# ALASKA DEPARTMENT OF ADMINISTRATION DEPARTMENT OVERVIEW

**Presentation to** 

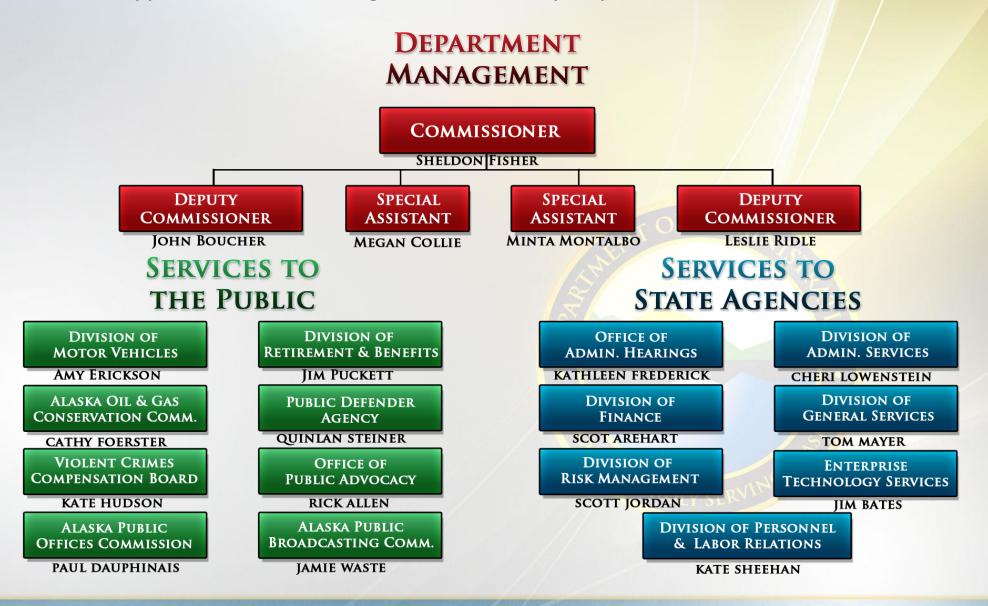
House Finance Committee February 5, 2016

Commissioner Sheldon Fisher
Deputy Commissioner Leslie Ridle
Deputy Commissioner John Boucher
Director Cheri Lowenstein



### **DOA MISSION AND ORGANIZATION**

**Mission:** The mission of the Department of Administration is to provide consistent and efficient support services to state agencies so that they may better serve Alaskans.



## DOA BUDGET REDUCTIONS BY COMPONENT (UNDESIGNATED GENERAL FUND ONLY)

Administration	FY15 Management Plan	FY16 Management Plan	FY17 Governor	% Change
Non-Formula without OPA / PD				
Office of Administrative Hearings	420.4	265.2	155.2	-63%
General Services	3,439.8	1,822.1	1,501.6	-56%
Alaska Public Offices Commission	1,395.2	790.5	790.5	-43%
ETS/SATS/ALMR	10,769.0	7,542.6	7,113.8	-34%
DAS, CO, DOA-IT, Fac Rent, DOA Leases, Central HR	4,339.9	2,919.9	2,904.1	-33%
Personnel, Labor Relations / Labor Agreements	4,286.4	3,898.5	2,938.3	-31%
Finance / E-Travel	6,236.5	6,339.0	4,951.0	-21%
Retirement & Benefits	228.9	249.0	241.5	6%
Total	\$31,116.1	\$23,826.8	\$20,596.0	-34%
Legal and Advocacy Services				
Office of Public Advocacy	23,803.5	23,637.5	22,997.3	-3%
Public Defender	25,963.3	25,481.8	24,210.5	-6.8%
Total	\$49,766.8	\$49,119.3	\$47,207.8	-5.1%
Public Communications Grants				
Alaska Public Broadcasting / AIRRES	5,147.3	4,331.1	3,510.5	-32%
Formula Program				
Special Systems	2,148.1	2,026.3	1,925.1	-10%
Unallocated Reduction				
Unallocated Reduction	0.0	0.0	-957.1	
Total Department Operating	\$88,178.3	\$79,303.5	\$72,282.3	-18%

