Office of Management and Enterprise Services

Lead Administrator	Preston Doerflinger	**Lead Financial Officer**	Dan Melton

FY'15 Budgeted FTE

		Supervisors	Classified	Unclassified	$0 - $35 K	$35 K - $70 K	$70 K - $$$
1	OMES Finance	23	12	98	21	69	20
2	DCAM	67	91	124	62	137	16
3	HCM	16	12	63	8	57	10
4	EGID	31	33	125	22	116	20
5	ISD	136	240	615	116	693	46
Total		**273**	**388**	**1025**	**229**	**1072**	**112**

FTE History

		2014 Budgeted	2013	2012	2008	2003
1	OMES Finance	110	90	99	90	86
2	DCAM	215	197	225	238	260
3	HCM	75	74	85	106	131
4	EGID	158	148	174	182	183
5	ISD	855	791	216	66	29
Total		**1413**	**1300**	**798**	**681**	**690**

FY'14 Projected Division/Program Funding By Source

		Appropriations	Federal	Revolving	Local	Other*	Total
1	OMES Finance	$7,359,605		$ 3,513,985		$ 907,286	$ 11,780,876
2	DCAM	16,946,428	50,000	97,859,430		1,518,589	$ 116,374,447
3	HCM	4,820,486		4,031,101		250,752	$ 9,102,339
4	EGID			48,354,704			$ 48,354,704
5	ISD	16,005,827	3,103,007	135,731,147			$ 154,839,981
							$ -
							$ -
Total		**$45,132,347**	**$3,153,007**	**$289,490,367**	**$0**	**$2,676,627**	**$340,452,348**

* $300,000 Tobacco Settlement Fund
* $2,376,627 FY 13 Carryover funding

FY'13 Carryover by Funding Source

	Appropriations	Federal	Revolving	Local	Other*	Total
Total Carryover	$2,376,627	$0	$0	$0	$0	$2,376,627
OMES Finance	907,286					
DCAM	1,218,589					
HCM	250,752					

What Changes did the Agency Make between FY'13 and FY'14

1.) Are there any services no longer provided because of budget cuts?
We were able to maintain programs without cutbacks by utilizing agency reserves. These reserves are running critically low.

2.) What services are provided at a higher cost to the user?
None

3.) What services are still provided but with a slower response rate?
None

FY'15 Requested Division/Program Funding By Source						
		Appropriations	Federal	Revolving	Other	Total	% Change
1	OMES Finance	$7,359,605		$3,272,000		$10,631,605	-9.76%
2	DCAM	16,946,428		95,162,839	300,000	$112,409,267	-3.41%
3	HCM	4,820,486		4,031,000		$8,851,486	-2.76%
4	EGID			57,065,000		$57,065,000	18.01%
5	ISD	16,005,827		115,618,814		$131,624,641	-14.99%
Total		$45,132,347	$0	$275,149,653	$300,000	$320,582,000	-5.84%

* $300,000 Tobacco Settlement Fund

FY'15 Top Five Appropriation Funding Requests	
	$ Amount
N/A	$ -
	$ -

How would the agency handle a 3% appropriation reduction in FY'15?

• Delayed hiring of vacated positions.
• A moratorium on any personnel changes (raises and reallocations of positions);
• Possible furloughs or terminations.
• Reduction or elimination of non critical services;
• Delayed initiation of IT consolidation projects;
• Reduce services provided to State Agencies, for example janitorial services;
• Reduce the frequency of scheduled maintenance;
• Delayed repairs to buildings;
• Ongoing projects to increase the migration from multiple accounting systems to the PeopleSoft system would be put on hold; or
• Delayed progress in shared services projects that require initial funding.

How would the agency handle a 5% appropriation reduction in FY'15?

