

Agency Name:	Administrative Law Court		
Agency Code:	C050	Section:	58



Fiscal Year FY 2025-2026

Agency Budget Plan

FORM A - BUDGET PLAN SUMMARY

OPERATING REQUESTS <i>(FORM B1)</i>	For FY 2025-2026, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

NON-RECURRING REQUESTS <i>(FORM B2)</i>	For FY 2025-2026, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input checked="" type="checkbox"/>	Not requesting any changes.

CAPITAL REQUESTS <i>(FORM C)</i>	For FY 2025-2026, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.

PROVISOS <i>(FORM D)</i>	For FY 2025-2026, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input checked="" type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Danielle M. Cox	(803) 734-6414	dcox@scalcalc.net
SECONDARY CONTACT:	Jana Shealy	(803) 734-6411	jshealy@scalcalc.net

I have reviewed and approved the enclosed FY 2025-2026 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
SIGN/DATE:		
TYPE/PRINT NAME:		

This form must be signed by the agency head – not a delegate.

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BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Comparable Salaries	200,100	0	0	0	200,100	0.00	0.00	0.00	0.00	0.00
TOTALS			200,100	0	0	0	200,100	0.00	0.00	0.00	0.00	0.00

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FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	1
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Comparable Salaries
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$200,100 Federal: \$0 Other: \$0 Total: \$200,100
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What is the net change in requested appropriations for FY 2025-2026? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input checked="" type="checkbox"/>	HR/Personnel Related
<input type="checkbox"/>	Consulted DTO during development	
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

ACCOUNTABILITY OF FUNDS	<p>The allocation of the funds requested will enable the Administrative Law Court to attract and retain highly qualified personnel through competitive compensation packages. Ensuring a competent workforce is essential to fulfilling the ALC's mission of delivering fair and impartial hearings for all litigants and ensuring the timely resolution of cases.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF	<p>The allocation of the funds requested will enable the Administrative Law Court to attract and retain highly qualified personnel through competitive compensation packages. Ensuring a competent workforce is essential to fulfilling the ALC's mission</p>
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FUNDS

of delivering fair and impartial hearings for all litigants and ensuring the timely resolution of cases.

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

Attorney positions at the Administrative Law Court are critical in providing essential legal research support to Administrative Law Judges, facilitating the issuance of sound and timely decisions. This support significantly reduces the duration between case filing and disposition. In recent years, the agency has faced an unusually high turnover rate among attorneys, coupled with a scarcity of applicants for these positions. The last few years, the ALC received funding to offer competitive salaries, which has decreased turnover. However, as other State agencies increase their salaries to attract and retain talent, our compensation packages risk becoming uncompetitive. Ensuring that our salaries remain comparable is an ongoing priority for the agency.

The request is for \$200,100.00:

Salary increase amount: \$145,000.00

Associated fringe: \$55,100.00

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

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FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
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AMOUNT	\$154,156
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What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.

ASSOCIATED FTE REDUCTIONS	N/A
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How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM / ACTIVITY IMPACT	<p>The Administrative Law Court (ALC) is a one program agency, therefore, these funds support the entire Court, including the Office of Motor Vehicle Hearings (OMVH). Our sole mission and program is to conduct contested cases, appellate and injunctive hearings filed by agencies or citizens of the State, as well as to preside over regulation hearings. As a Court, the ALC does not have direct control over how many cases are filed or the extent of the complexity of the cases. Also, the ALC does not have multiple programs or funding option to move around to absorb a general fund reduction; therefore, any reduction in funds has the potential to negatively impact the delivery of due process to the litigants appearing before the ALC and the OMVH.</p>
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What programs or activities are supported by the General Funds identified?

SUMMARY	<p>As state above, the ALC is a one program agency and therefore we do not have multiple programs or funding options to mover around to absorb a general fund reduction. Furthermore, approximately 92% of our budget goes to salary and fringe benefits. Thus a 3% reduction as requested and calculated by the Executive Budget Office would have a negative impact on the Court.</p>
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Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.

**AGENCY COST
SAVINGS PLANS**

The approximate 8% of our budget is used for operating and administration of the court which leaves no room for a reduction of over \$50,000, let alone almost \$ 155,000. Operating expenses for the Court include rent, court reporters, computers, copiers, postage, and Westlaw payments which are vital expenses that would prohibit the Court from functioning if they were eliminated due to our budget being reduced by \$154,156.00.

What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?