

VERMONT ETHICS COMMISSION

Julie Hulburd, Chair

Larry Novins, Executive Director

Fiscal Year 2022 Budget Request



Fiscal Year 2022 Budget Request

**V E R M O N T
E T H I C S C O M M I S S I O N**

Julie Hulburd, Chair

Larry Novins, Executive Director

Budget Development

Holly S. Anderson, AoA Chief Financial Officer

Brenda Berry, AoA Deputy Chief Financial Officer

Jason Pinard, Financial Director II

Shawn Benham, Financial Director II

*Fiscal Year 2022 Budget Request
table of contents*

**V E R M O N T
E T H I C S C O M M I S S I O N**

Governor's FY2022 Recommend, Summary & Highlights	4
Program Performance Measures Budget Reports	6
FY2021 to FY2022 Crosswalk	8
Budget Rollup Reports	9
Budget Detail Reports	11
Personnel Summary Reports & Organizational Charts	17

Vermont Ethics Commission FY 2022 Governor's Recommend Budget

MISSION: The State Ethics Commission mission is to practice and promote the highest level of ethical standards and accountability in state government. The Ethics Commission offers governmental ethics training to all public servants, accepts, reviews, and makes referrals of complaints of alleged violations of governmental conduct regulated by law, provides information to the public, and issues ethical guidance and advisory opinions based on governmental codes of conduct and the General Principles set forth in its State Code of Ethics. The Ethics Commission accepts complaints from any source regarding government ethics in all three branches of State government or violations of the State's campaign finance laws, 3 V.S.A. § 1223(a). The Ethics Commission refers and tracks complaints of violations of governmental conduct regulated by law. 3 V.S.A. § 1221. The Commission serves as a resource to public servants and the general public.

Governor's Recommended
Budget FY 2022
(\$ millions)



FY 2022 SUMMARY & HIGHLIGHTS

- **Level funded budget from FY2021 Levels.**
- **Ethics Commission received a total of 18 complaints in FY2020 .**
- **Six of the 18 complaints were opened as cases.**
- **Seven of the 18 cases were referred to other entities as permitted by statute for further action.**
- **Provided five Ethics educational activities.**
- **Submitted amendments to Chapter 31 of Title 3 which became 2020's H.634 and which is now contained in 2021's H.135**
- **Submitted a draft Code of Ethics to the House and Senate Government Operations Committees in November 2020**
- **Submitted to the Senate Government Operations Committee a memorandum regarding conditions and safeguards that must be exist before adoption of any enforcement measures**

Mission

The State Ethics Commission mission is to practice and promote the highest level of ethical standards and accountability in state government. The Ethics Commission offers governmental ethics training to all public servants, accepts, reviews, and makes referrals of complaints of alleged violations of governmental conduct regulated by law, provides information to the public, and issues ethical guidance and advisory opinions based on governmental codes of conduct and the General Principles set forth in its State Code of Ethics. The Ethics Commission accepts complaints from any source regarding government ethics in all three branches of State government or violations of the State's campaign finance laws, 3 V.S.A. § 1223(a). The Ethics Commission refers and tracks complaints of violations of governmental conduct regulated by law. 3 V.S.A. § 1221. The Commission serves as a resource to public servants and the general public.

Key Initiatives

2020 saw the Ethics Commission redouble its efforts to build a foundation for ethics awareness in state government and eventual meaningful ethics oversight and enforcement. The Ethics Commission's primary focus for 2020 was its work toward a statutory code of ethics.

In late 2019, the Ethics Commission submitted to the Legislature proposed changes to 3 V.S.A. Chapter 31. The proposed changes became 2020's H.634. One of the changes requested was a new provision: The Ethics Commission should submit to the Legislature a draft code of ethics for statutory enactment. The Ethics Commission sees a statutory code of ethics as essential to ethics in state government. A statutory code is needed to provide legally based advice and guidance. It is indispensable if there is ever to be ethics enforcement in Vermont. S.198 also included the draft code of ethics mandate. S.198 added that the Ethics Commission should submit options for ethics enforcement. Preempted by COVID-19, neither bill became law. The Ethics Commission committed to the tasks anyway. The House and Senate Government Operations Committees asked the Ethics Commission to seek public input for the ethics code before submitting its draft code of ethics to the Legislature. A full explanation of the Ethics Commission's 2020 efforts may be seen on its webpage: <https://ethicscommission.vermont.gov/> and in its annual report. <https://ethicscommission.vermont.gov/reports>

H.634 also contained the Ethics Commission's request that it be given an administrative position to handle administrative details currently handled by its half-time Executive Director.

