



State of Utah

GARY R. HERBERT
Governor

GREG BELL
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES

LISA-MICHELE CHURCH
Executive Director

MARK E. WARD
Deputy Director

MARIE CHRISTMAN
Deputy Director

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TO: DHS Executive Leadership Team

FROM: Lisa-Michele Church, Executive Director

DATE: January 21, 2010

RE: **FY 2 010 Budget Restrictions**

Lisa Michele

In light of the continuing negative state fiscal situation brought on by the downturn in the national economy, and at the request of Governor Herbert to conserve resources, I am implementing additional restrictions on certain categories of administrative expenditures. These restrictions replace those in effect since August 28, 2008 and are as follows:

Out of State Travel:

Out of state travel will continue to require Executive Director approval. Approvals will continue to be limited to travel required to meet client needs, travel to meet federal grant requirements, or travel paid from non-General Fund sources. Please consider carefully whether the time away from the office is justified by the request. If you are aware of other state agencies attending an event or conference that you are seeking approval to attend, the out of state travel request must include this information so the travel can be coordinated by the Executive Directors of the relevant departments.

Group Gatherings:

Group gatherings will be limited to mandatory training and certain annual events. Annual events and conferences involving external participants may be approved and will be reviewed through the existing group gathering approval process. Food purchases, bottled water, and soft drinks purchases will not be approved.

Food Purchases:

Food purchases will not be permitted, except for client-related program purposes such as food service in the residential institutions.

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 \$500 will require approval by the Executive Director's Office. All computer replacements and acquisitions will require approval by the Executive Director's Office. Please submit these approvals to Mark Ward. Information Technology purchases that can reasonably be delayed to FY 2011 without interfering with the agency's core function should be postponed.

Annual Reports:

Discontinue printing annual reports and other fiscal reports unless required to be submitted in hard copy by state law. Please provide these reports on the Department's website as soon as practical.

Hiring Freeze:

As you know, the Department implemented a hiring freeze effective December 11, 2009 pursuant to the Governor's Executive Order. Requests for exceptions must be submitted to the Executive Director through the established process.

Other Purchases and Costs:

Please continue to consult the Executive Order issued by the Governor on December 11, 2009. Use professional judgment to cut costs where reasonable, such as printing on both sides of the paper, using technology in lieu of paper, carpooling, teleconferencing, and other efficiency measures.

These restrictions are necessary to help protect funding for essential services to the extent possible and are effective immediately, unless previously made effective December 11, 2009 by the Governor's Executive Order.

As you implement, consider the spirit of the restrictions and do all you can to control administrative expenses where possible. Thank you for your assistance in implementing these directives. If you have any questions, please contact Mark Ward.