



Annual Report

July 1, 2014 - June 30, 2015

August 13, 2015
Dean Fausset, Director

Name of Agency: Department of Administration and Information

Agency Information:

Director's Name and Official Title: Dean Fausset, Director

Agency Contact Person: Tim Thorson, Policy & Planning Coordinator
2001 Capitol Avenue, Emerson Building, Room 131
Cheyenne, WY 82002-0060
307-777-2930

Website URL: ai.wyo.gov

Other Locations (if applicable): Various locations in Cheyenne. Services provided statewide.

Statutory References: W.S. 9-2-1001 et seq.

Basic Information:

Number of Employees: 238 positions (236 FT, 2 PT); 216 employed as of August 2015
Clients Served (type of clients): Elected officials, state agencies, state employees, local governments, agency officials, professional boards, libraries, state residents and constituents.

Budget Information/Expenditures for FY 2015:

	Operating	Cap Con	Fund Total
General Fund	\$76,475,070	\$ 69,543,098	\$ 146,018,168
Federal Funds	\$ 1,171,034	\$ 45,200,000	\$46,371,034
Other Funds	\$ 623,998,371	\$137,658,639	\$ 761,657,010
All Funds	\$ 701,644,475	\$252,401,737	\$954,046,212

Core Business/Primary Functions:

As the administrative and shared services component of Wyoming state government, A&I supports our diverse customers by promoting innovative practices and providing essential information, systems and structures. This mission is the core principle that continues to guide the department as the state's needs and best management practices evolve over time. A&I is organized by broad functional areas into six divisions led by the Director's Office.

Director's Office

The Director's Office, in addition to serving the department as a whole, provides services and information to state agencies, elected officials, the Judiciary and the Legislature. The office includes three sections that serve the department and external agencies.

The **A&I Accounting** section provides accounting and billing services to the department. Accounting processes billings and revenues for the A&I internal service operations (Central Mail postage and Motor Vehicle monthly billings) and processes accounts payable for A&I.

Professional Licensing Boards, operating under the A&I Accounting section to provide administrative and fiscal services to seventeen licensing boards.

A&I Human Resources provides human resources services to the Department of Administration & Information; the Governor's Office; the Governor's Residence; the Wyoming Office of Homeland Security; the Office of the State Public Defender; the Wyoming Livestock Board; the School Facilities Department; the Professional Teaching Standards Board; and the Wildlife and Natural Resources Trust.

The **A&I Safety Office** provides guidance to the department in safety related areas including training, review, emergency preparedness and preparation of the Continuity of Operations Plan.

Budget Division

The Budget Division provides budgetary assistance to the Governor, other elected officials, executive branch agencies and the judicial and legislative branches with respect to biennial and supplemental budget preparation, submission and administration. In addition, the budget division is responsible for both the preparation and administration of the Statewide Indirect Cost Allocation Plan and the federal Cash Management Improvement Act (CMIA).

Economic Analysis Division (EAD)

EAD manages the State Data Center and Decennial Census databases. The division forecasts the behavior of demographic and economic variables and projects and monitors state revenues. EAD also generates the Wyoming Cost of Living Index and provide policy and economic analysis to government agencies through published reports, presentations, and customized information responses. EAD serves the Governor, other statewide elected officials, the Legislature, state agencies, local governments, Wyoming businesses and citizens, and the federal government. Its data products are also used by businesses and citizens from other states and countries.

Human Resources Division (HRD)

HRD performs centralized HR functions for the Executive Branch including hearings, grievances, state and federal employment law interpretation, record retention, rule interpretations, personnel database entry, position control, selection, recruitment, training, pay determination, position classification, and group insurance plans. HRD maintains, promulgates and interprets the State Personnel Rules. HRD also acts as an internal HR consultancy for Executive Branch Agencies, the Legislative Service Office, the University of Wyoming, community colleges and the residents of Wyoming.

Employee's Group Insurance section within HRD provides employee communication, rule interpretations, flexible benefit plan administration, data entry, benefit maintenance, grievances, hearings, state and federal law interpretation, and record retention.

Wyoming State Library (WSL)

WSL supports Wyoming's public, academic, school and special libraries with training, consulting, marketing, centralized purchasing, and management of the statewide shared library catalog and databases. It offers state government employees reference and interlibrary loan services and access to meeting rooms for state business. The Division facilitates access to government information: it is the official depository for all state publications and is a selective depository for federal documents. WSL provides every resident of the state with access to ebooks and licensed databases, and it preserves and promotes the state's history through the Wyoming Digital Collections. It holds fiscal responsibility for federal funds

granted to enhance library services. Its mission is to promote library development, foster library cooperation, and provide reliable information to customers.

Construction Management Division (CMD)

CMD is responsible for the management of the statewide capital construction/public building program. Its services include design and construction of state owned facilities, and the management of major maintenance projects. CMD deals with the acquisition or sale of property and the acquisition of leased space for state agencies. CMD also reviews, evaluates and provides advice to the State Building Commission. CMD staffs the information desks in the State Capitol and the Herschler Building.

