**Correctional Funding Commission Report Outline**

**Table of Contents**

1. **Executive Summary** - to be completed at the end
	1. Include [charge](https://correctionalfunding.com/charge/) of Commission
2. **Commission Process -** Chairs Day and Brownsberger to complete
	1. Include information on meetings and portions of Task Matrix
3. **Background information -** Chairs Day and Brownsberger to complete
	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 Executive Summaries - Sheriffs & DOC to complete for 11/1
		3. Forman/Joy Analyses - Commissioners Forman & Joy to complete for 11/1
	2. **Efficiencies and Cost Reduction** - on hold
	3. **Actual Spending on Mental Health and Substance Use Disorder Services**
		1. Substance Use, Mental Health & Discretionary Funding Subcommittee Work Product – Subcommittee Chairs Cook & Dolan to complete for 11/1
			1. *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 - Subcommittee Chairs Cook & Dolan to complete for 11/1
	5. **Analysis of Impact of Chapter 69 of the Acts of 2018**
		1. Chapter 69 Matrix – Commissioner Horgan to complete for 11/1
	6. **Review of Physical Assets, Infrastructure, Buildings, and Communications Equipment -** Chairs Day and Brownsberger to complete for 11/1
		1. Asset Inventories
	7. **Review of All Funding Sources**
		1. Forman/Joy Analyses – Commissioners Forman & Joy to complete for 11/1
	8. **Expense Breakdown**
		1. health care, payroll (care and custody), programming for recidivism reduction, etc.
		2. Forman/Joy Analyses- Commissioners Forman & Joy to complete for 11/1
5. **Funding Formula and Adjustments to Spending** - to be completed at the end
	* 1. *Note: advisability of establishing line items*
6. **Recommendations** - to be completed at the end
	1. TBD based on work product and analyses
7. **Appendices**
	1. More voluminous work product will be relegated to appendices