

Office of Management and Enterprise Services

Lead Administrator: Preston Doerflinger, Secretary of Finance, Administration and Information Technology

FY'15 Projected Division/Program Funding By Source							
Division	Group	Appropriations	Federal	Revolving	Local	Other*	Total
	1	Division of Central Accounting and Reporting	\$6,940,108		\$5,527,889		\$12,467,997
	2	Division of Capital Assets Management	\$12,123,970	\$0	\$117,038,026		\$129,161,996
	3	Human Capital Management	\$4,528,806	\$0	\$3,803,365		\$8,332,171
	4	Employees Group Insurance Department	\$0	\$0	\$56,055,873		\$56,055,873
	5	Information Services Division	\$15,260,903	\$2,406,018	\$136,326,217		\$153,993,138
Total		\$38,853,787	\$2,406,018	\$318,751,370	\$0	\$0	\$360,011,175
The discrepancy between the GA bill amount and the appropriation amount shown here is due to the appropriations made to OMES from the Public Building Fund are transferred to a revolving Fund							
*Source of "Other" and % of "Other" total for each.							

FY'14 Carryover by Funding Source						
FY'14 Carryover	Appropriations	Federal	Revolving	Local	Other*	Total
	\$1,224,515	\$0	\$0	\$0	\$0	\$1,224,515
*Source of "Other" and % of "Other" total for each.						

What Changes did the Agency Make between FY'14 and FY'15
<p>1.) Are there any services no longer provided because of budget cuts? So far, budget cuts have affected furtherance of optional projects and have not caused service reductions.</p> <p>2.) What services are provided at a higher cost to the user? No fees were increased in FY 14. In FY15 a rate study is under way to evaluate the current cost to deliver services. OMES is already subsidizing certain costs/fees i.e. Agency Business Services and IT.</p> <p>3.) What services are still provided but with a slower response rate? So far, statewide services have not experienced reduction in response times.</p> <p>4.) Did the agency provide any pay raises that were not legislatively/statutorily required? Any increases in pay were statutorily authorized.</p>

FY'16 Requested Division/Program Funding By Source							
Division	Group	Appropriations	Federal	Revolving	Other	Total	% Change
	1	Division of Central Accounting and Reporting	\$6,940,108		\$5,527,889	\$12,467,997	0%
	2	Division of Capital Assets Management	\$12,123,970	\$0	\$117,038,026	\$129,161,996	0%
	3	Human Capital Management	\$4,528,806	\$0	\$3,803,365	\$8,332,171	0%
	4	Employees Group Insurance Department	\$0	\$0	\$56,055,873	\$56,055,873	0%
	5	Information Services Division	\$15,260,903	\$2,406,018	\$136,326,217	\$153,993,138	0%
Total		\$38,853,787	\$2,406,018	\$318,751,370	\$0	\$360,011,175	0%
*Source of "Other" and % of "Other" total for each.							

FY'16 Top Five Appropriation Funding Requests	
	\$ Amount
N/A	\$0

Total Increase above FY-15 Request

How would the agency handle a 3% appropriation reduction in FY'16?

- Delayed hiring of vacated positions, possibly putting some critical missions at risk;
- A moratorium on any personnel changes (raises and reallocations of positions);
- Possible furloughs or terminations, again putting some critical missions at risk;
- Reduction or elimination of non critical services;
- Increase CORE transaction fees and fees charged to agencies for other 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.

How would the agency handle a 5% appropriation reduction in FY'16?

- Delayed hiring of vacated positions, possibly putting some critical missions at risk;
- A moratorium on any personnel changes (raises and reallocations of positions);
- Possible furloughs or terminations, again putting some critical missions at risk;
- Reduction or elimination of non critical services;
- Increase CORE transaction fees and fees charged to agencies for other 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'16?

		\$ Amount
Increase 1	No	\$0
Increase 2		\$0
Increase 3		\$0

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

N/A

Federal Government Impact

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

not mandated

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?

We would lose nearly \$2M currently dedicated to planning for the nationwide public safety broadband network (PSBN) via the FirstNet grant.

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

We would lose nearly \$2M currently dedicated to planning for the nationwide public safety broadband network (PSBN) via the FirstNet grant.

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

No

Division and Program Descriptions

Division 1	OMES – State Finance								
<p>Program 1 - Central Accounting and Reporting – Responsible for</p> <ul style="list-style-type: none"> • 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. 									
<p>Program 2 - The Budget Division</p> <ul style="list-style-type: none"> • 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 and Program Descriptions, continued

Division 2	Capital Assets Management (DCAM)								
<p>DCAM is responsible for the following major statewide programs:</p> <p>Program 1 - Construction & Properties</p> <ul style="list-style-type: none"> • Plan, program and deliver construction and real estate services to support the current and long range facility needs of state agencies; <p>Program 2 – Central Printing & Interagency Mail</p> <ul style="list-style-type: none"> • Provide professional printing, mailing and distribution services to agency and governmental entities of the State; <p>Program 3 – Facilities Management</p> <ul style="list-style-type: none"> • 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.

