



**CA UNEMPLOYMENT INSURANCE APPEALS BOARD MEETING
MAY 4, 2009
2008-2009 BUDGET - FOURTH QUARTER PROPOSALS**

EXECUTIVE OFFICE

Jehan Flagg, Acting Executive Director

The Executive Office is proposing a \$12,000 OE&E expenditure for State Budget Education and Consulting by CPS Human Resources Services. Board Members and Senior Staff are being asked to take a more active role in development of the Agency's annual budget, which requires a better understanding of the intricacies of the budget and the state budget process. This education and consulting services will provide the information necessary for the Board and Senior Staff to knowledgeably perform their respective roles.

FIELD OPERATIONS BRANCH

Alberto Roldan, Chief ALJ/Chief Executive

Field Operations is proposing approximately \$60,000 in additional operating expenditures in the present budget cycle. These expenditures are driven by operational needs to address additional workload and a continued need to maintain high quality work by the Administrative Law Judges (ALJs) in rendering timely decisions. Many of the expenditures are focused on two main categories: equipment to assist in the processing and rendering of decisions, and increased resources for internal and external training of the ALJs. Below are the specific proposed expenditures.

- An industrial scanner for one Field Office-This is to establish a pilot project of initially scanning field office documents for transmission to Appellate Operations to determine if additional time savings can be achieved in second level appeals. \$9,800
- Additional copiers and printers for Field Offices-These would replace copiers and printers that are outdated or supplement offices that need additional copying and printing capacity because of increased workload. \$33,800
- Upgraded equipment for the Headquarters training room-We are training an enormous number of ALJs and equipment deficiencies are limiting the effectiveness of presentations. \$7,110
 - a. There is a need to install a training podium and upgrade the trainer desks, tables and chairs so that computer equipment can be integrated more effectively.
 - b. There is a need for additional computer ports in the training room to accommodate the larger classes we are processing.
 - c. The Chief Trainer, Lillian Waters needs a laptop, portable projector, flash drive, laser pointer, audio system and other training tools so she can present in Field Offices as well as at headquarters.
 - d. There is a need for a copier and shredder in the training room so that sensitive documents (for example, a copy of a case file) can be utilized in training and then destroyed after use.

- e. Dedicated laptops to replace the desktops (which are not allocated to training) that have been borrowed. The laptops would provide better interaction with the trainers and much greater flexibility for setting up and reconfiguring the training room. Also, the laptops would make it easier for the judges to bring them back to offices and their hotel rooms for decision writing exercises when they are at headquarters for training.
- Membership for all ALJs in NAUIAB-This organization is the national organization of ALJs who do work in this area. The organization provides training materials and guidance for work in this field. Membership would provide an additional avenue of information to the ALJs so that they can meet federal quality review standards. \$1,500
- Additional 43 licenses for Dragon Naturally Speaking-The FO proposal is to obtain additional licenses for volunteers who did not get them during the pilot and to install a license in each of the training laptops so that they can be used to teach the program during initial judge training or in regional training. \$26,000

APPELLATE OPERATIONS BRANCH

Jorge Castillo, Acting Presiding Judge

Field Operations (FO) is currently hiring 40 Permanent Intermittent (PI) ALJs, as authorized under Phase II of its Workload Reduction Plan and will hire an additional 60 PI ALJs under Phase III. As a result, the number of board appeals in AO is projected to increase gradually from 1,869 cases a month in June 2009 to 2,855 cases a month in December 2009. With its current level of ALJs, AO's dispositions are projected to be 1,655 cases a month in June 2009. Without additional PI ALJS, AO will not keep up with the dramatic increase in new board appeals. Thus, Appellate Operations (AO) will need to hire 15 PI ALJs in order for dispositions to increase to 2,945 by December 2009. Four PI ALJs would be hired each month in July, August and September 2009 and 3 PI ALJs would be hired in October 2009.

A stalemate in the State's 2009-2010 budget would likely prevent AO from hiring staff for 2 to 3 months until a budget is adopted. Thereafter, it would take four additional months to hire and train any ALJs. If a hiring freeze is imposed, AO would probably not be able to increase its production until December 2009 or January 2010 and its balance of open cases would more than double during this time period.

Accordingly, it is proposed that 2 PI ALJs and 2 PI support staff be hired before the end of June 2009. These ALJs will be trained initially to conduct field hearings and will work in AO when its workload increases substantially on or before September 2009. One PI support staff will be hired at a Management Technician Services (MST) level for Registration where there is a current backlog of 600 cases. Because it takes 6 months to a year of training for a Registration clerk to become fully proficient, it is necessary to fill the MST position as soon as possible.