Additionally, the Ethics Commission's Executive Director played a larger role in 2020 providing ethics education.

Vermont Ethics Commission									
Programs	Financial Category	Financial Info						Authorized Positions (if available)	\$ Amounts granted out (if available)
		GF \$\$	TF \$\$	Spec F (incl tobacco) \$\$	Fed F \$\$	All other funds \$\$	Total funds \$\$		
PROGRAM NAME									
Ethics Commission	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ 103,766.34	\$ 103,766.34	1	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ 113,317.00	\$ 113,317.00	1	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ 113,317.00	\$ 113,317.00	1	\$ -
PROGRAM NAME									
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
PROGRAM NAME									
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
PROGRAM NAME									
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
PROGRAM NAME									
Program name and description	FY 2020 Actual expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2021 estimated expenditures (including requested budget adjustments)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2022 Budget Request for Governor's Recommendation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
	FY 2020 Actuals	\$ -	\$ -	\$ -	\$ -	\$ 103,766.34	\$ 103,766.34	1	\$ -
	FY 2021 Estimated	\$ -	\$ -	\$ -	\$ -	\$ 113,317.00	\$ 113,317.00	1	\$ -
	FY 2022 Budget Request	\$ -	\$ -	\$ -	\$ -	\$ 113,317.00	\$ 113,317.00	1	\$ -

Programmatic Performance Measure Report

Attachment A-2

Vermont State Ethics Commission		Performance Measure Info			
Programs	Measure Name	Measure Type	Previous Period Value	Current Period Value	Reporting Period
PROGRAM #1 NAME					
Complaints	Number of Complaints	How Much?	20.00	18.00	CY
	Complaints Opened as Cases	How Much?	11.00	6.00	CY
	Referred Complaints	How Much?	7.00	12.00	CY
PROGRAM #2 NAME					
Formal Guidance Requests	Number of Requests	How Much?	1.00	0.00	CY
PROGRAM #3 NAME					
Advisory Opinions	Number of Advisory Opinions Issued	How Much?	1.00	0.00	CY
PROGRAM #4 NAME					
Ethics Inquiries	Number of Ethics Inquiries	How Much?	10.00	5.00	CY
PROGRAM #5 NAME					
Trainings Provided	Number of Trainings Provided	How Much?	4.00	5.00	CY

Fiscal Year 2022 Budget Development Form - Vermont Ethics Commission

	General \$\$	Special \$\$	Interdept'l Transfer \$\$	HR Internal Service Fund	Total \$\$
State Ethics Commission: FY 2021 (As Passed)	0	0	0	113,317	113,317
Changes to Benefits					0
Changes to Per Diem				588	588
Changes to Other Pers Services				(6,880)	(6,807)
Changes to Contract & 3rs Party Services				5,000	5,000
Changes to Operating costs				600	600
Changes to Interal Service Charges				692	619
					0
					0
Subtotal of Increases/Decreases	\$0	\$0	\$0	\$0	\$0
FY 2022 Governor Recommend	0	0	0	113,317	113,317

State of Vermont
FY2022 Governor's Recommended Budget: Rollup Report

Organization: 1300001000 - Ethics Commission

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Salaries and Wages	48,596	47,224	47,224	47,224	0	0.0%
Fringe Benefits	18,315	18,557	18,557	18,572	15	0.1%
Contracted and 3rd Party Service	0	0	0	5,000	5,000	100.0%
PerDiem and Other Personal Services	2,050	19,249	19,249	13,030	(6,219)	-32.3%
Budget Object Group Total: 1. PERSONAL SERVICES	68,960	85,030	85,030	83,826	(1,204)	-1.4%

Budget Object Group: 2. OPERATING

Budget Object Rollup Name	FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Equipment	3,548	3,425	3,425	3,425	0	0.0%
IT/Telecom Services and Equipment	11,259	2,327	2,327	2,797	470	20.2%
Travel	4,443	7,525	7,525	7,525	0	0.0%
Supplies	730	500	500	500	0	0.0%
Other Purchased Services	4,722	4,573	4,573	4,569	(4)	-0.1%
Rental Property	10,103	9,937	9,937	10,675	738	7.4%
Budget Object Group Total: 2. OPERATING	34,806	28,287	28,287	29,491	1,204	4.3%
Total Expenses	103,766	113,317	113,317	113,317	0	0.0%

