

Report on Shared Services

Department: Department of the Military

Secretary: MG Kendall Penn

The purpose of this report is an analysis and action plan for shared services, that is staff or support services shared across the entities within the Cabinet Department. This analysis will assist in the formulation of the plan for this report to the Governor on how to achieve greater efficiency (including cost savings) and effectiveness as it relates to this topic. This work should take into consideration the state of the Department as a whole and the state of each constituent agency, board, and commission.

Questions	Responses
<p>1. After a thorough analysis of shared services within your department, identify all opportunities for more efficient and effective delivery of services and for cost savings.</p> <p>Consider short-term, mid-term, and long-term opportunities.</p>	<p>Long-term: IT solutions. DoD has removed us from their network after 20 years. We for the first time will have a State network through DIS. Facilities, we have facilities and training areas that can be used at no to low cost basis by other agencies.</p> <p>Mid-term: We leverage federal funding to cover a decrease in state employees</p> <p>Short-term: Construction: End of year federal dollars for construction and facility upgrades</p>
<p>2. Develop a plan to implement the efficiency opportunities identified above.</p> <p>What are the key elements and action steps of your plan?</p>	<p>We are working with DIS to switch networks. The plan is in processes and has to be complete by 30 Sep 2019. We will coordinate with the Dept. of TSS to ensure we follow DIS network policy. Coordinating with OPM to adjust employee levels to meet Department needs. Reducing funded positions that are underutilized and or cross grade them to needed positions.</p> <p>We have a solid vetted processes to adjust quickly to unplanned federal money for construction and for facility upgrades. This is no cost to the state for the construction. We have a multi-year plan that when funding is available we can execute quickly.</p>
<p>3. Identify any obstacles to the implementation and success of this plan.</p>	<p>Sustainment cost for the network. We have used current funding to establish the network but lack future sustainment cost. Federal funding is sometimes unpredictable in the federal 4th quarter. We mitigate that by having a responsive flexible plan to execute last quarter federal funding when it comes to the department.</p>

Questions	Responses
<p>4. Are there any anticipated costs associated with the plan?</p>	<p>Sustainment for our network including a CIO. Once complete we will have 60 workstations and a single IT/CIO employee to run the network. We have taken the startup cost out of hide but will need future sustainment dollars as well as payroll dollars for the IT/CIO cost. Approximate cost for one employee is 60K. Sustainment cost is 60k. It cost 48k a year for the switch (data and connection) alone.</p>

Questions	Responses
<p>5. What is the detailed implementation timeline for this plan?</p> <p>How will you track your progress?</p>	<p>DoD is removing us on 30 Sep 2019 so the network will be in place by that time. We are tracking that processes now with DIS.</p> <p>We have a data base that tracks all facilities and training areas and have quarterly reports to the feds. We also adjust the facilities plan quarterly based on need. There is committee that makes recommended adjustments that are sent to the Secretary for approval.</p> <p>We track our budget submission based on DFA budget processes. We have internal monthly budget reviews to track expenditures and burn rates per account, GR and Federal.</p>
<p>6. How will you measure the success and results of your plan? Include detailed forecasts of cost savings, efficiencies achieved, etc.</p>	<p>We have detailed metrics for all facilities including size, funding streams, stages of maintenance etc. This is used to forecast future federal dollars and any state match. We look quarterly at our personnel needs and make adjustments/new asks when needed. Our department budget is \$6.6M in GR. Our federal budget fluctuates but last year it was \$493M. Since we have a very small GR budget are savings are small. Efficiencies are gained by being flexible by turning something off to turn something else on. Our current GR budget forecast for the rest of the FY is a 28k surplus. However we will be asking for future funding because of our new network requirement. Of our current 454 employees only 120 are fully state funded. The rest are federal.</p>
<p>7. How could the Department of Transformation and Shared Services provide support to the Department?</p>	<p>We will continue to need DIS's and OPM's help. Since we are small we try to leverage federal funded employees to make up for the loss of state employees do to budget. If we do not act with urgency when funds come available, we could miss 100% federally funded positions. We understand there is a process within OPM; however, this will save us GR funding if expedited.</p>

