



MICHIGAN STRATEGIC FUND

MEMORANDUM

DATE: May 3, 2021

TO: The Honorable Jim Stamas, Chair
Senate Appropriations Committee

The Honorable Curtis Hertel, Jr.
Minority Vice Chair
Senate Appropriations Committee
and Subcommittee on LEO/MEDC

The Honorable Ken Horn, Chair
Senate Appropriations Subcommittee on
Labor and Economic Opportunity/MEDC

The Honorable Terry Sabo, Minority Vice Chair
House Appropriations Subcommittee on
General Government

The Honorable Thomas Albert, Chair
House Appropriations Committee

The Honorable Joe Tate
Minority Vice Chair
House Appropriations Committee

The Honorable Greg VanWoerkom, Chair
House Appropriations Subcommittee on
General Government

FROM: D. Jeffrey Noel, President
Michigan Strategic Fund

SUBJECT: FY 2021 Section 216(1) FTE Report

Section 216(1) of Public Act 166 of 2020, the FY 2021 Omnibus Budget, requires departments and agencies to report quarterly on FTE counts by classification and actual FTE position counts compared to authorized FTE position counts. Pursuant to this requirement, attached is the FY 2021 FTE second quarter report for the Michigan Strategic Fund. The third quarter report will be submitted on or before July 30.

Section 216(2) requires a report by April 1 and semiannually thereafter, that specifies the number of employees engaged in remote work in 2020, number of employees authorized to work remotely and the actual number working remotely, estimated net cost savings from remote work, and the reduced use of office space associated with remote work. Prior April 1 report was submitted by the State Budget Office. Pursuant to this requirement, the State Budget Office will be submitting a compiled statewide Remote Work report.

If you have any questions, please contact our Office of Government Relations at 517.335.1847.

Attachments

cc: Members, Senate and House Appropriations Committees
Members, Senate Appropriations Subcommittee on Labor and Economic Opportunity/MEDC
Members, House Appropriations Subcommittee on General Government
Chris Harkins, Director, Senate Fiscal Agency
Mary Ann Cleary, Director, House Fiscal Agency
State Budget Office

FTEs by Classification and Job Type
Pay Period End Date 03/20/2021

LEO - MSF-MEDC

OFFICE AND CLERICAL	3.0
OFFICIALS AND ADMINISTRATORS	18.0
PARAPROFESSIONALS	10.0
PROFESSIONALS	77.0
SERVICE MAINTENANCE	1.0
TECHNICIANS	2.0
Total	111.0

Job Cd Desc	Job Category Cd Desc	FTE
ACCOUNTANT	PROFESSIONALS	2.0
ACCOUNTING TECHNICIAN	PARAPROFESSIONALS	4.0
ARCHAEOLOGIST SPECIALIST	PROFESSIONALS	1.0
ARCHITECT	PROFESSIONALS	2.0
ARCHITECT SPECIALIST-LICENSED	PROFESSIONALS	1.0
BUILDING CONSTRUCTION SPL	PROFESSIONALS	1.0
BUYER SPECIALIST	PROFESSIONALS	1.0
COMMUNICATIONS SPECIALIST	PROFESSIONALS	2.0
DEPARTMENTAL ANALYST	PROFESSIONALS	21.0
DEPARTMENTAL MANAGER	PROFESSIONALS	2.0
DEPARTMENTAL SPECIALIST	PROFESSIONALS	12.0
DEPARTMENTAL TECHNICIAN	PARAPROFESSIONALS	6.0
DIVISION ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	5.0
ECONOMIC COMMUNITY DEV ALT	PROFESSIONALS	5.0
ECONOMIC COMMUNITY DEV SPL	PROFESSIONALS	7.0
EXECUTIVE SECRETARY	OFFICE AND CLERICAL	1.0
FINANCIAL ANALYST	PROFESSIONALS	5.0
GENERAL OFFICE ASSISTANT	OFFICE AND CLERICAL	1.0
GRAPHIC ARTS DESIGNER	TECHNICIANS	2.0
HISTORIAN	PROFESSIONALS	4.0
HISTORIAN MANAGER	PROFESSIONALS	1.0
HUMAN RESOURCES ANALYST	PROFESSIONALS	1.0