State of Vermont
FY2022 Governor's Recommended Budget: Rollup Report

Organization: 1300001000 - Ethics Commission

Fund Name	FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
ISF Funds	103,766	113,317	113,317	113,317	0	0.0%
Funds Total	103,766	113,317	113,317	113,317		0.0%

Position Count				1		
FTE Total				0.5		

State of Vermont
FY2022 Governor's Recommended Budget: Detail Report

Organization: 1300001000 - Ethics Commission

Budget Object Group: 1. PERSONAL SERVICES

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Salaries and Wages							
Description	Code						
Classified Employees	500000	48,596	0	0	0	0	0.0%
Exempt	500010	0	47,224	47,224	47,224	0	0.0%
Total: Salaries and Wages		48,596	47,224	47,224	47,224	0	0.0%

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Fringe Benefits							
Description	Code						
FICA - Classified Employees	501000	3,701	0	0	0	0	0.0%
FICA - Exempt	501010	0	3,613	3,613	3,613	0	0.0%
Health Ins - Classified Empl	501500	8,340	0	0	0	0	0.0%
Health Ins - Exempt	501510	0	8,340	8,340	8,340	0	0.0%
Retirement - Classified Empl	502000	5,356	0	0	0	0	0.0%
Retirement - Exempt	502010	0	5,336	5,336	5,336	0	0.0%
Dental - Classified Employees	502500	401	0	0	0	0	0.0%
Dental - Exempt	502510	0	836	836	836	0	0.0%
Life Ins - Classified Empl	503000	383	0	0	0	0	0.0%
Life Ins - Exempt	503010	0	199	199	199	0	0.0%
LTD - Classified Employees	503500	53	0	0	0	0	0.0%

State of Vermont
FY2022 Governor's Recommended Budget: Detail Report

Organization: 1300001000 - Ethics Commission

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Fringe Benefits							
Description	Code						
LTD - Exempt	503510	0	109	109	109	0	0.0%
EAP - Classified Empl	504000	31	0	0	0	0	0.0%
EAP - Exempt	504010	0	32	32	32	0	0.0%
Workers Comp - Ins Premium	505200	50	92	92	107	15	16.3%
Total: Fringe Benefits		18,315	18,557	18,557	18,572	15	0.1%

					FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and As Passed	Percent Change FY2022 Governor's Recommend and As Passed
Contracted and 3rd Party Service							
Description	Code						
Other Contr and 3Rd Pty Serv	507600	0	0	0	5,000	5,000	100.0%
Total: Contracted and 3rd Party Service		0	0	0	5,000	5,000	100.0%

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
PerDiem and Other Personal Services							
Description	Code						
Per Diem	506000	2,050	10,800	10,800	11,388	588	5.4%
Other Pers Serv	506200	0	8,449	8,449	1,642	(6,807)	-80.6%
Total: PerDiem and Other Personal Service:		2,050	19,249	19,249	13,030	(6,219)	-32.3%

Total: 1. PERSONAL SERVICES		68,960	85,030	85,030	83,826	(1,204)	-1.4%
------------------------------------	--	---------------	---------------	---------------	---------------	----------------	--------------

State of Vermont
FY2022 Governor's Recommended Budget: Detail Report

Organization: 1300001000 - Ethics Commission
Budget Object Group: 2. OPERATING

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Equipment							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	939	2,000	2,000	2,000	0	0.0%
Furniture & Fixtures	522700	2,609	1,425	1,425	1,425	0	0.0%
Total: Equipment		3,548	3,425	3,425	3,425	0	0.0%

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
IT/Telecom Services and Equipment							
Description	Code						
ADS VOIP Expense	516605	294	0	0	0	0	0.0%
Telecom-Wireless Phone Service	516659	0	0	0	600	600	100.0%
ADS Enterp App Supp SOV Emp Exp	516660	8,977	0	0	0	0	0.0%
It Intsvccost-Vision/Isdassess	516671	715	1,037	1,037	973	(64)	-6.2%
ADS Allocation Exp.	516685	1,246	1,290	1,290	1,224	(66)	-5.1%
Hw - Computer Peripherals	522201	28	0	0	0	0	0.0%
Total: IT/Telecom Services and Equipment		11,259	2,327	2,327	2,797	470	20.2%

