health expenses, or employees’ regular and overtime hours that were substantially related to mitigating or responding to COVID-19. In FY 2020, the appropriations for reimbursing local governments were 27.2% expended, and remaining budget authority was carried forward to FY 2021.

In FY 2021, the department had authority of approximately \$254.6 million from the CARES Act and \$43.2 million from the American Rescue Plan Act (ARPA). This authority was 99.9% expended at the end of the fiscal year. Significant expenditures included:

- Approximately \$171.0 million in CARES Act funding for reimbursing local governments for COVID-19 related expenses (additional details included above)
- Approximately \$81.8 million in CARES Act funding for the School Funding for COVID Related Impacts Program

- Approximately \$43.2 million in ARPA local government recovery funds, distributed to ARPA-designated non-entitlement units of local governments based upon federal formulas

In FY 2022, funding from the CARES Act totaled approximately \$344,000 and was 100.0% expended at the end of the fiscal year. Funding from ARPA totaled \$52.3 million at the end of the fiscal year. ARPA funding included \$43.2 million for reimbursing local governments for COVID-19 expenses and \$8.6 million for administering the broadband program. Overall, the ARPA funding was 85.8% expended and remaining funding was continued into FY 2023.

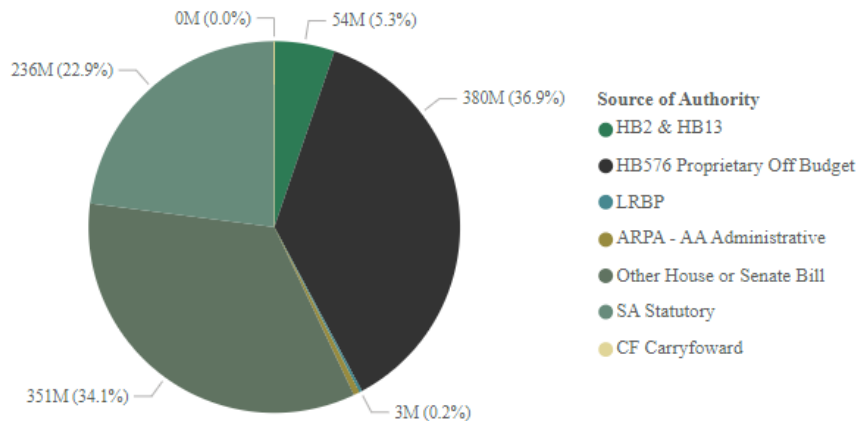
In FY 2023, \$7.3 million of the ARPA funding was continued for administering the broadband program. The State Information Technology Services Division (SITSD) also had approximately \$584,000 budgeted in FY 2023 for the contact center. As of fiscal year-end, the authority was 29.8% expended.

The remaining ARPA funding totaling \$5.6 million was continued into FY 2024, which includes \$5.4 million for the broadband program and \$237,000 for the contact center. As of November 1st, 2024, the Department of Administration had expended \$666,000 primarily for broadband administration. Funds for the contact center will remain available until the end of December 2024 and the broadband program administration funding will remain available until the end of December 2026.

EXPENDITURE AUTHORITY

The total expenditure authority for the agency is shown in the following pie chart. Total expenditure authority includes non-budgeted proprietary funding and non-budgeted expenditures such as transfers or indirect costs which are not included in the previous pie chart as the expenditures are not appropriated.

Modified Budget & Expended Budget by Source of Authority



Source of Authority	Modified Budget	Expended Budget	% Expended
HB2 & HB13	54,088,944	39,202,737	72.5%
CF Carryforward	282,021	709	0.3%
HB576 Proprietary Off Budget	380,435,835	168,103,719	44.2%
LRBP	2,522,771	172,563	6.8%
Other House or Senate Bill	351,122,191	103,060,872	29.4%
SA Statutory	236,255,655	97,466,197	41.3%
ARPA	5,286,237	666,409	12.6%
Total	1,029,993,655	408,673,207	39.7%

Non-budgeted Proprietary Fund Authority

A significant portion, or 36.9%, of the funding for the Department of Administration is from non-budgeted proprietary funds and totals \$380.4 million in FY 2024. These funds support the operations of several programs in the Department of Administration, as shown in the table below. Overall, the department has expended 44.2% of the non-budgeted proprietary funds. There are lower expenditures in the Chief Data Office, Electronic Government Services, and group benefit claims in the State Human Resources Division. The Chief Data Office has 2.00 vacant FTE driving lower expenditures. One position has been filled as of November 20th, and the Chief Data Office will be recruiting for the other position in the coming weeks, according to the agency. The Electronic Government Services only recorded three months of State Information Technology Services Division support and maintenance as of the end of November 2023, leading to lower expenditures. Lastly, the group benefit claims in the State Human Resources Division shows low expenditures due to the Employee Assistance Program (EAP) fees no longer being posted to this division once the agency switched vendors to Blue Cross Blue Shield. The table below shows the budget, expenditures, remaining budget, and percent expended for each of the non-budgeted proprietary funds for FY 2024.