# DOA FY17 BUDGET INCS, DECS

Finance	PosAdj	Delete Analyst/Programmer IV (02-N12016) No Longer Needed	7	/			-1
		Delete Eight PCNs (05-7167, 12-4205, 11-0272, 02-IN0901, 02-IN0902, 02-IN0903, 02-IN1201,	///	/			
Personnel	PosAdj	02-N08033)	///	/-	-3		-5
DRB	Inc	Ongoing Actuarial Costs	UGF	75.5			
DRB	Inc	Increased Costs for Audit Services	OTHER	100.0			
DRB	Inc	Increased Costs for Information Technology Services	OTHER	50.0		1	
Health Plans Admin.	Inc	Third Party Administrator Costs	OTHER	2,400.0	- 7		
DGS / Purchasing	PosAdj	Delete Publications Technician II (02-5139)			-1		
DGS / Property Mang.	Trout	Transfer Stockhandler (02-5095) to the Office of Public Advocacy	/ 10 /		-1		1
DGS / Facilities	Dec	Eliminate Subsidy to Linny Pacillo Parking Garage and Nome State Office Building	UGF	(292.2)		1	
SS / EPORS	Dec	Reduce Retirement Funding For Elected Public Officers	UGF	(98.9)			
ETS / SATS	Dec	Reduce Services Consumed for Maintenance and Operations	UGF	(247.7)	1		
ETS /ALMR	Dec	Reduce Funding for Maintenance Contract	UGF	(121.1)	4		
ETS / ALMR Pmts for Munis	Dec	Reduce PoliSub Participation in Alaska Land Mobile Radio	UGF	(60.0)			
Public Broadcasting - Radio	Dec	Reduce Grant Funding for Public Radio	UGF	(750.0)			
OPA	Dec	Reduce Contract Costs Through Reutilization of Staff	UGF	(640.2)			
		Transfer Stocks and Parts Services III (02-5095) from Property Management to Serve as an	100				
ОРА	Trin	Attorney in the Palmer Office		-	1		
OPA	Atrin	Add Three Attorneys (02-#003, 02-#004, 02-#005) for Office of Public Advocacy Restructuring	19		3		
OPA	Inc	Increased Receipts for Appointed Counsel	DGF	250.0			
OPA	Inc	Increase Public Guardian Fees	OTHER	500.0			
PDA	Dec	Centralize Agency Functions	UGF	( <mark>1</mark> ,271.3)			
PDA	Inc	Increase Receipts for Appointed Counsel	DGF	510.0			
		Transfer Office Assistant II (08-2226) from the Department of Commerce, Community, and	/ >	//			
DMV	Atrin	Economic Development	5		1		

## DOA SERVICES TO THE PUBLIC

- Public Defender Agency (PDA)
  - AGENCY LEAD: Quinlan Steiner
  - ROLE: Provide constitutionally mandated legal representation to indigent clients appointed by the court.
  - **FY2017 Governor budget:** \$25,725.0
  - Undesignated General Funds \$24,210.5
  - Designated General Funds \$823.7
  - InterAgency Funds \$497.0
  - Other Funds Includes Fed \$193.8
  - POSITIONS: PFT 174; PPT 1; NP 12
- Office of Public Advocacy (OPA)
  - AGENCY LEAD: Rick Allen
  - ROLE: Conflict counsel for PDA, Guardian Ad Litem (GAL) program, and Child in Need of Aid (CINA) program
  - FY2017 Governor Budget: \$25,423.6
  - Undesignated General Funds \$22,997.3
  - Designated General Funds \$380.7
  - InterAgency Funds \$572.3
  - Other Funds Includes Fed \$1,473.3
  - POSITIONS: PFT 127;PPT 2; NP 11

- Div. of Motor Vehicles (DMV)
  - AGENCY LEAD: Amy Erickson
  - ROLE: Title and registration of vehicles/trailers, driver testing and licensing, and Commercial driver licensing
  - FY2017 Governor Budget: \$16,882.4
  - Undesignated General Funds \$0.0
  - Designated General Funds \$16,731.1
  - InterAgency Funds \$151.3
  - Other Funds Includes Fed \$0.0
  - POSITIONS: PFT 148; PPT 8; NP 0
- Div. of Retirement and Benefits (DRB)
   Including Special Systems & Health Plan Admin
  - AGENCY LEADS: Jim Puckett, Kathy Lea, Michele Michaud, and Keven Worley
  - ROLE: State employee, teacher, and political subdivision retirement plan administration,
     Health plan administration
  - FY2017 Governor Budget: \$45,957.4
  - Undesignated General Funds \$2,166.6
  - Designated General Funds \$0.0
  - InterAgency Funds \$0.0
  - Other Funds Includes Fed \$43,790.8
  - **POSITIONS:** PFT 115; PPT 0; NP 5

