

# Report on Boards & Commissions

**Department:** Department of Transformation and Shared Services

**Secretary:** Amy Fecher

The purpose of this report is 1) prompt an analysis of the Boards & Commissions in your Department and to identify efficiency (cost savings) and effectiveness (better results) opportunities and 2) to propose and develop to deliver efficiency and effectiveness improvements.

## Boards & Commissions Project Proposal

### 1.1. List all boards, commissions, etc. within your department.

The Department of Transformation and Shared Services (TSS) acquired \*5 (five) boards under Act 910 of 2019.

*\*While the Land Survey Advisory Board was not listed as entities being transferred to TSS under §25-43-1502, the board does reside within the Arkansas Geographic Systems Office, which falls under the authority of TSS.*

1. **Arkansas Geographic Information Systems Board:** Acts as an advisory to the State Survey Board and State Surveyor as well as the Arkansas Geographic Information Systems Office and its Director relative to formulating policies and promulgating rules.
  - Conducts meetings as it deems necessary.
  - Administrative support provided by the Arkansas Geographic Information Systems Office.
  - Receives funding from the GIS Trust Fund.
  - Reports annually on the status of the Arkansas Spatial Data Infrastructure to the Joint Committee on Advanced Communications and Information Technology.
2. **Land Survey Advisory Board:** Assists and advises the Arkansas Geographic Information Systems Office and the State Surveyor concerning their powers, authority, and duties.
  - Conducts meetings at least quarterly.
  - Administrative support provided by the Arkansas Geographic Information Systems Office.
  - Receives expense reimbursements.
  - No legislative reporting requirements.
3. **State and Public School Life and Health Insurance Board:** Manages life and health insurance plan options for the benefit of state employees and retirees and public school employees and retirees.
  - Conducts meetings as needed. Multiple subcommittees also meet frequently.
  - Administrative support provided by the Employee Benefits Division.
  - Receives expense reimbursements.
  - Reports upon request to the House and Senate Committees on Insurance regarding the State and Public School Life and Health Insurance Program.
4. **Data and Transparency Panel:** Provides recommendations to the Legislature on topics such as data governance, data sharing, and data management and is chaired by the Chief Data Officer, which resides in the Division of Information Systems of the Department of Transformation and Shared Services.
  - Conducts meetings quarterly in each calendar year.
  - Administrative support provided by the Division of Information Systems.
  - Receives no funding.
  - Reports quarterly to the Joint Committee on Advanced Communications and Information Technology.
5. **State Technology Council:** Acts as an oversight committee for the state's IT architecture.
  - Conducts meetings as needed.
  - Administrative support provided by the Director of DIS who chairs the Council.
  - Reports quarterly on status with the (1) Governor and the (2) Joint Committee on Advanced Communications and Information Technology.

### 1.2. What state resources support each board, commission, etc.? What is the total cost associated with each board, commission, etc. broken down by general revenue and by all other sources?

1. **Arkansas Geographic Information Systems Board:**
  - This board spends approximately \$250 annually from general funds (Geographic Information Systems Fund).
2. **State and Public-School Life and Health Insurance Board:**
  - Board Members may receive expense reimbursement, which totals approximately \$3,500 from general revenue funds annually.
3. **Data and Transparency Panel:**
  - No funding allocated.
4. **State Technology Council:**
  - No funding allocated.
5. **Land Survey Advisory Board:**
  - This board spends approximately \$250 annually on expense reimbursements from general revenue funds (Geographic Information Systems Fund).