Department of Administration Non-Budgeted Proprietary Funds FY 2024				
	Appropriations	Expenditures	Remaining Appropriations	Percent Expended
Director's Office				
Management Services	2,517,505	832,790	1,684,715	33.1%
Office of Public Information Requests	202,319	78,416	123,903	38.8%
Chief Data Office	500,000	66,009	433,991	13.2%
Program Total	<u>3,219,824</u>	<u>977,215</u>	<u>2,242,609</u>	<u>30.3%</u>
State Financial Services Division				
Local Government Services Bureau	977,957	519,129	458,828	53.1%
SABHRS Financials	5,156,004	2,065,761	3,090,243	40.1%
Warrant Writing	880,059	565,900	314,159	64.3%
Program Total	<u>7,014,020</u>	<u>3,150,790</u>	<u>3,863,230</u>	<u>44.9%</u>
General Services Division				
Facilities Management	11,878,565	3,969,109	7,909,456	33.4%
Print and Mail Services	11,649,381	5,327,345	6,322,036	45.7%
Surplus Property	879,366	299,147	580,219	34.0%
Program Total	<u>24,407,312</u>	<u>9,595,601</u>	<u>14,811,711</u>	<u>39.3%</u>
State Information Technology Services				
Electronic Government Services	1,824,711	52,308	1,772,403	2.9%
SITSD Proprietary	68,578,836	40,773,005	27,805,831	59.5%
Program Total	<u>70,403,547</u>	<u>40,825,313</u>	<u>29,578,234</u>	<u>58.0%</u>
Health Care and Benefits Division				
Flexible Spending Funds	7,888,201	2,515,921	5,372,280	31.9%
Group Benefits Claims	224,876,498	90,948,737	133,927,761	40.4%
Workers' Compensation Management	341,805	111,854	229,951	32.7%
Program Total	<u>233,106,504</u>	<u>93,576,512</u>	<u>139,529,992</u>	<u>40.1%</u>
State Human Resources Division				
Group Benefits Claims	357,656	57,466	300,190	16.1%
Human Resources Information Services	3,902,005	1,410,668	2,491,337	36.2%
Enterprise Learning and Development	399,799	48,929	350,870	12.2%
Program Total	<u>4,659,460</u>	<u>1,517,063</u>	<u>3,142,397</u>	<u>32.6%</u>
Risk Management and Tort Defense Division				
Agency Insurance	37,982,824	18,461,225	19,521,599	48.6%
Program Total	<u>37,982,824</u>	<u>18,461,225</u>	<u>19,521,599</u>	<u>48.6%</u>
Total	<u>380,793,491</u>	<u>168,103,719</u>	<u>212,689,772</u>	<u>44.1%</u>

HB 2 BUDGET MODIFICATIONS

The following chart shows the HB 2 budget as passed by the legislature, including the pay plan, and the HB 2 modified budget from July 1, 2023 through November 30, 2023. Net modifications to the budget include operating plan changes from one expenditure account to another, program transfers, reorganizations, and agency transfers of authority. The **positive modifications** and **negative modifications** are shown by program, expenditure account, and fund type.

Legislative Budget Compared to Modified Budget - HB 2 Only

Agency Name	HB 2 Budget	Modified Budget	Net Modifications
<input type="checkbox"/> Department of Administration	54,088,944	54,088,944	0
01 DIRECTORS OFFICE	33,181,317	33,184,748	3,431
03 STATE FINANCIAL SERVICES DIV	3,682,482	3,638,116	-44,366
04 ARCHITECTURE & ENGINEERING DIV	2,776,879	2,786,377	9,498
14 DIV OF BANKING & FINANCIAL INS	4,854,670	4,871,125	16,455
15 MONTANA STATE LOTTERY	6,640,776	6,640,776	
23 STATE HUMAN RESOURCES DIVISION	2,218,355	2,230,347	11,992
37 MONTANA TAX APPEAL BOARD	734,465	737,455	2,990
Total	54,088,944	54,088,944	0

Expenditure Type	HB 2 Budget	Modified Budget	Net Modifications
<input type="checkbox"/> 61000 Personal Services	13,800,810	13,825,810	25,000
<input type="checkbox"/> 62000 Operating Expenses	7,919,355	7,894,355	-25,000
<input type="checkbox"/> 63000 Equipment & Intangible Assets	85,000	85,000	
<input type="checkbox"/> 65000 Local Assistance	28,979	28,979	
<input type="checkbox"/> 68000 Transfers-out	31,834,925	31,834,925	
<input type="checkbox"/> 69000 Debt Service	419,875	419,875	
Total	54,088,944	54,088,944	0