## DOA SERVICES TO THE PUBLIC

#### Alaska Public Broadcasting Commission (APBC) & AIRRES Grants

#### **Includes Alaska Rural Communications Services**

- AGENCY LEAD: Jamie Waste
- ROLE: Grants and administration of public television and radio to all parts of Alaska
- **FY2017 Governor Budget:**: \$3,610.5
- Undesignated General Funds \$3,510.5
- Designated General Funds \$0.0
- InterAgency Funds \$100.0
- Other Funds Includes Fed \$0.0
- POSITIONS: INDEPENDENT ENTITY

#### Violent Crimes Comp. Board (VCCB)

- AGENCY LEAD: Kate Hudson
- ROLE: Grants to victims of violent crimes
- FY2017 Governor Budget: \$2,544.2
- Undesignated General Funds \$0.0
- Designated General Funds \$0.0
- InterAgency Funds \$0.0
- Other Funds Includes Fed \$2,544.2
- POSITIONS: PFT 3; PPT 0; NP 0

#### Alaska Oil and Gas Conservation Commission (AOGCC)

- AGENCY LEAD: Cathy Foerster
- ROLE: To protect the public interest in exploration and development of Alaska's valuable oil, gas, and geothermal resources
- **FY2017 Governor Budget:** \$7,661.7
- Undesignated General Funds \$0.0
- Designated General Funds \$7367.6
- InterAgency Funds \$0.0
- Other Funds Includes Fed \$294.1
- POSITIONS: PFT 32; PPT 0; NP 1

#### Alaska Public Offices Commission (APOC)

- AGENCY LEAD: Paul Dauphinais
- ROLE: Campaign and public official oversight agency
- FY2017 Governor Budget: \$1,030.5
- Undesignated General Funds \$790.5
- Designated General Funds \$240.0
- InterAgency Funds \$0.0
- Other Funds Includes Fed \$0.0
- POSITIONS: PFT 12; PPT 1; NP 0

## DOA SERVICES TO STATE AGENCIES

- Div. of General Services (DGS)
  - AGENCY LEAD: Tom Mayer
  - ROLE: Manage 12 buildings in the Public Building Fund (PBF) and 6 Non-PBF buildings, manage & administer 400+ leases, procurement & contract support for state and political subdivision purchasing
  - **FY2017 Governor Budget:** \$75,711.2
  - Undesignated General Funds \$1,501.6
  - Designated General Funds \$536.6
  - InterAgency Funds \$55,607.4
  - Other Funds Includes Fed \$18,065.6
  - POSITIONS: 7PFT 66; PPT 3; NP 0
- Enterprise Technology Services (ETS)
   Including State of Alaska Telecommunications System and Alaska Land Mobile Radio
  - AGENCY LEAD: Jim Bates
  - ROLE: Statewide IT infrastructure maintenance and operations (M&O), cyber security, and Telecommunication, network, mainframe service and technical support
  - FY2017 Governor Budget: \$46,533.0
  - Undesignated General Funds \$7,113.8
  - Designated General Funds \$150.0
  - InterAgency Funds \$0.0
  - Other Funds Includes Fed \$39,269.2
  - POSITIONS: PFT 123; PPT 0; NP 0

- Division of Personnel and Labor Relations (DOPLR)
  - AGENCY LEAD: Kate Sheehan
  - ROLE: Managed central HR, payroll timekeeping, recruitment and job classification studies, labor relations, contract bargaining, and training
  - FY2017 Governor Budget: \$15,209.5
  - Undesignated General Funds \$2,888.3
  - Designated General Funds \$0.0
  - InterAgency Funds \$12,201.4
  - Other Funds Includes Fed \$119.8
  - POSITIONS: PFT 131; PPT 4; NP 2
- Division of Finance (DOF)
  - AGENCY LEAD: Scot Arehart
  - ROLE: Maintain the statewide financial/payroll systems, as well as e-travel program, compile the Comprehensive Annual Finance Report (CAFR) and statewide single audit, lead on Integrated Resource Info. System (IRIS)
  - **FY2017 Governor Budget:** \$15,227.0
  - Undesignated General Funds \$4,951.0
  - Designated General Funds \$1,198.1
  - InterAgency Funds \$7,018.4
  - Other Funds Includes Fed \$2,059.5
  - POSITIONS: PFT 62; PPT 0; NP 6

