

FY22 Budget Performance Review
Office of Management and Enterprise Services - 09000

Lead Administrator: Steve Harpe

Lead Financial Officer: Lia Tepker-McHughes

Agency Mission

Dramatically change the experience of providing central services for the State of Oklahoma by focusing on human capital management, building deep relationships with all we serve, infusing modern technology into the citizen experience, while being fiscally responsible.

Division and Program Descriptions

Note: Please define any acronyms used in program descriptions.

Division or Program Number and Name

Administrative Services (1000001, 1000027, 1000028)

Administration supports the director of OMES, coordinates and liaises with Capital Assets Management (CAM) to maintain the OMES offices within the Capitol; manages the OMES administrative offices for the director of OMES; and serves as the recording secretary for the Legislative Compensation Board and Contingency Review Board. Finance facilitates the financial functions specific to OMES operations. Public Affairs interfaces with news outlets and the general public in order to provide information, promote OMES, and respond to open records requests on behalf of the agency.

Budget & Policy (1000002, 1000025)

Budget provides a fiscal impact and policy analysis for the state. Tribal Gaming is responsible for monitoring compliance with Tribal compacts in place.

Central Accounting and Reporting (1000003, 1000026)

Central Accounting and Reporting attends to the state's general ledger and accounting, provides agency business services, monitors and processes all expenditure transactions through PeopleSoft, and manages vendor files.

CAM (all 20xxxxx)

Provides central printing, interagency mail, fleet management, federal and state property reutilization, risk management, state facilities strategy and operations, construction and properties, real estate and leasing, facilities management, and planning services for state agencies.

HCM (3000000)

Provides human resources, talent management and employee benefits services, strategic workforce programs, and policy and legislative services to agency staff and OMES clients/customers.

EGID (4000001, 4000002, 4000003, 4880001)

Administers the self-funded HealthChoice insurance plans available to state, education and local government employees and retirees.

Central Purchasing and Audit (5000001)

Oversees the Statewide Purchasing Act, manages the State Use program, and provides procurement services for the agency and its clients/customers. Audit and Internal Controls monitors and provides guidance to agencies in conjunction with statewide purchasing rules.

Information Services (all 8800xxx)

Responsible for the protection and consolidation of state IT services as pursuant to state legislation.

FY'21 Budgeted Department Funding By Source

Dept. #	Department Name	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
1	Administrative Services	7,331,554		1,030,285			\$8,361,840
2	Budget & Policy	1,237,183	126,517	2,010,751			\$3,374,451
3	Central Accounting and Reporting (CAR)	4,990,964		1,630,094			\$6,621,058
4	Capital Assets Management (CAM)	15,238,155.95		85,342,936			\$100,581,092
5	Central Purchasing and Audit	685,848		4,839,837			\$5,525,685
6	Human Capital Management (HCM)	4,217,953		3,536,066			\$7,754,019
7	Employees Group Insurance (EGID)	-		47,391,812			\$47,391,812
8	Information Services	24,800,000	167,085	150,428,163			\$175,395,248
9	County Emergency	-	-	-	-	7,500,000	\$7,500,000
10	Debt Service	24,447,617	-	-	-	-	\$24,447,617
11	Native American Cultural & Educational Authority (NACEA) (Pass-through)	6,933,716	-	-	-	-	\$6,933,716
12	CARES Act CRF	-	-	197,618,000			\$197,618,000
	Total	\$89,882,991	\$293,602	\$493,827,945	\$0	\$7,500,000	\$591,504,538

1. Please describe source of Local funding not included in other categories: N/A

2. Please describe source(s) and % of total of "Other" funding if applicable for each department: County Emergency fund is dedicated to counties for loans, and is not part of OMES's operational budget.

*Note: \$2,022,793 of appropriations is transferred to Building and Facilities Revolving fund (245)

FY'20 Carryover by Funding Source

Carryover	From FY20 Appropriations to FY21 Budget	From FY19 Appropriations to FY21 Budget	Appropriations	Federal	Revolving	Local ¹	Other ²	Total
			\$625,052	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
			\$401,771	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!

