

The following is a summarized list of questions and answers from the audience of the IIBF Live Event Public Meeting on July 27, 2023, and from the IIBF Questions Inbox. To the extent possible, they have been grouped by category for the relative response of the Budget to Actual Financial report.

Question Category:	Answer:
<b>IIBF Financial Reporting</b>	
What are the facility-level reporting standards/expectations?	The facility-level reporting is similar to the one that we shared at today’s public meeting. It has in-depth information on the spending that occurred at the facilities. The format was suggested when working with the family representatives a couple of years ago. The facility–level report has spending information such as items purchased and the purposes of the purchase, dollar amount under each spending category.
What do we do if we can't get our facility-level team to report on time and accurately? In business, we report current balances, even if we have not yet had our final close. The reports from our facility are 2-3 months behind in reporting at our LFC meetings.	The report we present at the IIBF public meeting, and the local family council meeting is the quarterly report. You can certainly request the most current report by attending the local family council meeting. It is challenging to present “current” information because the LFC meeting schedules do not line up with Business Services quarterly reporting.
What does the Budget Category NR mean? Why is there so much money left? Some accounts have had zero spent and that is just a waste. My facility had \$1,500 in Cultural and didn’t spend a penny the entire year.	The budget category NR means the funding from the IIBF non-restricted funds. It is referring to the \$10 incarcerated individual allocations. It is discretionary funding for facilities to allocate to the programs/activities, such as recreation, and unit activities. There are recovery fees from some of the programs such as TV rental and recreation programs, the recovery fees are used to repair and purchase the items for these programs as in need. The funding left from these categories will go back to the IIBF fund balance for future planning.

<p>I want to know what SP stands for. I see it in several locations – Supplemental Program Enhancements; Supplemental Pop-up; and Special Projects. Where does the funding come from and what are the criteria for using it? Is that money in addition to the budgeted amount?</p>	<p>The SP is a budget category code we set up in the accounting system to record the expenditures under the Planned Reinvestment areas such as Wellness Enhancement and EFV/Visiting Enhancement.</p>
<p>What is the difference between these 2 TV items? Is OP Operating? If so, why is it included in the IIBF report? How much money is remaining?</p>	<p>There are TV rental programs and Satellite TV/Cable services fees. The TV rental program is under the IIBF non-restricted funding, and the Satellite TV/Cable services fees are the monthly tv/cable or satellite services fees, and it is under the Other Restricted IIBF Expenditures. OP is a budget category code in the accounting system to record the monthly tv/cable or satellite fees payment. At the time we prepare the quarterly budget to actual report for the quarter ending in June 2023, the remaining funding for the tv rental program is -\$37,644 (actual expenditure of \$48,570 versus recovery fee of \$86,214). The remaining balance from the Satellite TV/Cable fees is \$11,261.</p>
<p>Explain what “Meal Enhancement” means. What does it include and why are IIBF funds being used for food?</p>	<p>The ‘Meal Enhancement’ showing on the facility’s quarterly budget to actual report is for the treats and special meals provided to the incarcerated individuals during the holiday seasons to lift the holiday spirit. They are separated from the regular food/meal services provided to incarcerated individuals.</p>
<p><b>IIBF Planned Reinvestment Spendings</b></p>	
<p>How do we obtain the receipts for the wellness equipment so we can see where and when the equipment was purchased?</p>	<p>You can certainly send the request to the facility business office. Since the volume of financial records at the facility level can be large, We recommend you obtain the receipt for the wellness equipment purchased through the agency’s public disclosure process.</p>