As part of this request, we are requesting to purchase associated equipment such as laptops, software, docking stations and other furniture and equipment needed for the new PI hires. We are also proposing to reconfigure 2 cubicles into individual offices.

Other steps being taken to promote the efficiency include AO changing its procedures to require a party to exercise certain rights when it files a board appeal rather than after an appeal is filed. AO will revise its notices to the parties to promote clarity. Dragon Naturally

Speaking voice-to-text software will be purchased to allow new PI ALJ hires to dictate proposed decisions and save work and time spent by staff typing decisions. New PI ALJs will be trained in the use of the e-dec system that allows a case to be moved to the Board without a physical case folder.

ADMINISTRATIVE SERVICES BRANCH

Pam Boston, Deputy Director

The Administrative Services Branch is requesting to purchase the following items with surplus monies for 08/09 Fiscal Year.

- Four - Blackberries and Bluetooth for Facility Representatives. This device will enable the Facility Representatives to be readily available. The Facility Representatives are experiencing an increased workload and travel due to the need for expanded facilities.
- AirCard for Laptop – This will allow the Manager over our Facility Representatives to be available after hours and on weekends via wireless connection to CUIAB.
- Hire a Permanent Intermittent Personnel Specialist – Assist with the additional workload due to the increased hiring.
- Augment blanket for 2008/09 and 2009/10 to move Frances Aguilar into the blanket to run out vacation. This will allow Personnel to immediately fill behind this crucial position.
- Additional copier in Business Services due to increased workload.
- Heavy duty industrial printer for Personnel Transactions due to increased workload. This printer will be used for printing contact letters to candidates on employment lists.
- Office printer for Deputy Director.
- CUIAB is compelled to substantially add to its workforce in order to meet the demands of the current economic situation and the corresponding workload increase. A significant number of new employees must be housed in our existing Headquarters facilities, with no additional space. Under these circumstances, CUIAB is in need of the services of a DGS professional space planner at \$5,000 to maximize the use of existing space and plan for our added workforce to process the increased workload forecasted in the May Revise.

INFORMATION TECHNOLOGY DIVISION

Rafael Placencia, Chief Information Officer

The Information Technology Division is partnering with the Labor & Workforce Development Agency (LWDA) and Employment Development Department to plan our information technology infrastructure for the next five years. By working in partnership with LWDA organizations, CUIAB may leverage technology solutions, major procurement of hardware, and learn implementation strategies from other departments that have recently experienced major project implementations. In partnership, we are developing projects to move CUIAB towards –

- A digital work environment to reduce the use and handling of paper case files. This will also increase security of confidential information and provide flexibility in shifting workload between Field Office locations.

- Pursue technology work process improvements to help streamline hearings and provide proper tools to our ALJs. This will help CUIAB meet time lapse and quality measurements from US Department of Labor.
- Improve communication tools between Field Offices and Headquarters for policy discussions and timely share business strategies.

To help manage these projects and the growing CUIAB workforce, IT Division proposes to:

- Procure a consultant at \$35,000 to conduct and draft a business needs analysis for technology solutions and develop CUIAB's project requirements for control agency review.
- Procure data storage hardware at \$350,000 to increase our digital capacity to retain three years of data rather than the current level of 13 months. This will also help with data reporting for Board and management decisionmaking and policy development.
- Purchase seven Blackberries at \$2,000 for IT staff to increase the staff accessibility to all CUIAB Headquarters and Field Office staff for technical support and data reporting.

Additional 08/09 Proposed OE&E Spending
Summary

Admin	\$23,250
AO	\$120,035
Exec	\$12,200
IT	\$385,000
FO	\$915,760
<u>Total</u>	<u>\$1,456,245</u>

Additional 08/09 Proposed OE&E Spending
Administrative Services

Qty	Unit Cost	Item	Description	Office	Center Cost	Location	Justification	Cost	Expense Code
4	200	Blackberrys with Bluetooth ear piece		BS	306	Facility Reps	This device will enable the Facility Representatives to be readily available. The Facility Representatives are experiencing an increased workload and travel due to the need for expanded facilities.	\$800	642
1	50	Air card	Air card for laptop	BS	306	Facility Rep. Manager	This will allow the Manager over our Facility Representatives to be available after hours and on weekends via wireless connection to CUJAB.	\$50	642
1	20,000	Copier	Color Copier - Ricoh Afficio MPC6000	BS	306	Business Services	Due to increased workload.	\$20,000	660
1	600	Printers	2000 Series	Admin	306	Deputy Director	Replacement	\$600	645
1	1,800	Printer	4000 Series	PT	306	Personnel Transactions	Due to increase in workload. This printer is used for printing contact letters to candidates on employment lists. Replacement of existing #17231 purchased in July 2002 and no longer under CUJAB printer contract for maintenance.	\$1,800	665
								\$23,250	