Fund Type	HB 2 Budget	Modified Budget	Net Modifications
<input type="checkbox"/> 01 General	39,482,425	39,482,425	0
<input type="checkbox"/> 02 State/Other Spec Rev	7,863,100	7,863,100	0
<input type="checkbox"/> 03 Fed/Other Spec Rev	18,535	18,535	
<input type="checkbox"/> 06 Enterprise	6,640,776	6,640,776	
<input type="checkbox"/> 06 Internal Service	84,108	84,108	
Total	54,088,944	54,088,944	0

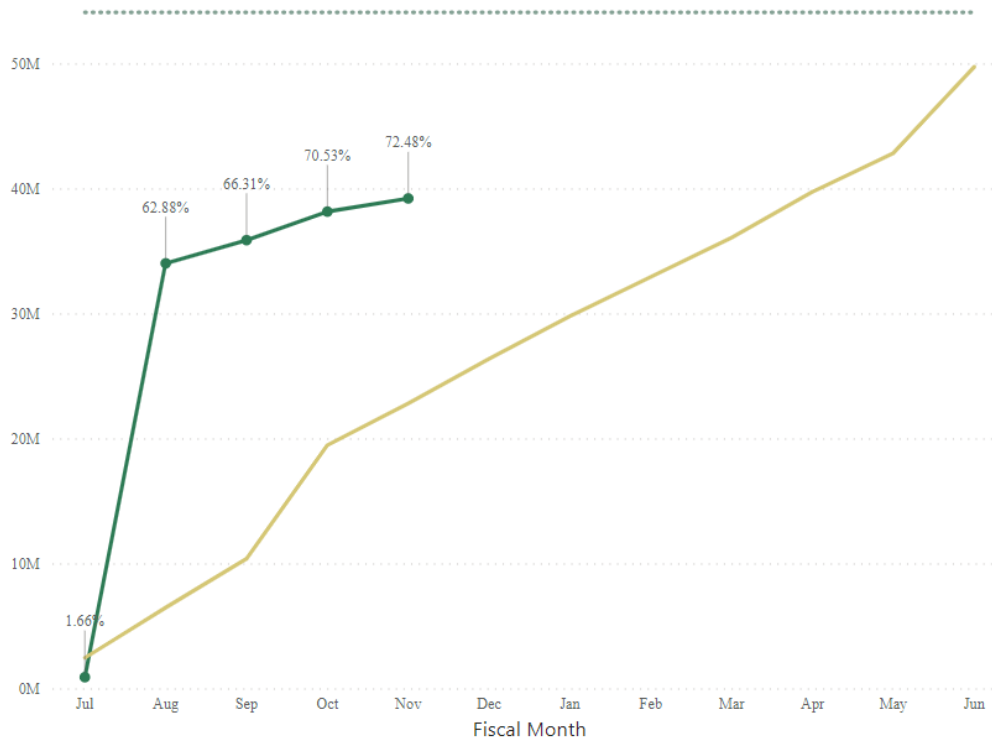
The Department of Administration has had two budget changes in FY 2024. The first is an operating plan transfer of \$25,000 in operating expenditure authority to personal services related to SB 11 Montana Criminal Justice Data Warehouse. The second is a house administration amendment which redistributed funding for the inflationary adjustment provided in DP 3 in HB 2. This inflationary adjustment provided \$41,000 general fund and \$26,000 state special revenue to the State Financial Services Division. Language in HB 2 allows the agency to redistribute this increase in funding across other divisions as the agency sees fit. Therefore, the State Financial Services Division's budget was reduced by approximately \$44,000 and all other division budgets were increased, except for the Montana State Lottery.

HB 2 APPROPRIATION AUTHORITY

The following chart shows the appropriated budget for the agency compared to expenditures through November 30, 2023.

Monthly Expenditures Compared to Historical Average

● FY 2024 Budget ● Cumulative Monthly FY 2024 Expenditures ● Cumulative Historical Monthly Average Expended



Fund Type	Modified Budget	Expended Budget	% Expended
01 General	39,482,425	33,933,427	85.9%
02 State/Other Spec Rev	7,863,100	3,022,442	38.4%
03 Fed/Other Spec Rev	18,535	136	0.7%
06 Enterprise	6,640,776	2,212,914	33.3%
06 Internal Service	84,108	33,818	40.2%
Total	54,088,944	39,202,737	72.5%