## DOA SERVICES TO STATE AGENCIES

- Division of Administrative Services (DAS)
  - AGENCY LEAD: Cheri Lowenstein
  - ROLE: Provides budget, financial, and procurement services to DOA, oversees DOA Information Technology (IT), oversees VCCB staff and APBC grants
  - **FY2017 Governor Budget:** \$2,864.5
  - Undesignated General Funds \$626.9
  - Designated General Funds \$0.0
  - InterAgency Funds \$2,237.6
  - Other Funds Includes Fed \$0.0
  - POSITIONS: 15
- Office of Administrative Hearings
  - AGENCY LEAD: Kathleen Frederick
  - ROLE: Appeal and adjudication services by Administrative Law Judges
  - FY2017 Governor Budget: \$2,545.5
  - Undesignated General Funds \$155.2
  - Designated General Funds \$50.0
  - InterAgency Funds \$2,340.3
  - Other Funds Includes Fed \$0.0
  - POSITIONS: 16

- Division of Risk Management (DRM)
  - AGENCY LEAD: Scott Jordan
  - ROLE: Manage insurance administration for State assets, indemnification language review, claims adjusting and litigation management, return to work program
  - **FY2015 Management Plan:** \$41,254.4
  - Undesignated General Funds \$0.0
  - Designated General Funds \$0.0
  - InterAgency Funds \$41,254.4
  - Other Funds Includes Fed \$0.0
  - **POSITIONS:** 5

### **CORE INITIATIVES**

**Labor Negotiations - Remain competitive and balanced** 

Health Care Spend – Continue to address challenges presented by rising costs

## **Shared Services**

- Improve employee productivity
- Achieve Purchasing Efficiency
- Information Technology (IT) Improved services and cost

**Improve Facility Management** 

### **CHALLENGES**

**Enable OPA/PDA** - Satisfy constitutionally-mandated services **Maintain ALMR** 



## **BARGAINING UNIT (BU) DETAIL**

Bargaining Unit	Business Lead	# Emp in 2015	% of Total		
Currently Negotiating					
LTC - Public Employees, Local 71	Dennis Moen	1,654	10.5%		
ASEA - Alaska State Employees Association	Jim Duncan	8,125	51.3%		
APEA - Alaska Public Employees Association	Pete Ford	2,304	14.6%		
CEA - Confidential Employees Association	Pete Ford	182	1.2%		
Non-Covered					
Non-Covered - Exempt, Partially Exempt and Excluded		1,300	8.2%		
TOTAL EMPLOYEES AT ISSUE IN CURRENT NEGOTIATIONS		13,592	86%		
Reached Tentative Agreement					
TEAME – Teachers' Education Assoc. of Mt. Edgecumbe	Christy Anderson	27	0.2%		
Fall 2016 Negotiations			3.2%		
AVTECTA - AK Vocational Technical Center Teachers	Dale Butts	33	0.2%		
PSEA - Public Safety Employees Association	Jake Metcalfe	480	3.0%		
Fall 2017 Negotiations		'	4.8%		
IBU – Inlandboatmens' Union of the Pacific	Joshua Stephenson	565	3.6%		
MEBA - Marine Engineers Beneficial Association	Ben Goldrich	92	0.6%		
MMP - Masters, Mates and Pilots	Shannon Adamson	96	0.6%		
Fall 2019 Negotiations		,	5.9%		
ACOA - Alaska Correctional Officers Association	Brad Wilson	941	5.9%		
GRAND TOTAL		15,826	100%		

86% of State
employees are
impacted by
current round of
negotiations

<sup>\* #</sup> of Employees based on filled positions, not total positions w/vacancies