Additional 08/09 Proposed OE&E Spending
Appellate Operation

Qty	Unit	Item	Description	Office	Cost Center	Location	Justification	Cost	Expense Code
2	100	TRANSNET	DTP-OHST001 Headset, DTP-INBMG Foot pedal and DTP-148649 USB Adapter	AO	300	Transcript Typists	For new licenses, headsets and foot pedals for new PI typists hired in Phase III to be purchased in 08/09	\$200	616
15	850	Dragon Naturally Speaking		AO	300	ALJs	For new PI ALJs to be hired under Phase III to be purchased in 08/09	\$12,750	616
10	473	CHAIR	Chancellor's Executive Chair	AO	300	ALJs	For new PI ALJs to be hired in Phase III to be purchased in 08/09	\$4,730	640
15	276	CHAIR	Focus 2 w/ergo arms 6247400.4250 (navy or	AO	300	Support Staff	Chairs for new staff to be hired in Phase II & III to be purchased in 08/09	\$4,140	640
10	870	DESKS	Executive Desk 72X36	AO	300	ALJs	For new PI ALJs to be hired in Phase III to be purchased in 08/09	\$8,700	640
10	405	BOOKCASES	Bookcases	AO	300	ALJs	For new PI ALJs to be hired in Phase III to be purchased in 08/09	\$4,050	640
15	115	HEADSETS	Plantronic Pulsar 590A Bluetooth Headset, Wireless	AO	300	For ALJs and Typists	To purchase for 10 additional PI ALJs and 5 additional PI Typists to be hired in Phase III	\$1,725	642
10	1,800	LAPTOP	IBM LENOVO THINKPADS	AO	300	AO ALJs	For 10 additional PI ALJs to be hired in Phase III	\$18,000	645
10	79	POWER CORDS	IBM LENOVO THINKPADS	AO	300	AO ALJs	For 10 additional PI ALJs to be hired in Phase III	\$790	645
10	150	DOCKING STATIONS	IBM LENOVO THINKPADS	AO	300	AO ALJs	For 10 additional PI ALJs to be hired in Phase III	\$1,500	645
10	1,500	PC	HP Compaq DC 7800	AO	300	Support Staff	For 10 additional PI Support Staff to be hired in Phase III	\$15,000	645
10	150	LABEL PRINTER	Dymo 68010 Label Writer	AO	300	Support Staff	For 10 additional Support Staff to be hired in Phase III	\$1,500	645
3	1,700	PRINTER	HP 4000	AO	300	Support Staff	To replace printers that were purchased in 1999 & 2000 for decision typists and attendance clerk	\$5,100	645
2	1,700	PRINTER	HP 4050	AO	300	ALJs & SS	To replace printers that were purchased in 1999 & 2000 for ALJs and Support Staff in Open File room and by Late Desk	\$3,400	645

Appellate Operation - Continued

Qty	Unit	Item	Description	Office	Cost	Location	Justification	Cost	Expense
	Cost			Center					code
5	1,700	PRINTER	HP 4050	AO	300	ALJs & SS	Add new printers for 15 PI ALJs and 15 PI Support Staff to be hired in Phase II & III to be purchased in 08/09	\$8,500	645
1	9,800	SCANNER (Printer)	Moved from EC 645 HP Color LaserJet CM6040f MFP - multifunction (fax/copier/printer/scanner) (color)	AO	300	Scanning Unit	AO handles a large volume of documents that need to be scanned and a dedicated scanner is necessary to expeditiously perform scanning.	\$9,800	665
2	10,000	Cubicles	To Reconfigure 2 individual cubicles into 2 individual offices	AO	300		To reconfigure cubicles on the third floor into two individual offices to be covered with 08/09 monies	\$20,000	710
3	50	Air Cards		AO	300		For 3 R.A. ALJ's who cannot get DSL lines.	\$150	642
								\$120,035	