1. Please describe source of Local funding not included in other categories: N/A

2. Please describe source(s) and % of total of "Other" funding if applicable: N/A

What changes did the agency make between FY'20 and FY'21?

1.) Are there any services no longer provided because of budget cuts?

No.

2.) What services are provided at a higher cost to the user?

Various rate adjustments as approved through GTARB for Information Services Division.

3.) What services are still provided but with a slower response rate?

None.

4.) Did the agency provide any pay raises that were not legislatively/statutorily required?

No. As required by legislation, OMES will submit a report to the Offices of the Governor, President Pro Tempore of the Senate and Speaker of the House of Representatives on March 31, 2021 that details any raise given by state agencies.

FY'22 Requested Funding By Department and Source							
Dept. #	Department Name	Appropriations	Federal	Revolving	Other ¹	Total	% Change
1	Administrative Services	\$7,331,554	\$0	\$1,030,285	\$0	\$8,361,840	0.00%
2	Budget & Policy	\$1,237,183	\$0	\$2,010,751	\$0	\$3,247,934	-3.75%
3	Central Accounting and Reporting (CAR)	\$4,990,964	\$0	\$1,630,094	\$0	\$6,621,058	0.00%
4	Capital Assets Management (CAM)	\$15,238,156	\$0	\$85,342,936	\$0	\$100,581,092	0.00%
5	Central Purchasing and Audit	\$685,848	\$0	\$4,839,837	\$0	\$5,525,685	0.00%
6	Human Capital Management (HCM)	\$4,217,953	\$0	\$3,536,066	\$0	\$7,754,019	0.00%
7	Employees Group Insurance (EGID)	\$0	\$0	\$47,391,812	\$0	\$47,391,812	0.00%
8	Information Services	\$43,556,876	\$0	\$140,657,347	\$0	\$184,214,223	5.03%
9	County Emergency	\$0	\$0	\$0	\$7,500,000	\$7,500,000	0.00%
10	Debt Service	\$24,447,617	\$0	\$0	\$0	\$24,447,617	0.00%
11	Native American Cultural & Educational Authority (NACEA) (Pass-through)	\$6,933,716	\$0	\$0	\$0	\$6,933,716	0.00%
12	CARES Act CRF*	\$0	\$0	\$0	\$0	\$0	-100.00%
		\$0	\$0	\$0	\$0	\$0	0.00%
Total		\$108,639,867	\$0	\$286,439,129	\$7,500,000	\$402,578,996	-31.94%

1. Please describe source(s) and % of total of "Other" funding for each department: County Emergency fund is dedicated to counties for loans, and is not part of OMES's operational budget.

*CARES Act CRF not expected in FY22 due to end of Federal Funding support to states for COVID-19 relief

FY'22 Top Five Operational Appropriation Funding Requests

Request by Priority	Request Description	Appropriation Request Amount (\$)
Request 1:	Ongoing expenses incurred because of COVID-19 pandemic	\$5,030,000
Request 2:	O365 G3 Licenses	\$13,726,876
Top Five Request Subtotal:		\$18,756,876
Total Increase above FY-21 Budget (including all requests)		\$ 18,756,876
Difference between Top Five requests and total requests:		\$0

Does the agency have any costs associated with the Pathfinder retirement system and federal employees?

No.

How would the agency be affected by receiving the same appropriation for FY '22 as was received in FY '21? (Flat/ 0% change)

To cover the incurred costs from the Coronavirus Pandemic, OMES would have to increase rates being charged to other state agencies or cut COVID-related expenditures.

How would the agency handle a 2% appropriation reduction in FY '22?

In the event of a 2% reduction in appropriation, the following would need to occur: Delayed initiation of IT modernization and cybersecurity projects; Delayed repairs to buildings; Increased rent to agencies; Delayed progress in shared services projects; Possible furloughs or terminations resulting in further degradation of quality and timeliness of service; Increased rates for services to agencies will need to be implemented.

Is the agency seeking any fee increases for FY '22?