General Services Division (GSD)

GSD provides essential support services to state agencies. GSD is organized into six sections:

Motor Pool purchases, administers, maintains and repairs the state motor pool fleet of 1,200 vehicles, of which about one hundred are in the shared pool for use on an as-needed basis.

Central Mail provides all mailing services to state agencies in the Capitol Complex and within the Cheyenne area.

Trades Management maintains state facilities around Cheyenne including electrical, plumbing, heating and air conditioning, carpentry, painting, locksmith, and office furniture repairs.

Facilities Operations provides full-spectrum custodial services, grounds maintenance and the secure card access system for the Capitol Complex and other A&I maintained property in Cheyenne.

Risk Management procures insurance and manages claims for liability, property, and vehicle and aircraft insurance coverage for the State of Wyoming.

Purchasing / Procurement develops formal competitive bids and requests for proposals to acquire goods and services for the State of Wyoming. This section develops and enforces compliance with statewide purchasing procedures, maintains bidder lists and maintains the state property inventory.

Surplus Property, a unit of the Purchasing Section with statutorily defined responsibilities, receives and effectively redistributes usable surplus items from federal and state agencies to other state agencies, governmental entities and private non-profit organizations.

Performance Highlights / Major Accomplishments of FY 2015:

- Within the statutory framework and policy requirements of multiple, competing stakeholders, Construction Management worked to ensure the progress of the Capitol Square project - the most historically and logistically significant construction project undertaken by the State in the past century. Working with the Advisory Task Force and subsequently the Capitol Restoration Oversight Group, CMD completed Level 1, 2 and 3 design work to schematic design. While the parameters of the project continue to evolve, this design effort constitutes one of the largest collaborative design efforts in state history. Meanwhile, the successful acquisition, leasing and occupancy of temporary office locations continues to meet the also evolving requirements of tenant agencies.
- The Human Resource Division, per the Governor's rule consolidation effort, completed a rewrite and promulgation of all chapters of the State of Wyoming Personnel Rules. This consolidation reduced the rules from eighteen chapters down to eleven and reduced the grievance timeline from 185 days to 95 days.

- The Budget Division completed the 2015/2016 Supplemental Budget. This included meeting with the Governor's Office to determine Department exception requests, meeting with the Joint Appropriations Committee to complete the budget bill and following certain bills that included appropriations through the Legislature.
- The Procurement Section implemented a bid waiver system using Google. The system allows personnel involved with specific waivers to track the progress of the approval process. Information is transferred from approved waivers to an online report for public access and which satisfies all statutory requirements. The Governor's Office receives weekly bid-waiver report emails.
- Risk Management Section implemented GPS telematics with the Motor Pool to optimize state resources and fulfill our commitment to the public and environment. Networkfleet can provide instant access to vehicle locations, engine diagnostics, and driver behavior patterns. A comprehensive view of the fleet will help reduce operational costs, improve vehicle and driver performance, and integrate seamlessly with our existing AssetWorks fleet maintenance system.
- The Accounting Section underwent a fiscal consolidation, effective October 1, 2014, that brought fiscal employees that were located in various divisions of A&I into the Accounting Section. Benefits include consistent understanding and application of fiscal policies and alignment of employee performance with fiscal management practices.
- Construction Management undertook a statewide building assessment under legislative direction. Beginning with Cheyenne facilities and continuing to cover buildings across the state, these assessment provide objective and industry-standard metrics to support decisions by the State Building Commission on major maintenance and capital construction priorities.
- Building trades and grounds personnel have been equipped with wireless tablets to access MicroMain Mobile work orders, building environmental and security systems and essential safety and maintenance information from the field. This is part of a larger project to discover, document and manage preventive maintenance needs on building systems and equipment. It also allows for better management of labor and materials costs, employee performance and safety.
- Both Trades and Facilities sections planned and facilitated changes in their work to accommodate and support the Capitol Square Project. Agency relocations, card access systems, changes to the Capitol grounds, new parking lots and a myriad of other changes to these sections' work environment required proactive leadership, often behind the scenes, to keep state employees and the public safe and state facilities accessible.
- Working with the Legislative Service Office, the Economic Analysis Division improved the CREG Revenue Updates process. Prior to 2014, EAD and the LSO would independently produce an April revenue update and a July revenue update. This caused confusion for the public and required staff time to identify and explain differences between the updates. Beginning with the July 2014 update a consensus was reached to coordinate with the LSO and produce a common state revenue update released by the CREG co-chairs. This eliminates duplication of work between these two branches and provides a better product for the public.
- In addition to the roughly two hundred simultaneous major maintenance projects and a half-dozen major capital construction projects in the past fiscal year, Construction Management (CMD) embraced the legislative mandate to support community college capital construction projects and State Building Commission direction to support UW capital construction projects. While resolving issues with projects already underway is a tremendous challenge, the lessons learned and disseminated working with these institutions will pay dividends for the lifecycle of these projects.