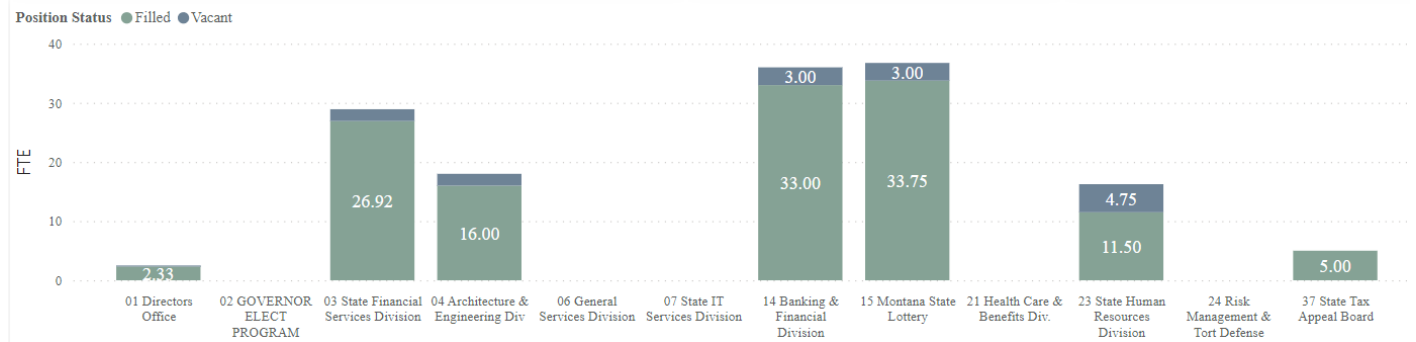
Expenditure Type	Modified Budget	Expended Budget	% Expended
Personal Services	13,825,810	5,132,182	37.1%
Operating Expenses	7,894,355	2,027,661	25.7%
Equipment & Intangible Assets	85,000	0	0.0%
Local Assistance	28,979	1,428	4.9%
Transfers-out	31,834,925	31,834,925	100.0%
Debt Service	419,875	206,540	49.2%
Total	54,088,944	39,202,737	72.5%

Program Name	Modified Budget	Expended Budget	% Expended
01 DIRECTORS OFFICE	33,184,748	31,963,493	96.3%
03 STATE FINANCIAL SERVICES DIV	3,638,116	1,204,575	33.1%
04 ARCHITECTURE & ENGINEERING DIV	2,786,377	1,059,296	38.0%
14 DIV OF BANKING & FINANCIAL INS	4,871,125	1,843,230	37.8%
15 MONTANA STATE LOTTERY	6,640,776	2,212,914	33.3%
23 STATE HUMAN RESOURCES DIVISION	2,230,347	647,502	29.0%
37 MONTANA TAX APPEAL BOARD	737,455	271,726	36.8%
Total	54,088,944	39,202,737	72.5%

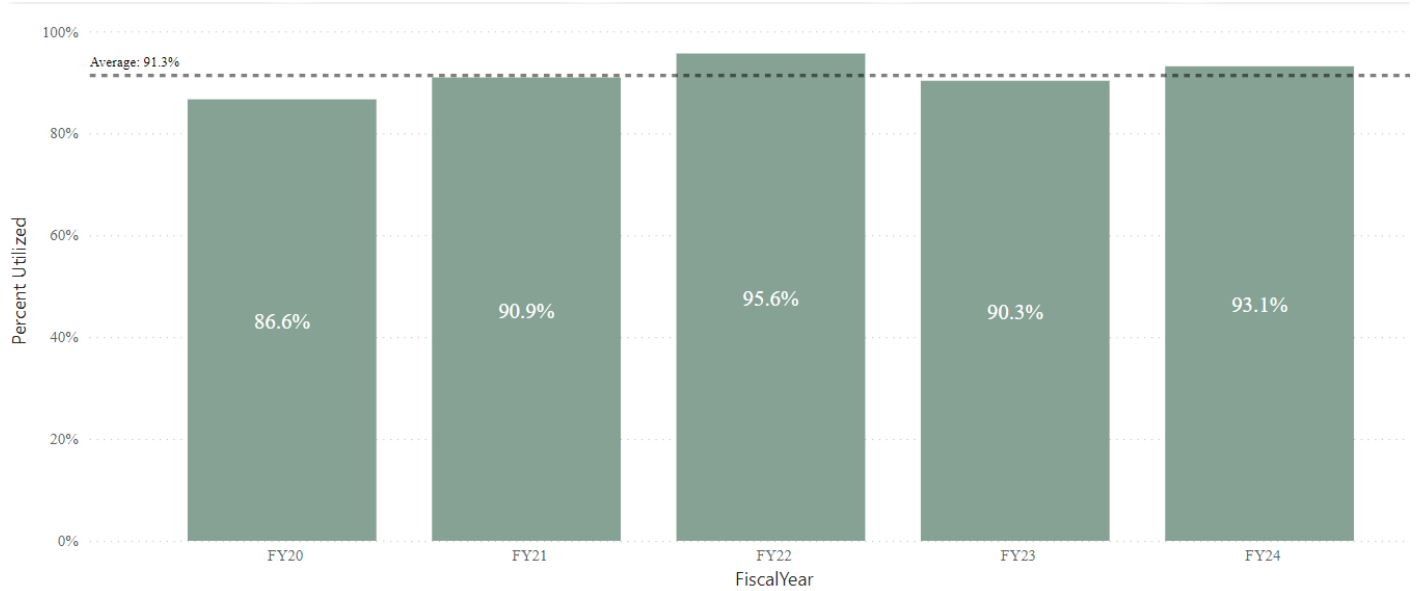
The Department of Administration has expended 72.5% of its HB 2 authority in FY 2024 as of November 30, 2023. The Director’s Office has expended 96.3% of its budget due to a general fund transfer of approximately \$23.1 million to the capital development long-range building program account as required by 17-7-208, MCA and an \$8.5 million transfer to the major repair long-range building program account as required by 17-7-222, MCA that occurred at the beginning of FY 2024. This transfer of authority was not in previous biennia’s and therefore is not reflective in the historical average line.

