CONNECTICUT DEPARTMENT OF LABOR

Partner of the American Job Center Network

MEMORANDUM

TO: Benjamin B. Barnes, Secretary
Office of Policy and Management

FROM: Robert J. Merola, Chief Fiscal Officer

DATE: October 16, 2014

RE: **CHRO - Budget Adjustments (Policy Options) for FY 2016 and FY 2017 Biennium**

Attached is one original and two hard copies of the Commission on Human Rights and Opportunities' Budget Adjustments (Policy Options) for FY 2016 and FY 2017 Biennium.

If you or your staff should have any questions, please feel free to contact Ms. Tanya A. Hughes, CHRO's Executive Director at (860) 541-3431 or by e-mail at tanya.hughes@ct.gov

Robert J. Merola
Chief Fiscal Officer

Attachments

cc: Tanya A. Hughes, Executive Director, CHRO
Cheryl Sharp, Deputy Executive Director
Jessica Cabanillas, Budget Analyst, OPM
Chris Wetzel, Associate Budget Analyst, OFA

Agency Option Submission

Commission on Human Rights and Opportunities

Tanya A Hughes — Executive Director — 10/15/14

Signed (Agency Head) — Title — Date

Fund	Agency Priority	Adjustment Title	FY 2016 Amount	FY 2017 Amount
11000 - General Fund				
	1	OE Savings	4,800	4,800
	Total		4,800	4,800
Total			4,800	4,800

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Commission on Human Rights and Opportunities

11000 - General Fund

Adjustment Type: Reduction

Agency Title: OE Savings

Agency Description: The Agency can set a new record retention policy and reduce the costs of storage of case files. Through a shorter record retention schedule and the storage of files with the state library for a shorter period of time, we should be able save approximately $1,300 in a year.

The Agency may also reduce translation and interpretation expenses by closely monitoring adherence to the contract by Accu-World and the language line. Through an audit we recently discovered that we had been overcharged by over a thousand dollars for one of the translation services provided to the Agency by Accu-world. We believe that we could save $3,500 a year by more closely monitoring the costs we are assessed, for the services being provided.

Agency Priority: 1 System ID: 3437

SID	Account	Program	Agency 2016	Agency 2017
Financials				
10020 - Other Expenses	51950 - Storage Expenses	12007 - Equal Opportunity Assurance	1,300	1,300
	52000 - Translation & Interpretation	12007 - Equal Opportunity Assurance	3,500	3,500
	Total-10020 - Other Expenses		4,800	4,800
Total Financials			4,800	4,800

Tanya Hughes 10/15/14

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