- Professional Licensing Boards contracted with GL Solutions to create an online credentialing system for their seventeen boards. This improves efficiency for the State, service for licensees and transparency for the public.
- The Budget Division revamped the Statewide Indirect Cost Allocation Plan (SWCAP) and the federal Cash Management Improvement Act (CMIA) processes to better reflect actual expenditures within departments. This included a detailed presentation of the SWCAP posted on the Budget Division website.
- The State Library worked in partnership with the Department of Environmental Quality to digitize the Abandoned Mine Lands library and host it on WSL's existing content management software, and with the Department of Education's Outreach Library Services for the Deaf and Hard-of-Hearing library to add that library's holdings to the WYLDCAAT statewide shared catalog. These partnerships made library resources accessible to all Wyoming residents.
- Surplus Property worked with several state agencies, including the Wyoming Office of Homeland Security, to facilitate the transfer of a 250-bed field medical station from the GSA Federal Surplus Program and FEMA for the Wyoming Department of Health. The equipment filled three semi-trailers and will be divided into 25- or 50-bed units that can be strategically placed around the state. This Emergency Medical Station Kit was one of nineteen awarded to states (acquisition value \$200,000) and was delivered to Wyoming from Atlanta at no charge to the State of Wyoming.
- Economic Analysis Division designed a new signature product called "County Profiles" which compiles the most frequently requested demographic and economic related information into a single publication and includes all 23 counties, and state totals.. The first County Profiles were released in September of 2014 and it is widely used by businesses, local governments, and the general public. Topics covered in the profiles include:
 - Income and poverty distribution
 - Health insurance and health care
 - Housing data and home construction
 - Labor force and unemployment rate
 - Employment and wage by industry
 - Basic transportation statistics such as vehicle registration and road miles
 - Commuting flows
 - Assessed valuation by type of property
 - Landownership
 - Public school statistics
 - Basic crime statistics such as violent and property crimes
- The State Library's Central Acquisitions program helped over 150 active participant organizations manage their purchases of library materials and obtain discounts. These entities, which included Wyoming public, academic, school, special and state institution libraries, held 476 sub-accounts with expenditures exceeding \$2.1 million.
- The Human Resource Division and Budget Division successfully implemented a Position in Range Merit Matrix for state employee salary adjustments distributing over \$6.7M to 7,302 state employees. Pay increases ranged from 1.102% to a maximum of 5.352% for top performers.
- Central Mail processed 4,072,278 pieces of incoming and outgoing mail. Cost savings from presort, bulk mail and other mailing services was \$45,935. Central mail continues to provide the best possible cost effective mail services to the Cheyenne area state agencies.
- The Human Resources Division completed a rewrite of the State of Wyoming Compensation Policies. These policy changes provide greater flexibility to agency heads to reward state employees while incorporating specific budget controls through collaborative efforts with the Budget division. A major review and analysis of all reclassified positions with an effective date from March 2010 through January 2015 and associated adjustments

was conducted in order to obtain equity within occupational families. This review helped resolve many issues that had come before the Compensation Commission.

- The WYLD network of libraries facilitated 4,798,388 library transactions in 104 public, academic, school and special library outlets using the statewide SirsiDynix integrated library system managed by the Wyoming State Library.
- The A&I Safety Officer, working with the divisions of A&I, developed the A&I Safety and Health Program, a 44-page document clarifying occupational safety and health policies for A&I employees. The Safety Officer completed training and implementation of these policies for 216 A&I employees.
- All seventeen boards served by the Professional Licensing Boards met and discussed the Governor's direction to reduce and streamline rules and have reduced and streamlined rules where appropriate.
- The Motor Pool Section of GSD introduced an online reservation system. This makes it easier for drivers to make and change reservations directly within the fleet management system and provides a rideshare option.
- The Procurement Section, the state's purchasing office, transitioned to an online RFP / bid process through PublicPurchase. This change reduces paperwork and processing time for vendors and state agencies and increases access to and competition for state contracts and procurements, resulting in more competitive bids.
- The Accounting Office released a new web-based billing system (State Accounts Receivable Application - SARA) to agency users for the Central Mail and Motor Pool billings. This system allows more user access to billing and payment information while reducing paper and staff time required.
- The Human Resources Division completed numerous occupational studies in order to maintain the integrity of the Hay Group classification system. Forty-eight positions were reviewed in the Lands Management and Appraiser occupational family and thirty-four in the Forestry Management family. Most recently, the HR study was reviewed in consultation with the Hay Group resulting in a review of 110 positions performing HR related functions. Finally, a review of a section within the Secretary of State's office was conducted to assist them in appropriately classifying positions in an effort to decrease their turnover.
- The Human Resources Division provided eight training sessions for all state agency HR staff on topics ranging from Advanced FLSA training to E-Verify and EEOC. The sessions have been available through live-streaming for those with remote access. The training section also made the Compensation Commission meetings available through live streaming.
- Surplus Property maintains control over \$5,646,572 (acquisition value) in federal military equipment allocated from the 1033 LESO Program through the Wyoming State Coordinator at Surplus Property for the use of Wyoming law enforcement agencies including several state agencies. This equipment includes four MRAPs, 24 HMMWVs and 606 weapons located around the state of Wyoming.

DEPARTMENT OF ADMINISTRATION AND INFORMATION - ORGANIZATIONAL CHART - 2015

