



## MICHIGAN STRATEGIC FUND

### MEMORANDUM

**DATE:** July 31, 2021

**TO:** The Honorable Jim Stamas, Chair  
Senate Appropriations Committee

The Honorable Thomas Albert, Chair  
House Appropriations Committee

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

The Honorable Joe Tate  
Minority Vice Chair  
House Appropriations Committee

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

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

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

**FROM:** Quentin L. Messer, Jr.  
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 third quarter report for the Michigan Strategic Fund.

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. Pursuant to this requirement, the State Budget Office will be submitting a compiled statewide Remote Work report.

If the opportunity arises for you to wish to discuss the following report, feel free to contact me, I can be reached via phone 517.241.1400 or [messerq@michigan.org](mailto:messerq@michigan.org). You may also 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

# Michigan Strategic Fund

## Fiscal Year 2021 Quarterly FTE Comparison

### Pay Period – 6/26/2021

| Appropriation Category     | Appropriation Name   | Authorized FTEs | Actual FTEs** | Rationale of FTE Difference   |
|----------------------------|--|-----------------|---------------|---|
| MICHIGAN STRATEGIC FUND    | Administrative services - Michigan Strategic Fund                    | 37.0            | 34.9          | There is 1 vacancy in this appropriation.   |
| MICHIGAN STRATEGIC FUND    | Job creation services  | 137.0           | 64.2          | There are 64.2 "Job creation services" FTEs in this report, and of those 13.5 are non-civil service employees. There are 14 SHPO FTEs for PPE 6/26/21 which are excluded from this report. They 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 2 vacancies in this appropriation. This accounts for a total of 120.6 FTEs for this authorization. Additionally, due to increased work load associated with CARES, ARP and other COVID response activities we have hired 1 limited term employee and will be hiring 4 more. |
| MICHIGAN STRATEGIC FUND    | Business attraction and community revitalization                     | 0.0             | 18.5          | 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 27.9 FTEs coded to this line and the related work projects, of those 16.0 are non-civil service employees. There is 1 vacancy on this line which has since been filled.  |
| 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             | .2            | 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 spent 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             | 8.9           | See rationale on the "Business attraction and community revitalization (BACR)" line   |
| MICHIGAN STRATEGIC FUND    | Entrepreneurship eco-system - Work Project                           | 0.0             | 6.2           | 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 6.2 FTEs coded to this line and the related work projects, of those 5.9 are non-civil service employees.   |
|                            | <b>Total</b>   | <b>174.0</b>    | <b>139.5</b>  |   |

\*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 113.

\*\*This report excludes 14 State Historic Preservation Office (SHPO) civil services FTEs, 2 permanent SHPO positions which are vacant, and 2 planned limited term positions that are funded with non-appropriated funds.

**FTEs by Classification and Job Type**  
**Pay Period End Date 06/26/2021**

**LEO - MSF-MEDC**

|                                     |              |
|-------------------------------------|--------------|
| <b>OFFICE AND CLERICAL</b>          | 3.0          |
| <b>OFFICIALS AND ADMINISTRATORS</b> | 18.0         |
| <b>PARAPROFESSIONALS</b>            | 10.0         |
| <b>PROFESSIONALS</b>                | 77.0         |
| <b>SERVICE MAINTENANCE</b>          | 1.0          |
| <b>TECHNICIANS</b>                  | 2.0          |
| <b>Total</b>                        | <b>111.0</b> |

| <b>Job Cd Desc</b>            | <b>Job Category Cd Desc</b>  | <b>FTE</b> |
|-------------------------------|------------------------------|------------|
| ACCOUNTANT                    | PROFESSIONALS                | 1.0        |
| ACCOUNTING TECHNICIAN         | PARAPROFESSIONALS            | 4.0        |
| ARCHAEOLOGIST                 | PROFESSIONALS                | 1.0        |
| 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                | 1.0        |
| DEPARTMENTAL SPECIALIST       | PROFESSIONALS                | 13.0       |
| DEPARTMENTAL TECHNICIAN       | PARAPROFESSIONALS            | 6.0        |
| DIVISION ADMINISTRATOR        | OFFICIALS AND ADMINISTRATORS | 4.0        |
| ECONOMIC COMMUNITY DEV ALT    | PROFESSIONALS                | 4.0        |
| ECONOMIC COMMUNITY DEV SPL    | PROFESSIONALS                | 8.0        |
| EXECUTIVE SECRETARY           | OFFICE AND CLERICAL          | 1.0        |
| FINANCIAL ANALYST             | PROFESSIONALS                | 4.0        |
| GENERAL OFFICE ASSISTANT      | OFFICE AND CLERICAL          | 1.0        |
| GRAPHIC ARTS DESIGNER         | TECHNICIANS                  | 2.0        |
| HISTORIAN                     | PROFESSIONALS                | 4.0        |
| HISTORIAN MANAGER             | PROFESSIONALS                | 1.0        |

| Job Cd Desc                   | Job Category Cd Desc         | FTE          |
|-------------------------------|------------------------------|--------------|
| HUMAN RESOURCES ANALYST       | PROFESSIONALS                | 1.0          |
| HUMAN RESOURCES SPECIALIST    | PROFESSIONALS                | 1.0          |
| INFORMATION TECHNOLOGY SPL    | PROFESSIONALS                | 3.0          |
| 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 | 12.0         |
| STATE ASSISTANT ADMINISTRATOR | OFFICIALS AND ADMINISTRATORS | 1.0          |
| STATE BUREAU ADMINISTRATOR    | OFFICIALS AND ADMINISTRATORS | 1.0          |
|                               |                              | <b>111.0</b> |
|                               |                              |              |