Personal Services

Appropriations for personal services in the Department of Administration total \$13.8 million and are 37.1% expended through November 30, 2023. The department has 143.42 HB 2 FTE and 89.6% of these positions are filled as of November 1, 2023. The following chart shows the filled and vacant FTE within the agency as of November 1, 2023.



The chart below shows the hourly utilization percentage for the Department of Administration between July 1 and November 1 for each fiscal year when compared to the available hours for the same time period. Overall, the department has utilized 93.1% of the available hours for FY 2024, as shown in the chart below. This is slightly higher than the average utilization rate of 91.3%.



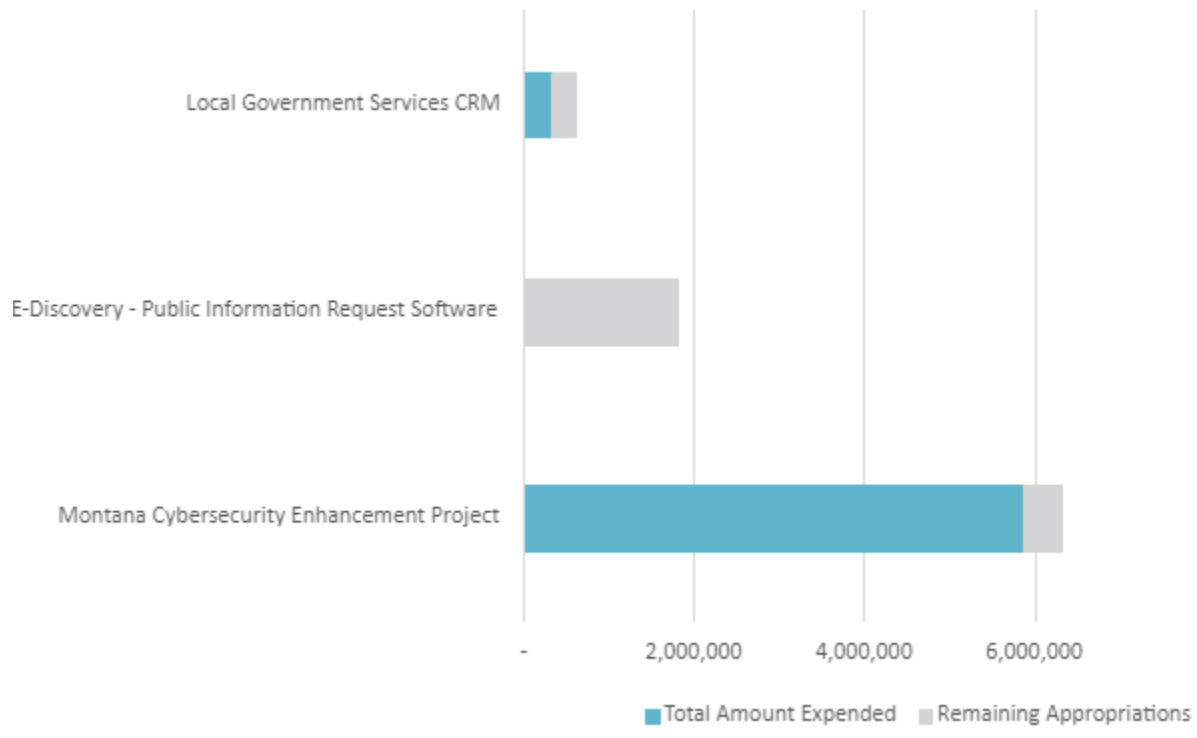
The chart below shows the vacant FTE in each division, the number of months each position has been vacant, and the midpoint hourly pay rate. Of the 14.92 FTE that are vacant, 6.00 FTE have been vacant for less than four months(since July 2023). It should be noted that one of the two IT examiner positions in the Banking and Financial Division was in an inactive, or unapproved, status for a period of 72 months and could not have been filled during that timeframe. The position was reactivated on July 1, 2023, as such it has only been vacant for five months. Therefore, both IT examiner positions have been vacant for five months, not the 51.08 months reflected in the table below.