Job Cd Desc	Job Category Cd Desc	FTE
HUMAN RESOURCES SPECIALIST	PROFESSIONALS	1.0
INFORMATION TECHNOLOGY SPL	PROFESSIONALS	2.0
INFORMATION TEC PRG ALT	PROFESSIONALS	5.0
LABORER	SERVICE MAINTENANCE	1.0
PROMOTIONAL SPECIALIST	PROFESSIONALS	1.0
SECRETARY	OFFICE AND CLERICAL	1.0
STATE ADMINISTRATIVE MANAGER	OFFICIALS AND ADMINISTRATORS	11.0
STATE ASSISTANT ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	1.0
STATE BUREAU ADMINISTRATOR	OFFICIALS AND ADMINISTRATORS	1.0
		111.0

Report ID: BUD-BPFTE-00

SIGMA

Run Date: 04/20/2021

Department Boilerplate FTE

Run Time: 10:12:11 AM

Cover Page

Parameters and Prompts:

BFY: 2021

Department: 185

Pay Period End Date: 3/20/2021

Report Description:

Compares FTEs authorized from funds appropriated in part 1 to the actual number of FTEs employed by the department. This report is a standard boilerplate reporting requirement included in the annual budget bill.

Report ID: BUD-BPFTE-0064	SIGMA
Run Date: 04/20/2021	Department Boilerplate FTE
Run Time: 10:12:11 AM	

Michigan Strategic Fund

Fiscal Year 2021 Quarterly FTE Comparison

Pay Period End Date - 3/20/2021

Appropriation Category	Appropriation Name	Authorized FTEs*	Actual FTEs**	Rationale of FTE Difference
MICHIGAN STRATEGIC FUND	Administrative services - Michigan Strategic Fund	37.0	34.2	
MICHIGAN STRATEGIC FUND	Job creation services	137.0	63.5	There are 63.5 "Job creation services" FTEs in this report, and of those 15.3 are non-civil service employees. There are 13 SHPO FTEs for PPE 3/20/21, and 1 SHPO vacancy which are excluded from this report and which utilize this FTE authorization but are paid from non-appropriated funds. The authorized FTEs from this line includes FTEs coded to Pure Michigan, BACR , Entrepreneurship and COVID appropriations. There are 3 vacancies in the process of being filled. This accounts for a total of 124.9 FTEs for this authorization.
MICHIGAN STRATEGIC FUND	Business attraction and community revitalization	0.0	18.1	FTE authorization for this line comes from the Job creation services appropriation. The 21st Century Jobs Trust Fund Programs have no authorized FTEs; however, MCL 125.2088b allows not more than 4% of the annual appropriations may be used for the purposes of administering these programs. FTE costs allocated to these programs is based on the time staff spend working on them. There are 30.2 FTEs coded to this line and the related work projects, of those 23.8 are non-civil service employees. There is one position that has been posted but was not filled on 3/20/21.
BOILERPLATE APPROPRIATIONS	Pure Michigan (interlocal)	0.0	6.2	FTE authorization for this line comes from the Job creation services appropriation. This line has no authorized FTEs; however FTE costs are allocated to this program based on the time staff spend working on it.
BOILERPLATE APPROPRIATIONS	Coronavirus public health emergency - federal - PA 67 - Work Project	0.0	.4	FTE authorization for this line comes from the Job creation services appropriation. This line has no authorized FTEs; however, this is CDBG CARES funding and administrative cost is allowed. FTE costs allocated to this program is based on the time staff spend working on it.
MICHIGAN STRATEGIC FUND	Business attraction and community revitalization - Work Project	0.0	.5	See rationale on the "Business attraction and community revitalization (BACR)" line
MICHIGAN STRATEGIC FUND	Business attraction and community revitalization - Work Project	0.0	11.5	See rationale on the "Business attraction and community revitalization (BACR)" line
MICHIGAN STRATEGIC FUND	Entrepreneurship eco-system - Work Project	0.0	6.6	FTE authorization for this line comes from the Job creation services appropriation. The 21st Century Jobs Trust Fund Programs have no authorized FTEs; however, MCL 125.2088b allows not more than 4% of the annual appropriations may be used for the purposes of administering these programs. FTE costs allocated to this program is based on the time staff spend working on it. There are 6.6 FTEs coded to this line and the related work projects, of those 6.5 are non-civil service employees.
	Total	174.0	141.1	

*Authorized FTE levels are not necessarily fully funded within the corresponding line item appropriations.

**This report includes civil service, and non-civil service employees funded from state appropriations. MEDC corporate employees are included due to the MEDC providing administrative services for MSF programs, which the MSF reimburses the MEDC for.

** Actual Civil Service employees on this date totaled 111.

**This report excludes 13 State Historic Preservation Office (SHPO) civil services FTEs and 1 SHPO vacancy that are funded with non-appropriated funds.