

**Form Number 500**

**Agency Adjustment Summary**

State of Nebraska - Administrative Services - Budget Division

	PAGE NUMBER
	CODE & DESCRIPTION
AGENCY	056 Wheat Board

EXPENDITURE ACCOUNT	ADJUSTMENTS	
	2007-2008	2008-2009
Permanent F.T.E. Positions	0.3	0.8
511100 Permanent Salaries - Wages		
511200 Temporary Salaries - Wages		
511600 Per Diem Payments		
511900 Supplemental (One-time payments)		
All Other Salaries		
<b>Sub-Total Salaries</b>	<b>0</b>	<b>0</b>
515100 Retirement Plans Expense		
515200 OASDI Expense		
515400 Life and Accident Insurance Expense		
515500 Health Insurance Expense		
All Other Personal Services		
<b>Sub-Total Benefits</b>	<b>0</b>	<b>0</b>
510000 Personal Services	0	0
520000 Operating Expenses		
570000 Travel Expenses		
580000 Capital Outlay		
590000 Government Aid		
<b>Total Expense</b>	<b>0</b>	<b>0</b>
Means of Financing		
General Fund		
Cash Fund		
Federal Fund		
Revolving Fund		
Personnel Services	7,082	21,775
<b>Total Funding</b>	<b>7,082</b>	<b>21,775</b>

Note: In the blank lines under Operating Expenses, itemize individual line items that comprise a significant portion of the Total Operating Expenses.

# Program Adjustment Narrative

State of Nebraska – Administrative Services – Budget Division

	CODE	DESCRIPTION
AGENCY		
PROGRAM		
REQUEST		

Provide the following information: A) Description of Request; B) Rationale for Request; C) Impact of Request; and, D) Statutory Change if Required.

**Description of Request:**

The Nebraska Wheat Board (NWB) requests to increase Personal Salary Limit (PSL) from \$117,135 to \$124,217, an increase of \$7,082 for FY 2007-08 and an increase of \$21,775 for FY 2008-09. No adjustment of appropriation is requested.

Currently the Nebraska NWB has 2.0 FTE’s (Executive Director and Administrative Assistant II) and a .5 student intern on staff. The NWB is requesting to shift cash fund appropriations from contractual services to PSL in order to hire a .75 FTE Assistant Director position. The position description was classified by the State Department of Personnel. Major duties are developing promotional campaigns including website, booth display, educational and promotional materials. Oversee website updates and take direction from Executive Director for website content. Review and edit all photos, articles, brochures, handouts, promotional items for trade teams, trade shows, and promotions. Supervise the inventory of educational, promotional and public relations material, power point presentations, exhibits, displays, video, radio and television PSA’s about the NWB and the U.S. wheat industry for use at meetings, conventions, and trade shows. Distribute information from Executive Director and Board to other agencies, media and industry organizations; keep abreast of any state or federal policy that would affect Nebraska wheat producers. Assist with policy development and Board position papers. Additional duties would be to work closely with the Nebraska Wheat Growers Association (NWGA) to assist in keeping wheat producers informed of Board activities and provide a unified effort on policy issues.

**Rationale for Request:**

The NWB has for years carried enough authority in the PSL to hire another staff member. In the last biennium budget request these funds were moved out of PSL. Since that time the NWB and NWGA have decided to work more closely together for the benefit of Nebraska’s wheat producers. NWGA has operated an office in Ogallala for several years, to be closer to the producers; however they have realized the benefits of being in Lincoln to have greater access to state law makers; and have moved their office to Lincoln. In addition the NWB & NWGA combine efforts on many educational, promotional, and marketing efforts. By locating in Lincoln, efficiency is gained for the staff to continue planning and carrying out these activities. This allows the NWGA to have more control of the day to day operation of their office through NWB staff oversight. Consolidation/Cooperative efforts are very popular in the wheat industry at this time. On the national level there is a strong effort to bring U.S. Wheat Associates and the National Association of Wheat Growers together. Furthermore, of the 18 major wheat producing states at least 10 have co-located together and/or became a single entity. Nebraska would be following these examples. NWB and NWGA would maintain their individual identities and have separate offices but would share one employee and support duties. Currently, the NWB provides approximately \$80,000 to NWGA, including funding for salary for the NWGA to have a staff person to provide necessary support and representation to carry out their contractual obligation with the NWB. High turnover rate, lack of oversight, coupled with differences in training has produced accounting errors, a decrease in membership, and a lack of program activity through NWGA. By combining efforts the NWB would provide slightly more funding into the position but rather than getting no return NWB would have a staff member .75 FTE working in the Lincoln office and the NWGA would have a .25 FTE staff member working out of their home on membership and state policy issues. This would provide a shared staff between the two organizations. This additional person would be a vital link to continue to strengthen the relationship of the two organizations and assist in joint educational, promotional, and marketing efforts. The Assistant Director position was assigned a salary grade 14 from the State Department of Personnel and would have an annual salary of \$39,473 (minimum permanent rate) plus benefits. At the NWB .75 FTE level the NWB increased salary cost would be \$29,605. The deficit request is for 4 months of FY 2007-08 with hiring to take place after adequate PSL becomes available.