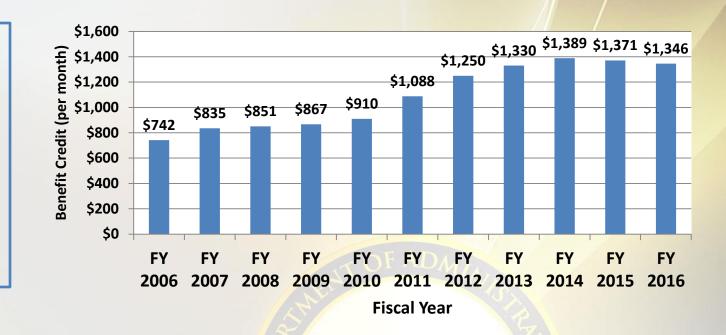
## **DOPLR - CURRENT STATUS OF CONTRACTS**

- Marine Engineers' Beneficial Association (MEBA)
  - Reached tentative agreement July 2014 for cost of living adjustment (COLA) of 0% in 2014, 1% in 2015, and 2% in 2016. Legislature approved contract in 2015. MEBA has yet to send contract to members for a vote. Mediation is pending.
- Teachers' Education Association of Mt. Edgecumbe (TEAME)
  - Reached tentative agreement in December 2015 for cost of living adjustment (COLA) of 0% in 2016 and 0% in 2017.
- Labor Trades and Crafts (LTC) Public Employees, Local 71
  - Currently in negotiations. Contract expired June 30, 2015.
- Alaska State Employees Association (ASEA)
  - Currently in negotiations. Contract expires June 30, 2016.
- Alaska Public Employees Association (APEA)
  - Currently in negotiations. Contract expires June 30, 2016.
- Confidential Employees Association (CEA)
  - Currently in negotiations. Contract expires June, 2016.



### STATUS OF ALASKACARE HEALTH PLAN

- Five year effort to proactively manage costs
- FY15 saw dip in costs due to third party administrator change
- Future rates need to increase unless there are substantial plan design changes



#### **AlaskaCare**

- 5 year cost trend (FY11 FY15): 6.27%
- FY15 reserves: \$31 million (2.9 months of reserves)
- Plan has reserve deficit
  - State has been trending rates lower (\$1389 in FY14 to \$1346 in FY16)
  - Rates set too low for FY16

## **MITIGATION MEASURES**

#### 1. Negotiate better rates with providers

Currently in negotiations with Alaska Regional and Providence

#### 2. Employee Contributions

- Nationwide state employee average contribution: 16% of premium
- Alaska should work toward standard percentage that all employees pay

#### 3. Plan Design

- As premiums get more expensive for employer and employees
  - Adopt more affordable plan designs
    - Standard size deductibles, i.e., \$1000+

#### 4. Employer Contributions

Examine potential increase in employer contributions

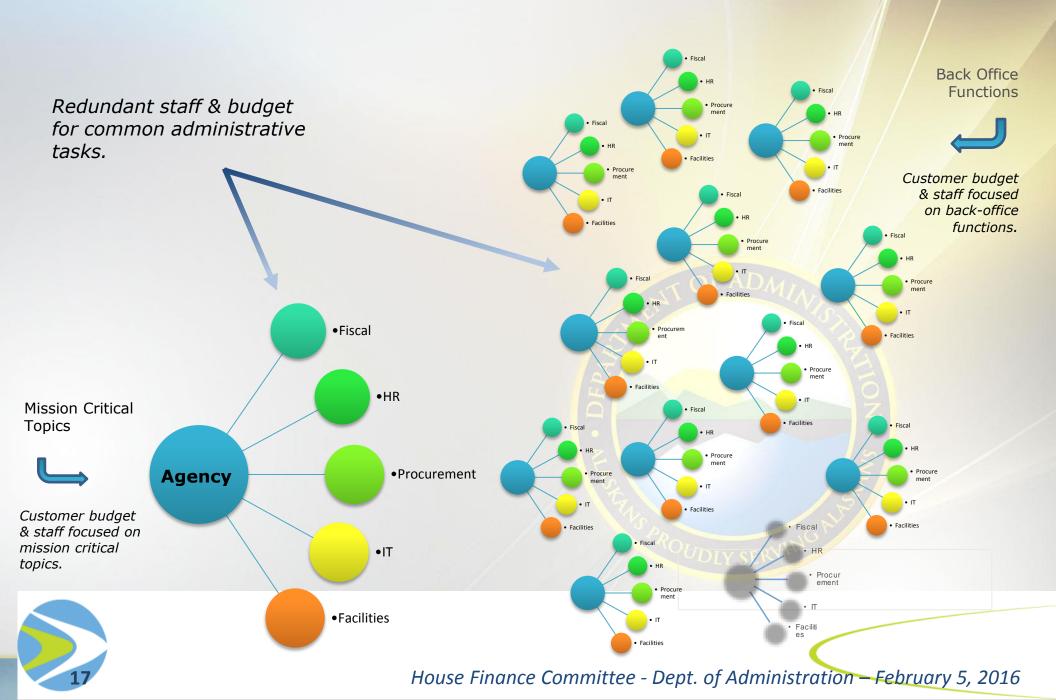
#### 5. Audit dependents

- AlaskaCare will be auditing dependents in first quarter of 2016
- We are expecting to find ineligible dependents that are costing the plan