Additional 08/09 Proposed OE&E Spending
Executive

Qty	Unit Cost	Item	Description	Office	Cost Center	Location	Justification	Cost	Expense Code
1	12,000	Educational Workshop		Exec	319	Board Members	Budget course for board members.	\$12,000	910/832
1	200	Telephone		Exec	319	Board Member Office		\$200	660
								\$12,200	

Additional 08/09 Proposed OE&E Spending
Information Technology

Item	Unit Cost	Item	Description	Office	Cost Center	Location	Justification	Cost	Expense Code
1		SAN	Storage Area Network	IT	319		Due to changes in data retention requirements and the increase in case load, our data storage area needs to be increased. The purpose of the storage area is for storing audio case files, related case file documents such as typed decisions, and other mission critical data for managing appeals. Purchase new SAN equipment for data storage for our Sacramento Headquarters location and for our Orange County location.	\$350,000	645/665
1	35000	Consultant Services		IT	319		To conduct and draft a business needs analysis for technology solutions and develop CUIAB's project requirements for control agency.	\$35,000	832/833
								\$385,000	

Additional 08/09 Proposed OE&E Spending
Field Operations

Qty	Unit Cost	Item	Description	Office	Cost Center	Location	Justification	Cost	Expense Code
1	1,500	NAUIAB	Membership dues	CHF	333		Yearly membership to encompass all the attorneys within CUIAB	\$1,500	841
120	1,500	PC		CHF	333	Field Offices	Will be used to for the 120 new employees under the workload reduction phase III.	\$180,000	645
1	5,000	PIA	Furniture needs	CHF	333	Field Offices	Will be used to purchase furniture for the 120 new employees under the workload reduction phase III.	\$600,000	640
1	9,800	Scanner (printer)	Industrial Type with large volume capacity	CHF	333		Pilot one in a field office	\$9,800	645/665
1	1,700	Printer	Replace HP Laserjet 4050 tn	RSU-S	332	Registration	Replace #11955 as it is no longer covered under CUIAB's printer contract for maintenance. Purchased Dec. 2000.	\$1,700	645
1	1,700	Printer	Replace HP Laserjet 4050 tn	RSU-Bay	332	Dec. Typist, reg. & Hub	Replace #07359 as it is no longer covered under CUIAB's printer contract for maintenance. Purchased	\$1,700	645
2	600	Printer	Replace HP Laserjet 4050 tn with 2015	ING	368	LSS II & PALJ	CUIAB #09910 purchased Sept. 2000, #07182 purchased June 1999. LSSI & PALJ model should be downsized to since user laserjet printer (2015).	\$1,200	645
1	1,800	Printer	Replace HP Laserjet 4050 tn	ING	368	Personnel area	CUIAB #01103 purchased June 1999. No longer covered under CUIAB printer contract for maintenance.	\$1,800	645
2	6,200	Printer	Additional HP 9050 dn staple/sorter	ING	368	Reg/Cal	Replace - #19831 purchased May 2003. New-Due to the increase in workload and additional printer for hearing notices is necessary	\$12,400	665
2	600	Printer	replace HPs 1200 series	OC	365	PALJ and Cal. Clerk	CUIAB #12733 purchased June 2001 & #16726 purchased June 2002.	\$1,200	645
4	1,700	Printer	replace HPs 4000 series	OC	365		CUIAB #01102, 09907, 19657, 07183 purchased June 1998 through June 2003. Not covered under printer	\$6,800	645
1	6,200	Printer	Additional HP 9000 series staple/sorter	SJ	371	Registration / Calendaring	Multiple MST's are printing to the existing printer and causing delay.	\$6,200	665
1	12,000	Copier	Additional 55 PPM	OAK	370	Mail Room	There are currently three employee in the mail room and only one copier. An additional \$1692 a year maintenance agreement is associated with this product which covers repairs and supplies.	\$12,000	660
ALJ Training Needs									
1	1,800	Laptop		CHF	333	ALJ Trainer	The current laptop has difficulty playing some of the CDs and DVDs used in the training program.	\$1,800	645
2	75	Remote	Kingston wireless presenter with laser pointer #866983	CHF	333	ALJ Trainer	ALJ Training. Remote for laptop to assist with presentations.	\$150	640

