



State of Utah

GARY R. HERBERT  
*Governor*

GREG BELL  
*Lieutenant Governor*

## DEPARTMENT OF HUMAN SERVICES

PALMER DePAULIS  
*Executive Director*

MARK E. WARD  
*Deputy Director*

MARIE CHRISTMAN  
*Deputy Director*

**TO:** DHS Executive Leadership Team  
**FROM:** Palmer DePaulis, Executive Director  
**DATE:** May 19, 2011  
**RE:** FY 2011 and FY 2012 Budget Restrictions

Now that we have approved budgets in place for FY 2011 and FY 2012, I am revising the restrictions on expenditures that have been in place since August 31, 2010.

### **Out of State Travel:**

Out of state travel will continue to require Executive Director approval, except for travel directly required to meet client needs. Approvals will be limited to travel to meet federal grant requirements, to meet obligations for participation in national organizations, to meet essential training requirements of professional staff, to meet client needs, or travel paid from non-General Fund sources. Please consider carefully whether the time away from the office is justified.

### **Group Gatherings:**

Group gatherings will be limited to mandatory training, program-required reviews and meetings, and certain annual events. Food purchases, bottled water and soft drink purchases will not be permitted for state employees, except for retirements and board meetings. Annual events and conferences involving external participants should be submitted through the existing group gathering approval process. In some rare circumstances involving external participants, group gathering requests may include food and drink purchases, but will require executive director's office approval based on the circumstances and efficient business justification. I expect division and office directors to limit these requests internally.

### **Incentives:**

Incentives that are part of an EDO-approved Department/Division/Office/Institution targeted recruitment and retention plan may continue as approved. Divisions and Offices may submit incentive plans (including administrative leave) to the Executive Director's Office. Institutions should submit plans through their Division Director. In addition, certain circumstances

involving taking on additional duties may be considered on a case-by-case basis, but will require approval by the Executive Director's Office.

**Purchases:**

Computer hardware and software purchases will require approval by the Department of Technology Services. Please keep your Executive Director's Office report informed of major purchases or acquisitions.

**Annual Reports:**

Annual reports and other fiscal reports not required to be submitted in hard copy by state law should no longer be printed. Please continue to provide appropriate reports on the Department's website.

**Hiring Approvals:**

Continue to submit requests to fill vacancies to the Office of Fiscal Operations through the existing process for recruitments beginning prior to June 30, 2011.

**Other Purchasing and Costs:**

Please continue to use professional judgment to reduce costs where reasonable, such as printing on both sides of paper, using technology, carpooling, teleconferencing, and other efficiency measures.

These restrictions are necessary to help protect funding for essential services to the extent possible, are in effect immediately, and will continue until further notice. Thank you for your assistance in implementing these directives.