## **SHARED SERVICES**



### **CURRENT STATE: DECENTRALIZED**



#### IT CONSOLIDATION: CROSS-AGENCY IT PROJECTS

Working with the agency IT groups, ETS and the office of the CIO identified four cross-agency IT initiatives deemed most likely to deliver short and long term savings to the State. Those projects include:

- 1. <u>Rural Bandwidth Initiative</u>: An effort to reduce costs and provide improved services to rural Alaska, the State has begun the deployment of a secure, feature-rich, private and State-managed network service that makes use of consumer broadband infrastructure to deliver quicker network services at speeds 400 times faster than previously available. Estimated savings: \$800,000 at full deployment.
- 2. <u>Mainframe Assessment</u>: Led by ETS, the State engaged a contractor to assess and analyze the available options for its mainframe services. Recently the contractor delivered a recommended roadmap that could provide estimated savings in FY17 of \$400,000 with a potential \$1.5 million in savings from FY16 costs over 4 years
- 3. Office 365: Project to migrate State messaging services to an outsourced, cloud-based solution with Microsoft. The project is currently in the fourth of six phases and is scheduled for completion at the end of the current calendar year.
- 4. <u>Data Centers/Storage:</u> A multi-faceted project aimed at conducting a statewide inventory and recommendations regarding the State's current and future datacenter infrastructure needs. The inventory assessment was completed in December with an initial set of recommendations scheduled for delivery by early February.

#### **IT CONSOLIDATION - PROCUREMENT**

# **Statewide IT Spend Review Board**

- All IT procurements over \$25,000 to be reviewed by an IT Spend Review Board
  - Initial focus will be on commodity spend
  - "Soft launch" January

# **Contractual Spend**

Identification and consolidation of decentralized IT contractual costs



## DGS - OFFICE SPACE PORTFOLIO

#### Statewide data

- DOA owns: 1,643,562 square feet (ground, warehouse, office, lab, parking, etc.)
- DOA leases: 3,839,255 total square feet
  - 239 total number of leases
  - \$49,274,995 total annual cost

#### **Steps taken to reduce lease cost:**

- Requested agencies provide input about reducing the scope of janitorial in the hopes of negotiating a lower monthly rate.
- Attempting to share space with multiple departments versus acquiring new space.
- Carefully reviewing all renewals and 083's.
- Not renewing leases as requested by agencies who are closing or consolidating their offices.
- Negotiating lease extension rates at 10% or more below brokers opinion of value.
- Relocating agencies into SOA owned buildings versus renewing/taking options on existing leases.
- Negotiating Government to Government leases when possible to provide lower cost lease space.
- No new RFP solicitations for lease space since 2013 all regions.
- Negotiating with Lessors cancelation/buyouts and early termination agreements when possible.
- Monitoring & tracking all current vacant/potential vacant lease space, working with Lessors to find sub-let tenants where possible.