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Other Purchased Services							
Description	Code						

State of Vermont
FY2022 Governor's Recommended Budget: Detail Report

Organization: 1300001000 - Ethics Commission

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Other Purchased Services							
Description	Code						
Insurance Other Than Empl Bene	516000	0	14	14	9	(5)	-35.7%
Insurance - General Liability	516010	40	84	84	95	11	13.1%
Licenses	516550	420	0	0	0	0	0.0%
Advertising-Print	516813	0	0	0	0	0	0.0%
Printing and Binding	517000	1,295	0	0	0	0	0.0%
Registration For Meetings&Conf	517100	2,500	0	0	0	0	0.0%
Postage - Bgs Postal Svcs Only	517205	19	0	0	0	0	0.0%
Outside Conf, Meetings, Etc	517500	0	3,600	3,600	3,600	0	0.0%
Agency Fee	519005	230	230	230	230	0	0.0%
Human Resources Services	519006	0	645	645	635	(10)	-1.6%
Moving State Agencies	519040	218	0	0	0	0	0.0%
Total: Other Purchased Services		4,722	4,573	4,573	4,569	(4)	-0.1%

		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Rental Property							
Description	Code						
Rent Land & Bldgs-Office Space	514000	0	0	0	0	0	0.0%
Fee-For-Space Charge	515010	10,103	9,937	9,937	10,675	738	7.4%
Total: Rental Property		10,103	9,937	9,937	10,675	738	7.4%

State of Vermont
FY2022 Governor's Recommended Budget: Detail Report

Organization: 1300001000 - Ethics Commission

Supplies		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Description	Code						
Office Supplies	520000	630	500	500	500	0	0.0%
Subscriptions	521510	100	0	0	0	0	0.0%
Total: Supplies		730	500	500	500	0	0.0%

Travel		FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	24	0	0	0	0	0.0%
Travel In-State Non-Employee	518299	0	1,000	1,000	1,000	0	0.0%
Travel-Inst-Auto Mileage-Nonemp	518300	1,292	0	0	0	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	46	0	0	0	0	0.0%
Travel-Outst-Other Trans-Emp	518510	939	2,000	2,000	2,000	0	0.0%
Travel-Outst-Meals-Emp	518520	237	900	900	900	0	0.0%
Travel-Outst-Lodging-Emp	518530	1,766	3,000	3,000	3,000	0	0.0%
Travel-Outst-Incidentals-Emp	518540	140	625	625	625	0	0.0%
Total: Travel		4,443	7,525	7,525	7,525	0	0.0%

Total: 2. OPERATING		34,806	28,287	28,287	29,491	1,204	4.3%
----------------------------	--	---------------	---------------	---------------	---------------	--------------	-------------

Total Expenses:		103,766	113,317	113,317	113,317		0.0%
------------------------	--	----------------	----------------	----------------	----------------	--	-------------

State of Vermont
FY2022 Governor's Recommended Budget: Detail Report

Fund Name	Fund Code	FY2020 Actuals	FY2021 Original As Passed Budget	FY2021 Governor's BAA Recommended Budget	FY2022 Governor's Recommended Budget	Difference Between FY2022 Governor's Recommend and FY2021 As Passed	Percent Change FY2022 Governor's Recommend and FY2021 As Passed
Financial Management Fund	59300	0	0	0	0	0	0.0%
Human Resource Services	59600	103,766	113,317	113,317	113,317	0	0.0%
Funds Total:		103,766	113,317	113,317	113,317		0.0%
Position Count					1		
FTE Total					0.5		

State of Vermont

FY2022 Governor's Recommended Budget Position
Summary Report

1300001000-Ethics Commission

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
967001	95010E - Executive Director	0.5	1	47,224	14,852	3,613	65,689
Total		0.5	1	47,224	14,852	3,613	65,689

Fund Code	Fund Name	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
59600	Human Resource Services	0.5	1	47,224	14,852	3,613	65,689
Total		0.5	1	47,224	14,852	3,613	65,689