Vacant Positions Report

	FTE	Median Months Vacant	Market Midpoint (Hourly)
61010 ADMINISTRATION	14.92	4.64	30.00
01 Directors Office	0.17	55.28	42.24
Labor Relations Specialist	0.17	55.28	42.24
03 State Financial Services Division	2.00	2.80	24.80
Procurement Supervisor	1.00	3.05	28.12
Program Support Assistant	1.00	2.56	21.48
04 Architecture & Engineering Div	2.00	10.69	51.04
Architect	1.00	1.51	47.69
Construction Manager	1.00	19.87	54.39
14 Banking & Financial Division	3.00	4.03	48.36
Certified Mortgage Examiner	1.00	3.15	32.68
IT Examiner	2.00	51.08	48.36
15 Montana State Lottery	3.00	3.80	18.48
Accounting Technician	1.00	2.89	16.23
Administrative Supervisor	1.00	3.57	20.74
Receptionist	0.50	4.79	15.17
Sales Rep	0.50	4.03	27.83
23 State Human Resources Division	4.75	20.10	30.00
Administrative Assistant	0.50	11.41	18.15
Human Resource Generalist	2.00	14.59	30.00
Human Resources Generalist	1.00	46.98	30.00
Human Resources Manager	0.25	74.72	37.50
Labor Relations Specialist	1.00	15.51	42.24
Total	14.92	4.64	30.00

OTHER ISSUES

Information Technology Project Expenditures



E-Discovery Public Information Request Software

This project will implement a centralized system to intake and respond to public information requests for executive branch agencies. The new system will track and manage request submissions, enable collaboration across and within agencies when responding to requests, invoice and track fee payments, and support reporting requirements. This project is budgeted at \$1.8 million and has a projected delivery date of June 30, 2024. To date, no expenditures have been made as this project is still in the initiating phase.

Local Government Services CRM

This project replaces the current customer relationship manager (CRM) system as it was at the end of its life and unsupported by the vendor. The new CRM system is supported by Hike2. The budget for this project is \$600,000 with an estimated delivery date of February 7, 2024. To date, \$323,000 has been expended and 30.0% of the project is complete.

Montana Cybersecurity Enhancement Project

The Montana Cybersecurity Enhancement Project began July 1, 2019 and has been officially completed in FY 2023. The agency expended \$5.9 million out of the \$6.3 million budget. A post implementation report has not been released to date.

APPENDIX A

Did the agency utilize contractors in FY 2024?

The Department of Administration utilizes contractors to provide critical services to agencies in areas such as facilities management; insurance programs; IT systems implementation, management of IT procurement activities, and other IT support; and one-time costs in support of new initiatives. In addition, contractors are used to perform work where ongoing permanent staffing is not expected to continue, such as the Broadband Program.

If so, how much did you pay contractors?

During FY 2024 the Department spent \$23.5 million on contracted staff and services. A large portion of this amount, \$21.8 million, is associated with our obligation to provide insurance programs to the enterprise in the areas of commercial insurance and employee benefit programs. Many of these payments are due at the beginning of the fiscal year. The remaining \$1.7 million expended are in support of general department operations and new initiatives.

How much of the amount paid to contractors do you estimate is due to vacant positions? If contractors were paid because of vacant positions, what are the types of vacant positions that resulted in the need for contractors?

A total of \$17,863 was paid to contracted staff while four positions were vacant until they could be filled. Vacant positions included an IT position supporting contact center operations and phone deployment, a position in our print and mail operations, an accounting technician in our treasury operations, and a Capitol custodial position.

The Montana Lottery utilizes contracted services to support Lottery and Sports Bet systems, advertising services, and facility safety and security systems. The Lottery spent \$3.5 million on contracted services in FY 2024. No contractors were hired as a result of vacant positions within the agency.

The Montana Tax Appeal Board utilizes contracted services for general operations and spent \$1,214 in FY 2024. No contractors were hired as a result of vacant positions within the agency.

A list of contracted service payments made in FY 2024 has been provided for reference.