#### Income opportunity: space rental at LPPG (Linny Pacillo Parking Garage)

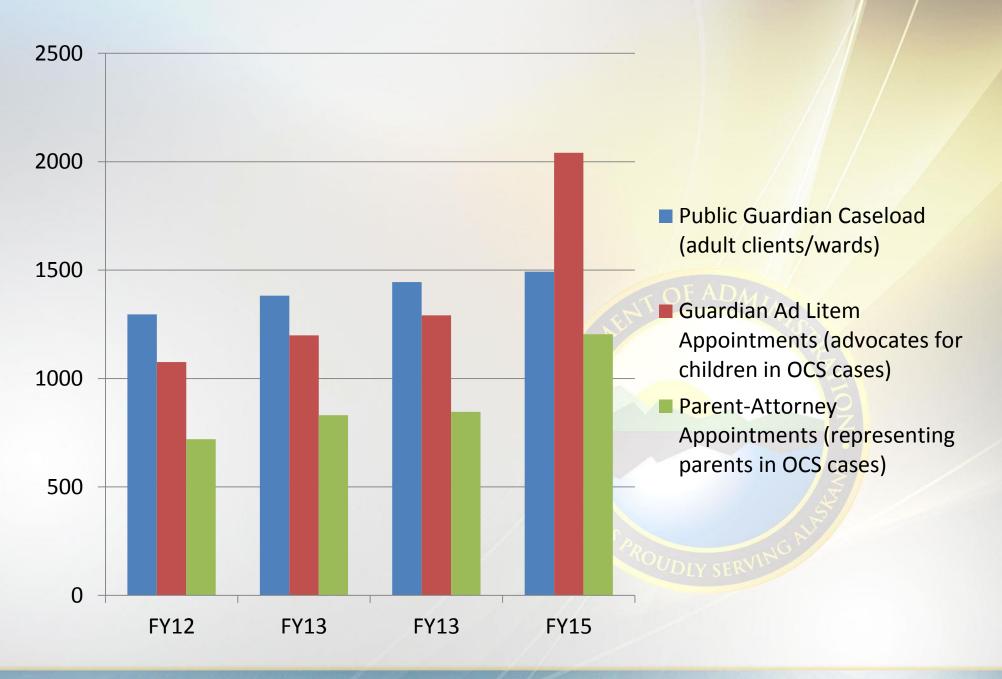
Purpose: To offset operating cost and agency lease rates

- \$10,000-\$20,000 monthly private tenants
- \$30,000-\$40,000 hourly day parking