Field Operations - continued

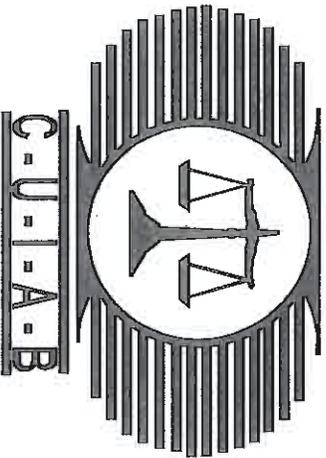
Qty	Unit	Item	Description	Office	Cost	Location	Justification	Cost	Expense
							Center		code
ALJ Training Needs - continued									
15	1,800	Laptop		CHF	333	Trainees	There should be enough laptops for the largest field office. Currently we use PCs. The PC monitors block users vision of the screen and speakers, and the CPUs must be on the floor and are susceptible to being knocked over. If we take the training programs to the field offices for regional training of ALJs, the laptops are transportable and can be used in a regional training room.	\$27,000	645
1	2,700	Printer / Copier	16 PPM	CHF		Training Room	Students type decisions during in-class exercises, and we currently use sac office's printer to print them out.	\$2,700	640
25	800	Dragon Naturally Speaking	Dictation Software	CHF	333		To be installed on the training laptops and the remaining to cover the additional pilot volunteers.	\$20,000	616
1	600	Printer		CHF	333	ALJ Trainer	The current printer is on loan and is an older model.	\$600	645
2	250	Podiums		CHF	333	Training Room	That have a larger workspace.	\$500	640
1	300	Table		CHF	333	Training Room	3.5 feet high for laptop and binder	\$300	640
1	500	Cabinet		CHF	333	Training Room	Store training equipment and supplies	\$500	640
12	800	Tables		CHF	333	Training Room	Wider and longer to accommodate more students and provide a better working surface	\$9,600	640
50	200	Chairs		CHF	333	Training Room	For the tables that are the correct height and cushioned. Replace existing.	\$10,000	640
2	70	Flash Drives		CHF	333	Training Room		\$140	645
1	170	Shredder	SB-89CI	CHF	333	Training Room		\$170	640
1	400	Microphone	Wireless Headset	CHF	333	ALJ Trainer -	For training off site at larger venues. Combo system includes both hand held and headset.	\$400	640
1	600	Microphone	Wireless hand held	CHF	333	ALJ Trainer	For training off site at larger venues. For audience	\$600	640
1	200	Speakers	Portable speakers	CHF	333	ALJ Trainer	For training off site at larger venues. For laptop	\$200	640
1	1,700	Projector	Toshiba TDP-TW100U	CHF	333	ALJ Trainer	For training off site at larger venues.	\$1,700	640
1	1,500	Audio System		CHF	333	ALJ Trainer	For training off site at larger venues.	\$1,500	640
4	400	Additional Ports		CHF	333	Training Room	It would also be helpful to have additional ports for power and internet access in the training room floor. These additional ports would provide more flexibility in the configuration of the seating and increase safety.	\$1,600	412
								\$915,760	

2008-2009

SUPPLEMENTAL

4TH QUARTER SPENDING PLAN

PROPOSAL



Board Meeting ~ May 4, 2009

Supplemental 4th Quarter Position Requests

Branch Requests:

◆ Appellate Operations

Temporary Help Positions Effective June 2009

ALJs	2
MST	2
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Total	4

Temporary help salaries and wages expenditures are accounted for one month following the effective start date.



Supplemental 4th Quarter OE&E Requests

Branch Requests:

▶ Administrative Services	\$ 23,250
▶ Appellate Operations	\$120,035
▶ Executive	\$ 12,200
▶ Information Technology	\$385,000
▶ Field Operations	\$915,760
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▶ Total	\$1,456,245



Supplemental OE&E Spending Requests

Administrative Services	Equipment	new	\$	20,000
		replacement	\$	3,250
Appellate Operations	Software	new	\$	12,950
	Equipment	new	\$	56,965
		replacement	\$	8,500
	Furniture	new	\$	21,620
	Cubicles	reconfigure	\$	20,000
Executive	Workshop	new	\$	12,000
	Equipment	new	\$	200
Information Technology	Equipment	expansion	\$	385,000
Field Operations	Software	new	\$	20,000
	Equipment	new	\$	249,360
		replacement	\$	22,400
	Furniture	new	\$	620,900
	Data Ports	new	\$	\$1,600
	Memberships	new	\$	1,500
Total				\$1,456,245

Impact of Supplemental Spending Plan

Reserve and Available Balance \$ 1,974,892

Spending Plan (\$ 1,456,245)

Total Remaining Balance \$ 518,647