FY'16 Budgeted FTE							
Division	Group	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
	1 Division of Central Accounting and Reporting	28	8	102.5	22.1	74.8	13.7
	2 Division of Capital Assets Management	68	41	172	30.5	172.3	10.2
	3 Human Capital Management	14	5	55.5	1	55.5	3.8
	4 Employees Group Insurance Department	33	24	127.5	14	123.3	14.3
	5 Information Services Division	156	173	654.5	33	704	90.5
Total		299	251	1112	100.6	1129.9	132.5

FTE History						
Division	Group	2015 Budgeted	2014	2010	2009	2004
	1 Division of Central Accounting and Reporting	110.5	110	90	90	86
	2 Division of Capital Assets Management	213	206	238	238	260
	3 Human Capital Management	60.5	75	106	106	131
	4 Employees Group Insurance Department	151.5	158	182	182	183
	5 Information Services Division	827.5	855	66	66	29
Total		1363	1404	682	682	689

Performance Measure Review						
Division	Measure	FY14	FY13	FY12	FY'11	FY'10
Division 1	OMES – State Finance					
	CAFR due on 12/31 days +/- actual publish date	30 day extension	met due date	30 day extension	1 day early	1 day early
	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	53	47	36	33	27
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%	100.00%
	Number of days from receipt of Requisition to Contract Award on projects under the statutory amount (\$50K)	5	5	5	5	5
	Manage construction projects/avoid law suits	3	2	1	1	2
	Number of Agencies utilizing Interagency Mail's postage meters	55	55	50	49	48
	95% of preventive maintenance performed within 10% of due date/required hours	95	58	95	95	95
	90% of repairs completed within labor-hour standard.	85	85	90	90	90
	Weekly print shop deadlines met	96	96	95	95	95
	Expedite closure of grievance cases with hearing officers in order to close 75-80% of cases filed within one-year period.	40%	40%	25%	22%	20%
Division 3	Human Resource Management (HCM)					
	To recruit and certify qualified personnel for state service	90	90	90	90	90
	Number of Risk educational programs presented per year	20	20	20	20	20
	Renewal costs compared to previous years costs.	10	10	10	10	10
	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	3	10	2	5
	Achieve an annual increase of 1% in member satisfaction rating for information and administrative services.	95.2	95.2	95	95	95
	Ratio of administrative expenses to premium revenues equal to or below the corresponding year national norm.	5	5	5.5	5.5	5.5
	Reduce claim inquiry call volume by 2% annually for a total of 10% in five (5) years	483,117	483,117	451675	460893	470299
	Ninety-five per cent of claims must be processed in no more than 10 days.	95	95	95	95	95
	Financial accuracy of claims paid must be no less than 99%.	99	99	99	99	99
Division 5	Information Services (ISD)					
	Reduce IT Staff statewide	5	976	1006	1100	1149
	Consolidate additional agencies	77	64	36	25	11

Revolving Funds (200 Series Funds)					
Fund	Division	Fund Name	FY'12-14 Avg. Revenues	FY'12-14 Avg. Expenditures	June '14 Balance

	200	OMES	OMES Revolving Fund	3,420,761	4,234,835	4,721,138
	201	DCAM	General Purpose Revolving Fund	289,553	634,695	1,949,789
	202	DCAM	Deferred Maintenance Fund	-	-	-
	205	DCAM	Risk Management - Revolving fund	22,400,000	37,220,682	44,812,117
	210	ISD	Centrex Revolving Fund	127,750,415	124,834,233	(380,070)
	215	ISD	ICS Revolving Fund	-	-	1,439,824
	216	OMES	OTC & OMES Joint Computer Enhancement Fund	6,000,000	11,805,158	19,727,673
	220	ISD	ISD Construction Fund	-	26,710	106,347
	223	DCAM	Risk Management - Foster Families Revolving	1,400,000	718,100	(195,138)
	225	DCAM	Cent. Purch/Severely Handicapped Rev. Fund (State Use)	255,000	246,743	581,805
	230	OMES	VOBO Fund	-	-	-
	231	DCAM	Interagency Mail/Postal Service Rev. Fund	770,000	770,000	209,504
	244	DCAM	Statewide Surplus Property	5,100,000	5,248,068	2,746,483
	245	DCAM	Facilities Service Revolving	21,626,773	18,834,542	3,485,616
	246	DCAM	State Facilities Energy Conservation Program	200,000	200,000	36,019
	250	OMES	CMIA Revolving Fund	-	-	352,445
	251	DCAM	Alternative Fuels Prog	-	-	14,900
	255	DCAM	Risk Management - Tag Agent	97,577	88,000	874,090
	260	DCAM	Risk Management - Fire Protection	1,202,788	1,230,000	5,346,065
	262	DCAM	Risk Management Political Subdivision	215,000	203,100	-
	265	DCAM	Const & Prop/Bid Bond Document & Forfeiture Rev.	-	-	-
	270	DCAM	Reg of State Vendors Revol Fund	15,000	-	45,329
	271	DCAM	Vendor Fees And Rebates	2,650,000	2,948,153	3,486,756
	272	DCAM	Purchasing Training Fund	30,000	60,000	61,000
	275	DCAM	State Recycling Revolving Fund	48,000	1,560	83,800
	280	DCAM	Property Distribution - Federal	2,200,000	2,493,862	1,328,605
	282	DCAM	Const & Prop/State Construction Rev. Fund	1,958,420	3,176,844	2,275,717
	283	DCAM	Long Range planning Capital Projects	45244141	45244141	45244141
	284	HCM	OCSW Revl Fund	2,800	26,332	26,332
	286	HCM	Oklahoma Commission on the Status of Women	0	0	485
	288	HCM	Benefits Administration Revol Fund	4,905,572	4,210,128	2,478,839
	290	EGID	EGID Grp Health Ins Revl Fund	55,805,873	55,805,873	-
	292	EGID	EGID Medical Exp Liability Revl Fund	250,000	250,000	3,200,669
	294	DCAM	Central Printing	2,175,000	2,175,000	704,722
	295	OMES	Emergency & Transportation Revl Fund	13,377,479	11,424,280	3,364,599
	296	DCAM	Motor Pool	9,976,138	10,250,941	3,571,953
	298	HCM	Personnel Mgmt. Revl Fund	450,000	529,872	900,323