1.3. *What are the key results, outcomes, performance indicators and/or success measures for each board, commission, etc.?*

1. **Arkansas Geographic Information Systems Board:**
  - Acts in an advisory capacity to the State Surveyor and the Arkansas Geographic Information Systems Office.
2. **Land Survey Advisory Board:**
  - Acts in an advisory capacity to the State Surveyor and the Arkansas Geographic Information Systems Office.
3. **State and Public-School Life and Health Insurance Board:**
  - To improve the quality of healthcare services under the program; increase participants' understanding of program features; and slow the rate of growth of healthcare expenses.
4. **Data and Transparency Panel:**
  - Develop a unified longitudinal system that links existing agency information for education and workforce outcomes.
5. **State Technology Council:**
  - Responsible for developing information technology standards and specifications for state agencies; developing a state information technology plan that shall establish state-level mission, goals, and objectives for the use of information technology; and developing technical standards and specifications to support the state's shared enterprise architecture.

1.4. *After a thorough analysis of boards, commissions, etc. within your department, identify key opportunities you would propose for more effective operations, improved services, and/or efficiencies.*

#### **Recommendation 1.4.1: Centralized Meeting Location**

Identified Inefficiencies: Four of the five boards do not have a designated meeting place. Additionally, only one board has an identified space for meeting locations (EBD) and three of the five boards meet regularly every quarter, while the remaining two meet as needed.

Recommendation: It is the recommendation of the Department of Transformation and Shared Services to provide a centralized location utilizing the existing Employee Benefits Division Boardroom located in the Winthrop Rockefeller Building for which TSS will assist in support functions as authorized in Act 910 of 2019 and be the record keeper.

#### **Opportunity 1.4.1a: Create a Central Repository for Public Meeting Recordings; Documents**

Identified Inefficiencies: Act 1028 of 2019 added new requirements for public meetings under the Freedom of Information Act of 1967 that all open public meetings be recorded as well as maintained by the public entity for at least 1 (one) year from the date of the public meeting. Currently, there is inconsistency in recording type and documentation related to the boards that are housed within divisions rather than the Department as prescribed by law. TSS is the public entity.

Recommendation: It is the recommendation of the Department of Transformation and Shared Services to maintain all open public-meeting related documentation and recordings in a centralized location to ensure transparency to the citizens of Arkansas, retention of public documents, and adherence to the Freedom of Information Act of 1967.

**Opportunity 1.4.2: Data and Transparency Panel and State Technology Council**

Identified Inefficiencies: The Data and Transparency Panel and the State Technology Council share a similar mission, responsibilities, reporting requirements, and duties under current law. Additionally, neither the Panel or Council are funded and only one is required to be staffed. Both the Panel and the Council currently reside in the Division of Information Systems, which is a cost recovery division of the Department of Transformation and Shared Services.

Recommendation: It is the recommendation of the Department of Transformation and Shared Services to continue researching how best to streamline and create efficiencies for the similar entities with the goal of identifying whether or not to pursue legislation changes in 2021.

**Opportunity 1.4.3: Move the Land Survey Board under the AGIO Board**

Identified Inefficiencies: The Land Survey Board and the Arkansas Geographic Information Systems Board share similar duties. Each board acts as an advisory entity to the Arkansas Geographic Information Systems Office and the State Surveyor, who are the same person. The Arkansas Geographic Information Systems Board is funded, while the Survey Board is not, and staffing is provided to both boards by the Arkansas Geographic Information Systems Office.

Recommendation: It is the recommendation of the Department of Transformation and Shared Services to continue researching how best to streamline and create efficiencies for the similar entities with the goal of identifying whether or not to pursue legislation changes in 2021

*1.5. Identify any obstacles to the implementation of these proposals.*

- No anticipated obstacles have been determined at this time.

*1.6. What would be key action steps for these proposals?*

**Step 1:** Identify a centralized location, contact, and coordination of times for meetings based on needs. Provide staffing to boards if needed.

**Step 2:** Create a centralized repository housed on TSS's website for all boards, public meeting documents, and recordings for increased transparency and ease of access for FOIA requests.

**Step 3:** Continue researching best ways to streamline and create efficiencies for the two sets of similar entities with the goal of identifying whether or not to pursue legislation changes in 2021.

**Additional thoughts/comments:**

- See attachment for statutory references.