	Fee Increase Request (\$)	Statutory change required? (Yes/No)
n/a		
Increase 1		
Increase 2		
Increase 3		

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?

Description of request in order of priority	Appropriated Amount (\$)	Submitted to LRCPC? (Yes/No)
Priority 1		
Priority 2		
Priority 3		

Federal Funds

CFDA	Federal Program Name	Agency Dept. #	FY 21 budgeted	FY 20	FY 19	FY 18	FY 17
11.549	Public Safety Broadband Network (PSBN) via the FirstNet grant	8800200	167,085.00	287,819.94	226,925.00	536,945.00	525,995.00
17.207	State Occupational Licensing Review and Reform Grant	1000002	216,243.11	91,551.00	47,785.00	N/A	N/A

Federal Government Impact

1.) How much federal money received by the agency is tied to a mandate by the Federal Government?

None

2.) Are any of those funds inadequate to pay for the federal mandate?

N/a

3.) What would the consequences be of ending all of the federal funded programs for your agency?

All of OMES's federal grants are ending in FY21.

4.) How will your agency be affected by federal budget cuts in the coming fiscal year?

N/a

5.) Has the agency requested any additional federal earmarks or increases?

None

FY'21 Budgeted FTE							
Division #	Division Name	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
1	Administrative Services	12	0	47	7	23	17
2	Budget & Policy	4	0	17	0	10	7
3	Central Accounting and Reporting	17	3	62	4	49	12
4	Capital Assets Management	46	10	153	33	120	10
5	Central Purchasing and Audit	8	0	51	3	39	9
6	Human Capital Management (HCM)	17	1	61	5	42	15
7	EGID	31	9	126	23	96	16
8	Information Services	113	53	596	26	405	218
Total		248	76	1113	101	784	304

FTE History							
Division #	Division Name	2021 Budgeted	2020	2019	2017	2012	
1	Administrative Services	47.0	40.5	41.0	21.0	58.0	
2	Budget & Policy	17.0	16.0	25.0	16.0	30.0	
3	Central Accounting and Reporting	65.0	61.0	62.0	82.0	88.0	
4	Capital Assets Management	163.0	148.5	169.0	166.0	154.0	
5	Central Purchasing and Audit	51.0	41.0	42.0	47.0	26.0	
6	Human Capital Management (HCM)	62.0	55.0	64.0	81.0	39.0	
7	EGID	135.0	117.5	130.0	142.0	61.0	
8	Information Services	649.0	594.0	695.0	712.0	500.0	
Total		1189.0	1073.5	1228.0	1267.0	956.0	

Notes: 1) Historical FTE from PeopleSoft Monthly FTE Analysis Report as of 6/30
2) Finance department moved from CAR to Administration in FY2018

Performance Measure Review					
	FY 20	FY 19	FY 18	FY 17	FY 16
Administrative Services					
Increase the percentage of customers who report satisfaction "with overall customer service provided by OMES"	N/A	N/A	N/A	N/A	N/A
Budget & Policy					
Close the gap on budget versus actuals in quarterly and annual reporting	N/A	N/A	N/A	N/A	N/A
Central Accounting and Reporting					
N/A					
Capital Asset Management					
To reduce the State's overall real estate footprint to generate greater efficiencies with the transition to a more flexible work environment (i.e. increased teleworking capabilities) and reduce maintenance and energy costs.	TBD	57,638 sq ft	66,947 sq ft	193,340 sq ft	N/A
Reduce total energy usage in OMES-managed properties	62.06 Kbtu/sq.ft	63.8 Kbtu/sq.ft	62.08 Kbtu/sq.ft	59.16 Kbtu/sq.ft	64.88 Kbtu/sq.ft
Human Capital Management					
Increase percentage of completion of statutory credit hours by supervisors statewide	TBD	78%	80%	82%	N/A
Employees Group Insurance					
Manage healthcare premium cost growth at or below the national 5-year rolling average for HealthChoice members	Oklahoma 2.50% National 3.20%	Oklahoma 2.30% National 3.60%	Oklahoma 3.10% National 4.00%	Oklahoma 2.80% National 4.50%	Oklahoma 1.60% National 5.00%
Central Purchasing					
Increase the amount of annual cost savings resulting from statewide procurement contracts	TBD	23%	9%	9%	10%
Increase IT Contracts cost avoidance	TBD	28.77%	25.60%	29.30%	33.10%
Information Services					
Reduce time to deliver new standard device to end user after receipt of request and confirmation of delivery details	N/A	N/A	N/A	N/A	N/A
Avg. customer satisfaction for IS service based on Cherwell CSAT surveys	93%	94%	93%	92%	N/A
First Call Resolution - Increase the percentage of issues resolved on the first call	TBD	TBD	51.50%	72.75%	73.56%