Department of Administration - Payments to Contracted Services - FY2024		11/3/2023
General Operations		
American Databank LLC	Background Check Services	\$ 430.10
D Warner Group LLC	Card Integrity - Enterprise ProCard Monitoring Services	\$ 18,700.00
Dorsey & Whitney LLP	Bond Services	\$ 1,407.50
Hometown Leasing, LLC	Printer Leasing & Services	\$ 6,333.61
Iron Mountain Inc	Records Mgmt / Shredding Services	\$ 2,984.59
KR Office Interiors Inc	Furniture Services	\$ 4,350.00
Piper Sandler & Co	Bond Services	\$ 32,500.00
		\$ 66,705.80
Facilities Maintenance & Support Services		
ABM Janitorial Services	Custodial Services	\$ 44,147.12
ALM Consulting LLC	Enironmental Engineering Consulting	\$ 1,727.50
Candace Stout	Enironmental Engineering Consulting	\$ 1,421.20
Dayspring Restoration Inc	Custodial Services	\$ 171,772.00
DG Investment Inter Holdings 2 Inc	Alarm Services	\$ 196.00
Fire Guys Leasing Inc	Fire Suppression Inspection Services (Data Center0	\$ 890.00
Fire Protection Service Corp	Fire Alarm System Services	\$ 165.00
Helena Recycling LLC	Recycling Services	\$ 8,240.50
James E Pace	Custodial Services	\$ 50,020.00
Johnson Controls Fire Protection LP	Fire Alarm System Services	\$ 1,856.40
Kone Inc	Elevator Repair & Services	\$ 30,774.16
Long Building Technologies	Mechanical Maintenance & Support (Data Center)	\$ 937.47
Mark Bartholomew	Custodial Services (Miles City Data Center)	\$ 2,118.00
Morrison Maierle Inc	Facilities Engineering Consulting	\$ 3,342.00
Nitro Green	Pest Control Services	\$ 4,728.88
Northwest Subsurface Warning System	Temp Control / Humidity Sensor System Installation Services (Data Center)	\$ 224.51
Plant Lady	Plant Services	\$ 440.00
Securitas Sec Svcs USA	Capitol Complex Security Services	\$ 80,807.72
Stahly Engineering	Facilities Engineering Consulting	\$ 4,703.75
Summit Fire & Security LLC	Fire Suppression System Services (Data Center)	\$ 396.00
Tank Management Services Inc	Tank Management Services (Data Center)	\$ 1,190.19
Todd Dotseth	Petroleum Compliance Services (Data Center)	\$ 1,510.17
Tracy Elizabeth Egeline	Architechture Services	\$ 9,200.00
Tyco Fire & Security US Management Inc	Fire Alarm System Services	\$ 12,649.62
West Mont	Custodial Services - HHS	\$ 21,244.34
		\$ 454,702.53
Insurance Program Support & Services		
Actuaries Northwest LLC	Actuary Services - Health Plan	\$ 27,562.50
Alliant Insurance Services Inc	Consulting Services - Health plan	\$ 78,333.32
Alliant Insurance Services Inc	Commercial Insurance Premium	\$ 14,417,903.51
ASI Flex	Flex Plan Administration	\$ 35,971.65
Blue Cross Blue Shield of MT	TPA Services - Health Plan	\$ 1,163,961.33
Brown & Brown of Massachusetts, LLC	Audit Services - statutorily required	\$ 42,001.50
BusinessSolver.com Inc	Benefit System Contract	\$ 224,668.21
Claim Technologies Incorporated	Audit Services - statutorily required	\$ 54,000.00
Crawford & Company	Claims Adjuster Services	\$ 1,412.30
Deerwalk Inc	Data Warehouse Services	\$ 37,630.96
Delta Dental Insurance Company	Dental Plan Services	\$ 113,142.15
Health Care Service Corp, A MUTU	Administrative Fees - Health Plan	\$ 27,383.94
Montana Claims Service	Claims Adjuster Services	\$ 12,355.33
Motorcycle Safety Foundation	Commercial Insurance Premium	\$ 5,973.76
Mountain Air Insurance Services Inc	Commercial Insurance Premium	\$ 448,033.00
My Health Navigator LLC	Medication Management Services	\$ 234,416.00
Navitus Health Solutions LLC	Pharmacy Administrative and Claims Services	\$ 386,793.21
Premise Health Employer Solutions	State Employee Clinic Staffing & Services	\$ 4,524,584.68
Quality Claims Solutions Inc	Claims Adjuster Services	\$ 610.00
Vision Service Plan Insurance Company	Vision Plan Administration & Claims Mgmt	\$ 18,607.35
		\$ 21,855,344.70
Broadband Program (Federally Funded)		
Columbia Telecommunications Corp	Engineering / Technical Assistance	\$ 375,342.30
Ernst & Young US LLP	Financial Compliance Assistance	\$ 17,077.50
Lightbox Parent LP	Broadband Mapping System Support	\$ 112,500.00
Summit Consulting, LLC	Grant Support / Technical Assistance	\$ 25,000.00
		\$ 529,919.80