<p>How do we ensure that the equipment purchased is gym not home-use quality? Our facility has breakage in items a few weeks after purchase and implementation.</p>	<p>As Lisa Flynn, DOC director of the correctional programs indicated at the IIBF public meeting, all IIBF recreational equipment purchased are reviewed to ensure they meet the requirements of the correctional facility and safety level.</p>
<p>What is the difference between Recreation/Wellness and Unit Activities? Our facility plans to use half the Recreation money for a Violence Prevention Event. Why isn't that event paid for with DOC funds?</p>	<p>Recreation and wellness mean the same thing, it's in regard to new equipment that incarcerated individuals ask for via survey. Unit activities are any activities that happen in the unit, whereas recreation and wellness happen elsewhere usually. In prior years there was a specific budget category for violence prevention activities but that was eliminated. Since the event in question involved field day activities, it was combined with other recreation events, with no reduction of recreation funding.</p>
<p>For our facility funds were spent on SP68 Wellness Enhancement &amp; SP69 EFV &amp; Visiting Improvements, and our LBA let us know that HQ let them know that the general fund would be paying for those items. However, the report does not show what the final spend was or the fees recovered, so families do not have an accounting or comparison for a year to year. What is the best way to show what was spent and what was reimbursed from the general fund?</p>	<p>During the fiscal year end of FY23, the agency budget office made the decision to move the costs of IIBF Wellness and EFV/Visiting Enhancement to the state general fund as part of the year-end activities. The facility will have detailed information on what has been spent on these. Please attend the local family council meeting and request the information. Should DOC have a similar funding shift in subsequent years, we will handle the reimbursement accounting differently for better visibility.</p>
<p>Equipment bought for fitness that only 20% of I.I. can use. It is too extensive for the majority of older guys. Who makes those decisions without surveying the I.I</p>	<p>There were surveys sent out to the incarcerated individuals to identify the popularity of the items. As we talked about the IIBF quarterly public meeting, there will be more surveys coming out once the survey tools are available.</p>
<p>What are the stipulations for asking for special project money, and what are the limits as to what it can be spent on?</p>	<p>Special Project money is also considered as the categories under the approved FY24 IIBF budget as "Planned Reinvestments". Lisa Flynn, the DOC Director of Correctional Programs, and her team will work with the facilities to identify the needs of each category such as the Additional Facility Wellness Enhancement and the EFV/Visiting</p>

	Additional Enhancement. Once the needs/items are identified and approved by Lisa’s team, the facility will submit the purchase order accordingly with the funding released from these categories
<b>IIBF Lodging and Transportation Assistance Program</b>	
Why give more \$\$\$ to a program that only limits either housing assistance or driving expenses? If the family is coming from out of state, why not let them have both assistance? Paying for plane tickets, car rentals, and getting housing is very expensive. I do not see the problem, SINCE there is so much money in the fund. It could be restrictive to out-of-state visitors. that does not reflect the IIBF revenue for the same year.	The Lodging and Transportation Assistance Program is created a couple of years ago to replace previous contracts with Matthew House and Western Van Services. It is recommended by the family representatives to have this funding available to ease the burden of the families who travel long distances to visit their loved ones. With the available funding of FY24, the total approved funding for this program is \$50,000 more than FY23, this is to support allowing one incarcerated individual to have two visitors each month instead of one. When staffing is allowed, we will look into more options for this program to ensure it benefits more families.
2 weeks for families that work shift work is a barrier for them to get access to and use the LTAP Which is an additional burden on lower-income families. The process is also burdensome for those with literacy challenges	The two-week application process we have currently is mostly due to the lack of staff. However, we consider exceptions on a case-by-case basis.
With increasing gas costs, could we drop the amount of mileage required to qualify?	We had just expanded to cover the reimbursement for one incarcerated individual to have two visits per month. We are taking this year to collect more data and reevaluate our numbers based on what this year shows.
<b>IIBF Holiday and Superbowl Bags</b>	
The bags given were not dietary specific for those I.I. who have diabetes or heart problems. Gotten from C.I., so the bags were double paid.	The vendor we use for most bags probably won’t be able to accommodate special diets. We will consider special diets for the future as we seek other alternative vendors. There was no double payment related to getting the goody bags from CI. It was a special order through their vendor.

