

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Melissa Mark-Viverito
Speaker of the Council

Hon. Elizabeth Crowley
Chair, Committee on Fire and Criminal Justice Services



Report of the Finance Division on the
Fiscal 2018 Preliminary Budget and the
Fiscal 2017 Preliminary Mayor's Management Report for the
Board of Correction

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Finance Division

Latonia McKinney, Director
Regina Poreda Ryan, Deputy Director
Nathan Toth, Deputy Director

Paul Scimone, Deputy Director
Jin Lee, Financial Analyst
Eisha Wright, Unit Head

Table of Contents

Board of Correction Overview1

Financial Plan Summary2

Appendix A: Budget Actions in the November and the Preliminary Plans.....4

Board of Correction Overview

The Board of Correction (BOC or the Board) is a nine-person, non-judicial oversight board that regulates, monitors, and inspects the City's correctional facilities. The Board establishes and ensures compliance with minimum standards regulating conditions of confinement and correctional health and mental health care in all City correctional facilities. The Board monitors conditions in the City's jails, investigates serious incidents, evaluates the performance of the Department of Correction (DOC or the Department), reviews inmate and employee grievances, and makes recommendations of DOC's long range programs and capital planning for the Department.

One of the core functions of the Board is to monitor the City jails by having field representatives in the City jails. The field representatives conduct site visits at all facilities operated by DOC. Field representatives handle prisoner and staff complaints, investigate suicides, homicides and other violent and unusual incidents, and help to smooth the delivery of basic services and to calm tensions in the facilities.

The Board also conducts independent research and issues reports based on its findings. The most recently published reports include: "A study of the DOC inmate grievance and request program"; "Adolescent and young adults in NYC Jails – Key performance indicators"; "Punitive Segregation Reforms and Exceptions"; and visit restriction monthly review that analyzes DOC visit restrictions and BOC visit appeals. A full list of reports can be found at <http://www1.nyc.gov/site/boc/reports/board-of-correction-reports.page>.

The Board holds public meetings on the second Tuesday of each month, except April, August, and December. The public meetings typically include public comments on votes, presentation of limited variance requests to BOC Minimum Standard, discussion and votes on variance requests, correctional health services update, and BOC's visiting updates of DOC facilities.

This report provides a review of BOC's Preliminary Budget for Fiscal 2018. In the first section, the highlights of the \$3 million Fiscal 2018 expense budget are presented in a Financial Summary chart that details BOC's budget by unit of appropriation, funding source, and headcount. This is followed by an analysis of significant financial plan actions included in the November and Preliminary Financial Plans for Fiscal 2017-2021. BOC does not have a Capital Budget and is not an agency featured in the Mayor's Preliminary Management Report.

Financial Plan Summary

The BOC's budget consists of two units of appropriation (UA). They are U/A – 001 Personal Services (PS) and U/A – 002 Other Than Personal Services (OTPS). Included in the PS budget is funds for all of the Board's administrative functions, as well as the development of minimum standards governing DOC's operations and monitoring of the Department's compliance with these standards. The OTPS budget is used to purchase supplies, materials and other services required to support agency operations.

BOC Financial Summary <i>Dollars in Thousands</i>						
	2015 Actual	2016 Actual	2017 Adopted	Preliminary Plan		*Difference
				2017	2018	2017 - 2018
Spending						
Personal Services	\$1,299	\$1,380	\$2,861	\$2,757	\$2,870	\$9
Other Than Personal Services	223	114	200	280	127	(73)
TOTAL	\$1,522	\$1,493	\$3,061	\$3,037	\$2,997	(\$64)
Funding						
City Funds			\$3,061	\$3,015	\$2,997	(\$64)
Other Categorical			0	22	0	0
TOTAL	\$1,522	\$1,493	\$3,061	\$3,037	\$2,997	(\$64)
Budgeted Headcount						
Full-Time Positions	17	18	38	38	38	0

**The difference of Fiscal 2017 Adopted Budget compared to Fiscal 2018 Preliminary Budget.*

The Board of Correction's Fiscal 2018 Preliminary Budget totals \$3 million, \$64,000 less than its Fiscal 2017 Adopted Budget of \$3.1 million. The PS budget grew by \$9,000 or 0.3 percent, but is offset by a decrease in the OTPS budget of \$73,000 or 37 percent.

The Board's budgeted headcount remains unchanged at 38 positions when compared to the Fiscal 2017 Adopted Budget. However, the Board's actual headcount is 22 as of February 2017, which is 16 positions below its budgeted headcount. According to BOC, the Board's hiring process was delayed due the agency requiring approval from the New York State Civil Service Commission to hire additional staff under the title of Correctional Standards Review Specialist, a non-competitive civil service title unique to BOC. The NYS Civil Service Commission approved an eight position increase for Correctional Standards Review Specialists, from ten to 18 in total. With this approval, the Board will expand the Correctional Standards Review team that is based at the Rikers Island.

Financial Plan Actions

Citywide Savings

- **Hiring Plan Adjustment.** The Fiscal 2018 Preliminary Budget identified savings in the amount of \$15,000 in Fiscal 2017 and \$46,000 in Fiscal 2018 and in the outyears for a hiring plan adjustment. The Office of Management and Budget and BOC recognized this saving based on historic PS accruals at BOC due to continued hiring delays.

- **Personal Service Accruals.** The November Plan identified savings in the amount of \$31,000 in Fiscal 2017 and in the outyears for PS accruals. This is a result of delayed hiring in the current fiscal year and anticipated PS accruals in the outyears.

Appendix A: Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY 2017			FY 2018		
	City	Non-City	Total	City	Non-City	Total
BOC Budget as of the Adopted 2017 Budget	\$3,061	\$0	\$3,061	\$3,074	\$0	\$3,074
Other Adjustments						
Grant Balance FY16 to FY17	\$0	\$22	\$22	\$0	\$0	\$0
PS Accruals	(31)	0	(31)	(31)	0	(31)
Hiring Plan Adjustment	(15)	0	(15)	(46)	0	(46)
Subtotal, Other Adjustments	(\$46)	\$22	(\$24)	(\$77)	\$0	(\$77)
TOTAL, All Changes	(\$46)	\$22	(\$24)	(\$77)	\$0	(\$77)
BOC Budget as of the Preliminary 2018 Budget	\$3,015	\$22	\$3,037	\$2,997	\$0	\$2,997