• Delayed hiring of vacated positions;
• A moratorium on any personnel changes (raises and reallocations of positions);
• Possible furloughs or terminations;
• Reduction or elimination of non critical services;
• Delayed initiation of IT consolidation projects;
• Reduce services provided to State Agencies, for example janitorial services;
• Adjust temperature set points within buildings;
• Reduce the frequency of scheduled maintenance;
• Delayed repairs to buildings;
• Ongoing projects to increase the migration from multiple accounting systems to the PeopleSoft system would be put on hold; or
• Delayed progress in shared services projects that require initial funding.

Is the agency seeking any fee increases for FY'15?	
	$ Amount
• Due to the growth of ABS and federal requirements, fees will be changing for FY14 to add consistency between agencies.	minimal

Federal Government Impact

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

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?
N/A

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?
N/A

Division and Program Descriptions

Division 1   OMES – State Finance

Program 1 - Central Accounting and Reporting – Responsible for

- establishing the policies and procedures for state financial transactions and for executing those transactions in accordance with the various state statutes, federal regulations, and governmental accounting and reporting standards;
- production of the State's Comprehensive Annual Financial Report;
- production support for the State's financial system;
- the Statewide Cost Allocation Plan for federal funding purposes;
- statewide payroll tax reporting;
- the financial and budgeting support for OMES;
- providing shared financial services for state agencies; and
- administering the State's IRC section 125 plan.

Program 2 - The Budget Division

- prepares the Governor's budget and assists in drafting supporting legislation for the Governor's proposals;
- makes recommendations based on the division's research and analysis on the effectiveness of state management and fiscal systems, focusing on areas where state programs can be operated more efficiently, lowering the cost and size of state government; and
- manages the state's budget system making appropriate allotments and transfers as authorized by law.

Division 2   Capital Assets Management (DCAM)

DCAM is responsible for the following major statewide programs:

Program 1 - Construction & Properties
- Plan, program and deliver construction and real estate services to support the current and long rage facility needs of state agencies;

Program 2 – Central Printing & Interagency Mail
- Provide professional printing, mailing and distribution services to agency and governmental entities of the State;

Program 3 – Facilities Management
- Maintain and operate state-owned facilities;

Program 4 – Fleet Management
- Provide motor vehicle services to state agencies including policy oversight, leasing, maintenance management, reporting, and educating, training and promoting alternative fuel usage in both the public and private sectors;

Program 5 – Property Distribution
- Obtains and manages federal surplus property;

Program 6 – Risk Management
- Protects the assets of the State and political subdivisions through effective programs in risk management including self-insurance and third-party insurance programs for property and liability;

Program 7 – State Leasing
- Responsible for assigning all space in facilities used by the State, authorizing the amount of space to be acquired by agencies, and executing all leasing contracts on behalf of the agencies; and

Program 8 – State Surplus
- Obtains and manages State surplus property.

Program 9 - Central Purchasing
- Establish policies for statewide procurement;
- Provide training to agency procurement personnel;
- Obtain and maintain vendor relationships;
- Uphold the Central Purchasing act; and
- Actively participate in the RFP process for purchases statewide.

Division 3   Human Resource Management (HCM)

Program 1 - Human Resource services
- Provides HR support for all executive level agencies;
- Screens and recruits applicants for state employment;
- Researches and makes recommendations regarding state compensation; and
- Staffing and support for OMES

Program 2 – Payroll processing
- Process payroll for OMES and other state agencies under shared services agreements;
- Functional management and support of the state's payroll system.

Program 3 – Benefits
- Contract with HMOs to offer flexible benefits designed for choice and cost effectiveness, superior administration, and promotion of healthy lifestyles;
- Facilitate the insurance enrollment process.

Division 4   Employees Group Insurance (EGID)

Program 1 - HealthChoice
- Administers self-insured health, dental, life, and disability plans for state, education, and local government employees;
- Maintains contract with Medicare as an employer-direct Medicare Part D Prescription Drug Plan.

Program 2 – Outside Medicare plans
- Contract with outside Medicare health plans to offer choice for retiree health insurance.