Revolving Funds (200 Series Funds)

<i>Please provide fund number, fund name, description, and revenue source</i>			
Fund number: Fund name	FY'18-20 Avg. Revenues	FY'18-20 Avg. Expenditures	June '20 Balance
20000 OMES Revolving	2,204,768	1,846,357	\$1,339,414
20100 General Purpose Revolving Fund	2,362	58,199	23,113.00
20200 Deferred Maintenance Fund	\$0	33,333	4,200.00
20300 Independent Verification & Validation (IV&V) Revolving Fund	200,863	200,459	\$0
20400 Tribal & Gaming Revolving Fund	1,181,852	1,036,342	1,560,372.00
20500 Risk Management - Revolving	25,672,010	27,427,971	48,668,762.00
21000 Centrex Revolving Fund (ISD)	108,905,064	108,045,591	8,731,693.00
21500 ISC Revolving Fund	583	583	\$0
21600 OTC & OMES Joint Computer Enhancement Fund	16	21,676	\$0
21700 Digital Transformation Fund	\$0	4,221,833	4,278,167.00
22300 Risk Management - Foster Families Revolving	500,900	497,185	15,471.00
22500 Cent. Purch/Severely Handicapped Rev. Fund (State Use)	421,060	279,513	757,400.00
23100 Interagency Mail/Postal Service Rev. Fund	619,203	590,194	426,360.00
24400 Statewide Surplus Property	4,392,735	4,449,157	1,047,693.00
24500 Facilities Service Revolving	13,777,992	15,684,645	12,017,021.00
25000 CMIA Fund	12,177	12,177	\$0
25500 Risk Management - Tag Agent	82,616	30,337	1,077,965.00
26000 Risk Management - Fire Protection	1,255,382	1,006,351	5,511,520.00
26200 Risk Management Political Subdivision	103,666	103,657	15,208.00
26500 Risk Management - Worker's Comp	3,635,123	3,548,733	289,617.00
27000 Cent. Purch/Reg. of State Vendors Rev. Fund	89,286	126,164	223,438.00

27100 Vendor Fees and Rebates	4,980,126	4,932,795	1,845,392.00
27200 Cent. Purch/Training Fund	\$0	32,283	\$0
27500 State Recycling Revolving Fund	29,415	37,440	200,479.00
28000 Property Distribution - Federal	710,781	941,141	787,400.00
28200 Const & Prop/State Construction Rev. Fund	\$6	\$0	218.00
28300 Maintenance of State Buildings Revolving Fund	353,978	4,479,176	11,286,470.00
28400 HCM Oklahoma Commission on Status of Women	9,986	9,590	37,135.00
28800 EBD Administrative Fund	3,718,377	5,261,395	\$0
29000 St Empl Grp Health Ins Revolv	44,393,074	44,732,193	1,051,349.00
29200 Medical Exp Liability Revol Fd	491,718	176,513	2,619,424.00
29400 OK Print Shop Fund	1,555,438	1,621,498	379,540.00
29500 Emergency & Transportation Rev	7,250,938	6,379,039	4,097,283.00
29600 State Motor Pool	7,238,903	7,476,249	3,780,788.00
29800 Office Of Pers Mgmt Rev Fund	1,736,727	1,186,763	2,664,664.00