# Program Adjustment Narrative

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Adding this staff person would also change duties of the current NWB staff. This was also taken into consideration and the State Department of Personnel suggested that the duties described would take the current Administrative Assistant II down to an Accounting Clerk II; generating a savings to the Board. Currently the NWB is paying \$38,359.36 annually for support staff. Approximate annual salary for an Accounting Clerk II would be adjusted to \$30,000 annually. This would result in an approximate savings of \$8,359.

The NWB will be discussing these options and make a final decision at their next meeting scheduled for November 9, 2007 in Lincoln.

**Impact of the Request:**

The impact in this is request will be felt throughout the Nebraska wheat industry. NWGA will have a greater connection to their excise tax dollars and these dollars will be spent more efficiently and have a greater impact. Both organizations realize the value of a more unified industry. The wheat industry does not have the influence of private dollars like other commodities, so the excise tax must fund wheat variety development, in addition to other research projects, producer education, marketing, and promotional activities. By gaining efficiency between the organizations our efforts can be more focused and effective. There is a commitment by the NWGA and NWB to follow a strategic plan and hold more accountability for programs, research, and marketing to increase payoff for Nebraska wheat producers excise tax dollars. Approving this would allow each employee more clearly defined duties, greater assignment efficiency, and a closer relationship between NWB & NWGA for nearly the same cost as before.

**Statutory Change:**

None

**Form Number 520**

**Program Adjustment Request**

State of Nebraska - Administrative Services - Budget Division

	PAGE NUMBER
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AGENCY	056 Wheat Board
PROGRAM	381
REQUEST	1

EXPENDITURE ACCOUNT	APPROPRIATIONS		ADJUSTMENTS	
	2007-2008	2008-2009	2007-2008	2008-2009
Permanent F.T.E. Positions			0.3	0.8
511100 Permanent Salaries - Wages	117,135	119,741		
511200 Temporary Salaries - Wages				
511600 Per Diem Payments				
511900 Supplemental (One-time payments)				
All Other Salaries				
<b>Sub-Total Salaries</b>	<b>117,135</b>	<b>119,741</b>	<b>0</b>	<b>0</b>
515100 Retirement Plans Expense	7,500	7,500		
515200 OASDI Expense	5,600	5,600		
515400 Life and Accident Insurance Expense	30	30		
515500 Health Insurance Expense	19,000	19,000		
All Other Personal Services	1,499	1,499		
<b>Sub-Total Benefits</b>	<b>33,629</b>	<b>33,629</b>	<b>0</b>	<b>0</b>
510000 Personal Services	150,764	153,370	0	0
520000 Operating Expenses	1,220,222	1,223,426		
570000 Travel Expenses	30,300	30,300		
580000 Capital Outlay	3,000	3,000		
590000 Government Aid				
<b>Total Expense</b>	<b>1,404,286</b>	<b>1,410,096</b>	<b>0</b>	<b>0</b>
Means of Financing				
General Fund				
Cash Fund	1,404,286	1,410,096		
Federal Fund				
Revolving Fund				
Personnel Services			7,082	21,775
<b>Total Funding</b>	<b>1,404,286</b>	<b>1,410,096</b>	<b>7,082</b>	<b>21,775</b>

Note: In the blank lines under Operating Expenses, itemize individual line items that comprise a significant portion of the Total Operating Expenses.