Division 5   Information Services (ISD)

The Information Services Division (ISD) of the Office of Management and Enterprise Services (OMES) is the legislatively mandated single provider of information technology (IT) services to appropriated agencies, boards and commissions within the executive branch. In that sense, ISD is by definition unique with respect to other agencies. ISD does not administer programs per se as such might be thought of by other agencies.

The ISD budget is organized into departments and cost centers geared toward accounting for costs in a manner which lends itself to the establishment of rates for the various information technology services provided to customer agencies. ISD provides services in support of customer agency's programs statewide.

Performance Measure Review						
Division 1	**OMES – State Finance**	**FY13**	**FY12**	**FY'11**	**FY'10**	**FY'09**
	CAFR due on 12/31 days +,- actual publish date	met due date	30 day extension	1 day early	1 day early	met due date
	Governors Executive Budget deadline met	yes	yes	yes	yes	yes
	Compliance oversight review with all tribes	yes	yes	yes	yes	yes
	State Agencies using shared services	47	36	33	27	19
Division 2	**Capital Assets Management (DCAM)**					
	Develop and maintain sound financial systems and revenue generation	yes	yes	yes	yes	yes
	Provide quarterly training opportunities for governmental and non-governmental entities.	100.00%	100.00%	100.00%	100.00%	75.00%
	Number of days from receipt of Requisition to Contract Award on projects under the statutory amount ($50K)	5	5	5	5	7
	Manage construction projects/avoid law suits	2	1	1	2	0
	Number of Agencies utilizing Interagency Mail's postage meters	55	50	49	48	48
	To reduce electricity by 30% by using more energy efficient items. Baseline 2008	18	22	23	19	14
	Reduce natural use by 30%. Baseline 2008	20	35	23	17	30
	95% of preventive maintenance performed within 10% of due date/required hours	58	95	95	95	new
	90% of repairs completed within labor-hour standard.	85	90	90	90	new
	Weekly printshop deadlines met	96	95	95	95	94
	in order to close 75-80% of cases filed within one-year period.	40%	25%	22%	20%	14%
	Measureable customer surveys for Risk	90	90	90	90	99.25
	Number of Risk educational programs presented per year	20	20	20	20	32
	Renewal costs compared to previous years costs.	10	10	10	10	4.84

Division 3	**Human Resource Management (HCM)**					
	To recruit and certify qualified personnel for state service	yes	yes	yes	yes	yes
	To administer the Optional Program for Hiring Applicants with Disabilities	yes	yes	yes	yes	yes
	To administer the Optional Program for Hiring Applicants with Disabilities	yes	yes	yes	yes	yes
	To provide selection services (state employment registers) to job applicants and state agencies	yes	yes	yes	yes	yes
	To manage the State of Oklahoma Performance Management Process (PMP)	yes	yes	yes	yes	yes
	Increase the number of Carl Albert Public Internship Program interns employed by state agencies.	yes	yes	yes	yes	yes
Division 4	**Employees Group Insurance (EGID)**					
	Pay Reimbursement claims in accordance with legislation.	3	10	2	5	4
	Achieve an annual increase of 1% in member satisfaction rating for information and administrative services.	95.2	95	95	95	97.5
	Ratio of administrative expenses to premium revenues equal to or below the corresponding year national norm.	5	5.5	5.5	5.5	5.1
	Reduce claim inquiry call volume by 2% annually for a total of 10% in five (5) years	483,117	451675	460893	470299	489789
	Ninety-five per cent of claims must be processed in no more than 10 days.	95	95	95	95	95.9
	Financial accuracy of claims paid must be no less than 99%.	99	99	99	99	99
Division 5	**Information Services (ISD)**					
	Reduce IT Expenditures statewide by 15% by July 2012	-3.32	-2.46	-7.27	-5.95	0
	Reduce IT Staff statewide	976	1006	1100	1149	1215
	Consolidate additional agencies	64	36	25	11	0