<p><b>IIBF Pop-Up Funds</b></p>	
<p>Our pop-up funds are used for kids' "craft kits" not additional events. How do we ensure the funds are used for events and for the betterment for all?</p>	<p>IIBF Popup funds are for the events/activities that are outside of the pre-planned activities during the fiscal year. Family CPPS works with the family services unit to identify the needs and events. This provides the flexibility to the facilities to have the events they later identified. Using pop-up funds to buy craft kits for visiting rooms is appropriate and we assume your facility was looking to spend funding before the end of the fiscal year</p>
<p><b>Other IIBF Related Questions</b></p>	
<p>Our facility spends current fiscal year dollars for the next fiscal year which does not seem in best practice or standard accounting practice. Does this meet OFM standards and how do we ensure these funds are spent in the year intended?</p>	<p>The funds should be spent for the allotted timeframe within the fiscal year. In some cases, especially during the fiscal year when facilities need funding for July events prior to the incoming fiscal year's budget being approved, they can request to spend the available funding from the current fiscal year for the same purpose for the events that happen in July. It is appropriate to spend allocated budget dollars on items that may be used for a future event.</p>
<p>IIBF policy says an EFV unit is an approved expenditure, so how do we get a new unit approved?</p>	<p>A new EFV unit is considered a capital project, and not something that IIBF funds. In addition, adding an EFV unit brings with it significant staffing and other operational impacts that would have to be considered within the general fund budget. The "EFV" from IIBF-authorized expenditures refers to the EFV supplies in general.</p>
<p>IIBF states that part of their mission is to encourage the positive development of family and community ties, which the back-pack program does, however, when a child is promised a back-pack and it is denied because of a parent's infraction, the child is the one being punished. How do we remove that stipulation so that the children are not the ones being punished?</p>	<p>The family services unit is working on the process now to ensure all children receive the back-to-school supplies from their assigned facilities.</p>
<p>How do families participate in the spending plan for the FY at their facility level per family council and IIBF policy? We have repeatedly requested this</p>	<p>If this is related to a specific facility, we are willing to meet with you and the local business manager to have further discussions. In general, an effective way to participate is through participating in LFC and attending regular meetings.</p>

<p>during our LFC meetings and via email, and families' requests continue to be dismissed.</p>	
<p>How can I.I. in each unit get their requests known when their voices are not known to the LFC?</p>	<p>If their requests are related to the IIBF events and activities, they can either reach out to the tier reps, or CPPC and have their families and loved ones share that at the LFC meetings. They can also voice their request through the survey tool once it's available.</p>
<p>Who was on the Special Projects Team? Were families and II included?</p>	<p>The IIBF Special Project Team was formed during the fiscal year-end internally with most of the members being volunteers from the local facilities' business office. The goal of the IIBF Special Project Team is to clarify the responsibilities and tasks between facilities and the family services unit to better utilize the funding. For example, the EFV enhancement funding that is led by the family services unit and the local facility has \$10 per incarcerated individual for the annual consumable items allocations. We will include the two family representatives from the IIBF budget committee in the future when the projects are more program or funding-related.</p>
<p>How do we get our CPC to let families give their opinions on what they want for their events?</p>	<p>We strongly recommend families attend the local family council meeting where you can voice their concerns and bring up suggestions, and opinions on what you want for the events.</p>
<p>Who would we invite to our LFC meetings to explain the IIBF budget and how families can participate in the planning and spending of the funds? My facility had \$70 thousand dollars not spent.</p>	<p>Families are encouraged to attend the facility LFC meetings. The facility's business manager and CPPC will be there to share the financial information as well as the program planning information. Families and the local family council members are encouraged to bring up your questions and suggestions during the LFC meeting to your local facility's leader.</p>

<p>Recycling is one of the Revenue items listed but our facility does not recycle the visit room cans. Does each facility make its own decision?</p>	<p>Most of the recycling revenue comes from aluminum cans in the visiting room. With the fully resumed visiting, many of them just started the recycling program. Each facility determines whether they have enough volume of material to recycle, staffing resources to manage it, and the availability of a local recycling vendor.</p>
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