

**House Appropriations and Budget Committee
Higher Education Subcommittee
Performance Review Agency Questions**

Objective: To gather information and gain insight into agency performance and strategies used to adjust to funding reductions and maintenance levels, and to ascertain the agency's perspective on strategies, measures, performance, inputs, outcomes, programs and fiscal needs to be used to develop the FY-14 agency budget.

Please provide the following information.

1. Agency mission statement, including program goals, cost and effectiveness, program and performance measures and objectives;
See Attached.

2. Authorized and actual FTE; FY-12 actual expenditures and FY-13 budgeted expenditures;

FTE: Authorized 7; Actual 6

Expenditures: FY-12 = \$308,000; FY-13 = \$293,000

3. Funding sources for each program;

Administration / Data Processing: Appropriated \$475,000; Revolving \$55,000
Revolving funds are from recipients repaying in lieu of fulfilling their obligation.

Nurse Scholarship Program: Appropriated \$497,000; Revolving \$400,000

Revolving funds are from health institutions matched with state funds and nurse scholarship recipients repaying in lieu of fulfilling their obligation.

Medical Residency Program: Appropriated \$2,054,896; Revolving \$635,831

Revolving funds are from training institutions and PMTC revolving fund.

(Fund 220 Training institutions \$540,456; Fund 210 Physician repayments \$95,375)

Osteopathic Residency Program: Appropriated \$885,215; Revolving \$406,514

Revolving funds are from training institutions and PMTC revolving fund.

(Training institutions \$345,537; Physician repayments \$60,977)

Community Match Rural Scholarship Incentive Programs:

Appropriated \$425,143; Revolving \$496,357

Revolving funds come from community to match with state funds and recipients repaying in lieu of fulfilling their obligation.

Physician Assistant Program: Appropriated \$42,000; Revolving \$72,000

Revolving funds are from physician assistant recipients repaying in lieu of fulfilling their obligation.

4. Components of each program illustrating that it is unique, necessary and unduplicated by other agency services or programs.
The PMTC is the only entity in the State of Oklahoma that conducts Physician, Nursing, and P.A. scholarship programs on this scale.

5. What strategies would you employ in response to flat funding or a five percent reduction in appropriated funding?

A primary goal of the PMTC is to aid training institutions in the establishment of additional primary medical care and family practice residency training programs, effectively increasing the number of available family practice physicians to practice in Oklahoma. If flat funding were appropriated, programs would continue as they are currently; continuing the shortage of family practice physicians in rural Oklahoma. A 5% reduction would affect all scholarship programs across the board.

6. If applicable, how will potential federal sequestration/reduced federal funds affect the agency and programs, and what contingencies are in place?

A reduction in federal funds would reduce the number of family practice residency training positions by reducing the amount of federal funds for the Oklahoma Health Care Authority.

7. What are your personal services costs, including professional services, as a percentage of your total budget? Which positions have received salary increases in FY-12 - FY-13?

Personal services costs, including professional services, are 7.4% of the total budget. The Secretary II position received a salary increase during a training period in preparation of the Executive Secretary position being vacated July 1, 2012. The final transaction realized a \$765 monthly net reduction in salary for FY-13.

8. What are your vacancy and turnover rates? What have you done with any funds accumulated from vacancies? What strategy, if any, do you utilize to retain key personnel?

The agency has one unused, unfunded FTE. The PMTC has a history of very low turnover and do not anticipate that to change.

9. Please provide the status of any implementation activities related to the information technology reforms enacted in the last three years regarding your agency with the Chief Information Officer in the Office of Management and Enterprise Services (OMES)?

The agency entered into a contract in FY-13 for shared IT services with OMES.

10. Do you currently contract with OMES for shared services, or have you contacted or been contacted by OMES regarding their providing certain shared services to your agency that are currently accomplished in-house? Which services? Have you realized net savings?

In addition to shared IT services, the agency was recently contacted by OMES regarding shared financial and procurement services, the cost-effect of the plan is being reviewed.

11. Do you consult with other agencies to share strategies related to decreasing costs? If so, what have you shared and what costs have decreased and what has been the impact on programs, services, etc.? **No.**

12. To what extent have you explored the cost effectiveness of initiating or expanding the privatization of certain functions, service delivery or programs of your operations?

None, there is not a privatized service that carries out the functions of the agency.

13. Identify specific revenue sources for each of your agency's revolving/disbursement funds and provide totals for FY-11 and FY-12. What have your carryover funds been the past two fiscal years? Please note any significant revenue trends regarding any specific funding source.

Revolving Fund Sources for the PMTC		
Fund Name	FY'11	FY'12
205 Community Residency Revolving	\$226	\$90
210 PMTC Revolving Fund	\$42	\$19
215 Phys Asst Scholarship Rev Fund	\$48	\$50
220 Residency Revolving Fund	\$0	\$1,042
450 Nursing Student Assistance Fund	\$276	\$201
490 ARRA	\$0	\$8
Totals	\$592	\$1,410
Carryover Funds	FY'11	FY'12
19X General Revenue	\$73	\$52

14. What costs elements are included in your administrative program? Are certain administrative costs allocated throughout your budget? **The administrative program consists of the operating costs necessary to carry out the agency programs; there are not any administrative costs allocated throughout the budget.**

15. Have you undertaken or contemplated the elimination of any programs and, if so, what do you perceive to be the impacts of such eliminations? **No.**
16. Please add any other information you believe to be essential for the Legislature to know concerning your agency's budget structure, performance, inputs and outcomes.

Eliminate charges and fees for services between other state agencies. Historically, services from the Attorney General Office, Office of State Finance, Department of Central Services (now OMES and DCAM respectively) and the Auditor's Office have not charged other state agencies. The Legislature could assist our agency by eliminating or reducing charges and fees between state agencies for some of their services.

FY-13 contracts with other state agencies

Attorney General (1/8 for legal services):.....	\$11,952
Office of Mangement and Enterprise Services (OMES)	
<u>OMES - Information Services Division (ISD)</u>	\$7,137
PC Support & Firewall	\$3,696
Transaction Fee	\$2,253
J-net & Email services	\$1,188
<u>OMES - Human Capital Management (HCM)</u>	\$4,290
Payroll Services	\$3,480
Merit System	\$450
EBD FICA savings	\$360
<u>OMES - Division of Capital Assets Management (DCAM)</u>	\$7,300
Interagency mail	\$4,200
Motor pool vehicles	\$1,200
Contract support	\$600
Risk management	\$1,300
Department of Libraries (archive storage):	\$450
State Auditor FY09	\$7,900