



State of Utah

GARY R. HERBERT
Governor

GREG BELL
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES

PALMER DePAULIS
Executive Director

MARK E. WARD
Deputy Director

MARIE CHRISTMAN
Deputy Director

TO: DHS Executive Leadership Team
FROM: Palmer DePaulis, Executive Director
DATE: August 31, 2010
RE: FY 2011 Budget Restrictions

In light of the expiration of the Governor's Executive Order, I am revising the restrictions on expenditures that have been in place since January 2010. The Department of Human Services is still implementing budget reductions for FY 2011 and will have additional reductions to make if the base budget for FY 2012 is not amended. While there are some preliminary positive signs of economic recovery, there is not sufficient trend data to indicate that state revenues are beginning a full recovery.

Out of State Travel:

Out of state travel will continue to require Executive Director approval, except for travel directly required to meet client needs. Approvals will be limited to travel to meet federal grant requirements, to meet essential training requirements of professional staff, to meet client needs, or travel paid from non-General Fund sources. Please consider carefully whether the time away from the office is justified by the request.

Group Gatherings:

Group gatherings will be limited to mandatory training, program-required reviews and meetings, and certain annual events. Food purchases, bottled water and soft drink purchases will not be permitted, except for retirements. Annual events and conferences involving external participants should be submitted through the existing group gathering approval process. In some rare circumstances involving external participants, group gathering requests may include food and drink purchases, but will require executive director's office approval based on the circumstances and business justification.

Incentives:

Incentives that are part of an EDO-approved Department/Division/Office/Institution targeted recruitment and retention plan may continue as approved. All other incentive payments continue to be suspended.

Purchases:

Computer hardware and software purchases exceeding \$5,000 will require approval by the Executive Director's Office. Please submit these approvals to Mark Ward.

Annual Reports:

Annual reports and other fiscal reports not required to be submitted in hard copy by state law should no longer be printed. Please continue to provide appropriate reports on the Department's website.

Hiring Approvals:

Continue to submit requests to fill vacancies to the Office of Fiscal Operations through the existing process.

Other Purchasing and Costs:

Please continue to use professional judgment to reduce costs where reasonable, such as printing on both sides of paper, using technology, carpooling, teleconferencing, and other efficiency measures.

These restrictions are necessary to help protect funding for essential services to the extent possible, are in effect immediately, and will continue until further notice. Thank you for your assistance in implementing these directives.