**Correctional Funding Commission Report Outline**

**Table of Contents**

1. **Executive Summary**
	1. Include [charge](https://correctionalfunding.com/charge/) of Commission
2. **Commission Process**
	1. Include information on meetings and portions of Task Matrix
3. **Background information**
	1. Makeup of sheriff departments and DOC, regulating authority, etc.
	2. Information could mirror information from [2013 Sheriff’s report](https://correctionalfunding.com/wp-content/uploads/2019/12/S1865-Sheriff-Commission-Report.pdf) (page 6)
4. **Sections of Report from Task Matrix** (work product with explanation and analysis)

	1. **Staffing Ratios and Employee Costs**
		1. NIC Executive Summary
		2. Staffing Report Cover Letters
		3. Forman/Joy Analyses
	2. **Efficiencies and Cost Reduction**
	3. **Actual Spending on Mental Health and Substance Use Disorder Services**
		1. Substance Use, Mental Health & Discretionary Funding Subcommittee Work Product
		2. *Note: appropriate spending was listed in charge, but Commission concluded that this is beyond its capacity*
	4. **Review of Discretionary Programming & Analysis of Geographical Disparities**
		1. Substance Use, Mental Health & Discretionary Funding Subcommittee Work Product
	5. **Analysis of Impact of Chapter 69 of the Acts of 2018**
		1. Chapter 69 Matrix
	6. **Review of Physical Assets, Infrastructure, Buildings, and Communications Equipment**
		1. Asset Inventories
	7. **Review of All Funding Sources**
		1. Forman/Joy Analyses
	8. **Expense Breakdown**
		1. health care, payroll (care and custody), programming for recidivism reduction, etc.
		2. Forman/Joy Analyses
	9. **Funding Formula and Adjustments to Spending**
		1. *Note: advisability of establishing line items*
5. **Recommendations**
	1. TBD based on work product and analyses
6. **Appendices**
	1. More voluminous work product will be relegated to appendices