IT Systems Support / Maintenance		
Carahsoft	Reseller – SITSD uses service to purchase software as a solution (SaaS), hardware, and licensing	\$ 219,158.44
Digital Communications Systems Inc	Statewide Transport Services	\$ 23,553.67
Lantek	Statewide Cabling Services	\$ 29,514.95
Lapraim Stephen	Fiber Optic Installation Services	\$ 3,811.40
Levinson Enterprises Inc	IBARS System Maintenance & Support	\$ 507.50
SHI International Corp	Reseller – SITSD uses service to purchase software as a solution (SaaS), hardware, and licensing	\$ 1,603.55
Sockeye Business Solutions	Customer Case Mgmt System Support (HCBD)	\$ 10,675.00
Sockeye Business Solutions	Customer Case Mgmt System Support (Loc Gov--Contract Ending)	\$ 15,170.00
Summit Utility Services LLC	Copper & Fiber Telephone / Data Cable Locating Services	\$ 2,120.00
Tel Net Systems Inc	Telecommunications Equipment & Services	\$ 37,701.22
		\$ 343,815.73
One-Time Costs / Initiative Support		
Civic Initiatives, LLC	Procurement Moderization Consulting Services	\$ 41,949.68
Hike2 LLC	Implementation of New Local Gov Services System	\$ 226,028.40
Schlenker & Mckittrick Architects PC	Capitol Complex Traffic Study	\$ 24,317.00
Mesa Systems Inc	Office Move Services	\$ 897.03
		\$ 293,192.11
Temporary Staffing Services*		
Cerium Networks	Staff Augmentation for Contact Center/Phone Deployment	\$ 9,600.00
Employbridge Holding Company	Temp Staff for Print & Mail Services	\$ 3,306.00
Employbridge Holding Company	Temp Staff for Treasury / Warrant Writing Services	\$ 3,912.10
Westaff Workforce Solutions, LLC	Temp Staff for Capitol Custodial Services	\$ 1,044.70
	<i>*Contracted staff hired to cover vacant positions until positions could be filled.</i>	\$ 17,862.80
	Department of Administration Total	\$ 23,561,543.47
Montana Lottery - Payments to Contracted Services - FY2024		
406 Electric LLC	Alarm Monitoring & Maintenance Services; Electrical Services, as needed	\$ 3,471.04
ABM Janitorial Services / Central Inc	Custodial Services for Lottery Facility	\$ 7,350.00
Action Fire Extinguisher Service	Fire Extinguisher Inspection and Charging Services	\$ 168.15
Intralot	The provider of the Lottery and Sports Bet Operating Systems. This is a long term contract and Intralot is paid thru a percentage of our sales.	\$ 3,472,636.01
LexisNexis Risk Solutions	Open source information services to support backgrounds checks / investigations conducted by the Lottery to comply with the MCA.	\$ 800.00
Wendt Inc	The Lottery has a contract with Wendt to provide advertising services to develop lottery sales.	\$ 87,953.89
	Montana Lottery Total	\$ 3,572,379.09
Montana Tax Appeal Board - Payments to Contracted Services - FY2024		
Prudence Gildroy	Transcription Services	\$ 980.00
Iron Mountain Inc	Records Mgmt / Shredding Services	\$ 233.97
	Montana Tax Appeal Board Total	\$ 1,213.97

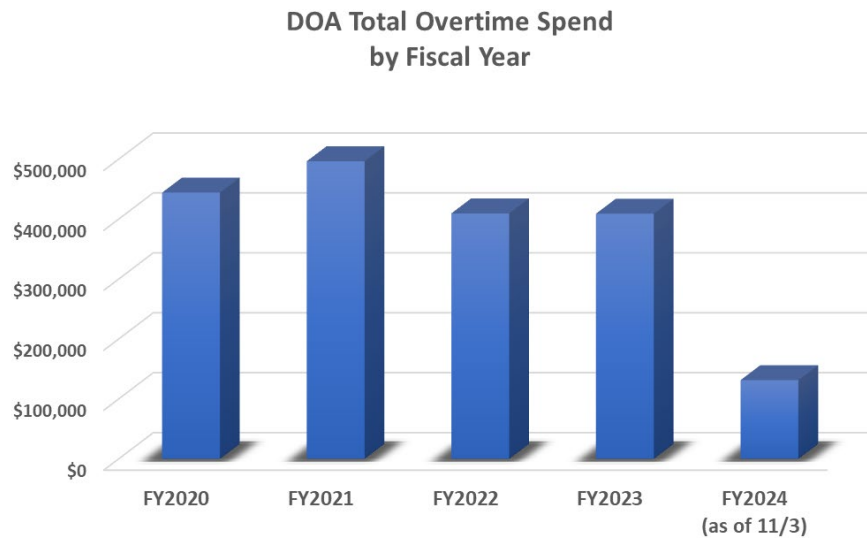
How much did you pay in overtime in FY 2024?

The Department of Administration has paid \$135,429 in overtime in FY 2024. The majority of overtime paid by the Department is for IT systems maintenance performed outside of normal working hours; call out hours for IT system support or facilities incidents; and snow removal or other after hour activities on the Capitol Complex support by the General Services Division.

How much of the overtime paid do you estimate is due to vacant positions? If overtime was paid because of vacant positions, what are the types of vacant positions that resulted in the need for overtime?

There is no process or coding that identifies actual overtime paid due to vacant positions. Based on a cursory review, the best estimate would be about 9.8% or \$13,375 in FY 2024 would fall into that category. This estimated amount would be associated with vacancies within our IT occupations.

The department does monitor overall overtime spending and is seeing a downward trend.



The Montana Lottery paid \$4,129 in overtime in FY 2024. \$3,819 of this overtime spend can be attributed to a vacant position which performs work outside of normal working hours to conduct draws. The agency is currently recruiting to fill the vacant position.

The Montana Tax Appeal Board had no overtime expenditures in FY 2024.