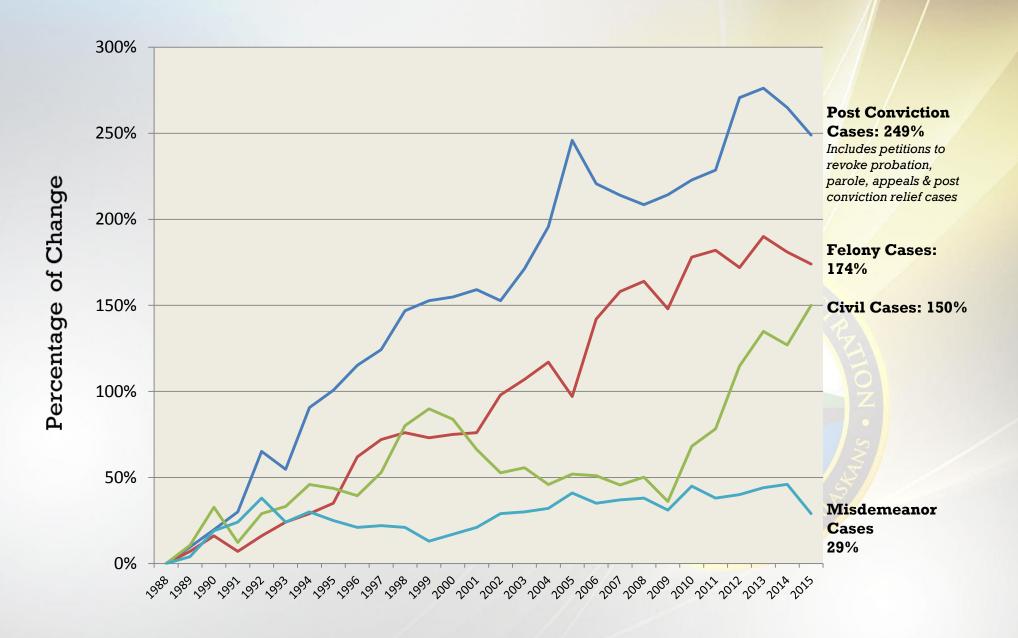
# **CHALLENGES**



## **OPA CASELOADS**



## PDA HISTORICAL CASELOAD GROWTH



## Thank you!

Visit www.DOA.alaska.gov

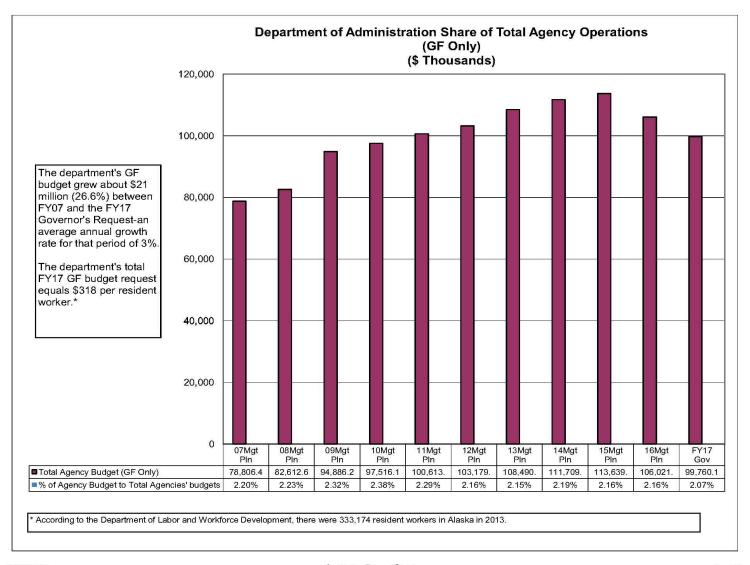
for more information about our department.

Questions?

## **APPENDIX**

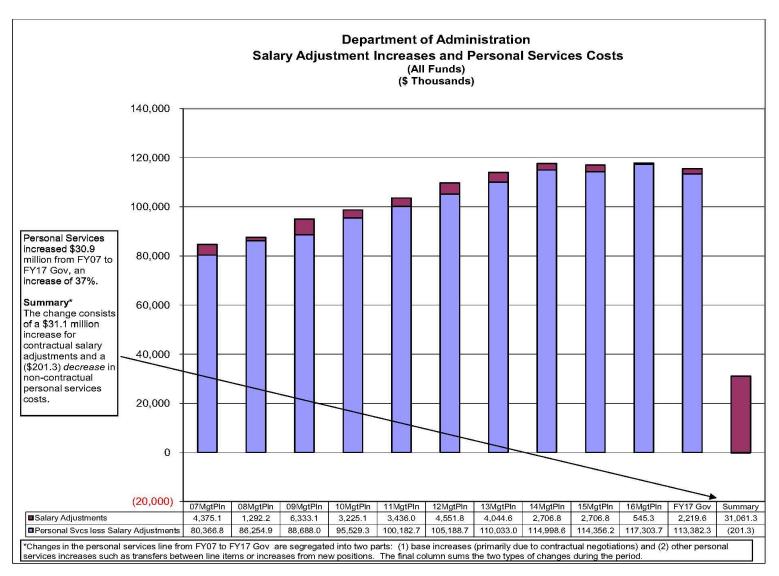


# SHARE OF TOTAL AGENCY OPERATIONS (GF ONLY)



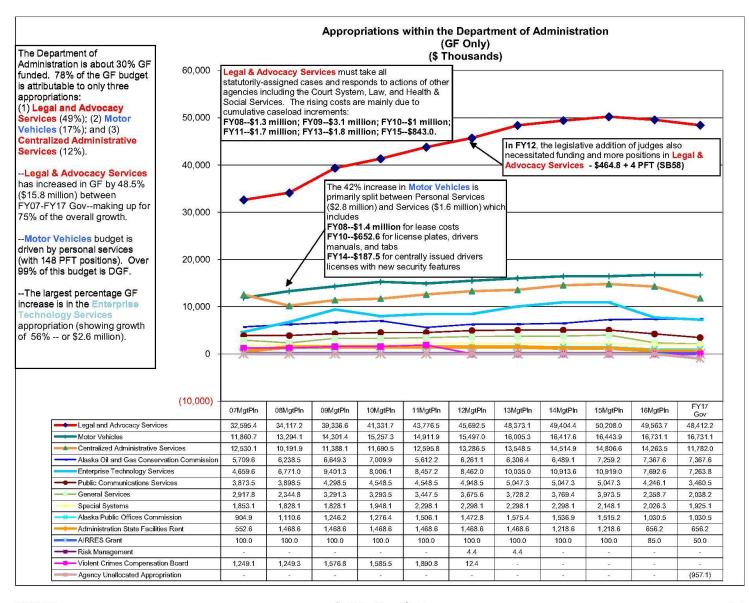
1/24/2016 Legislative Finance Division 1 of 4

# SALARY ADJUSTMENT INCREASE & PERSONAL SERVICES COSTS (ALL FUNDS, THOUSANDS)



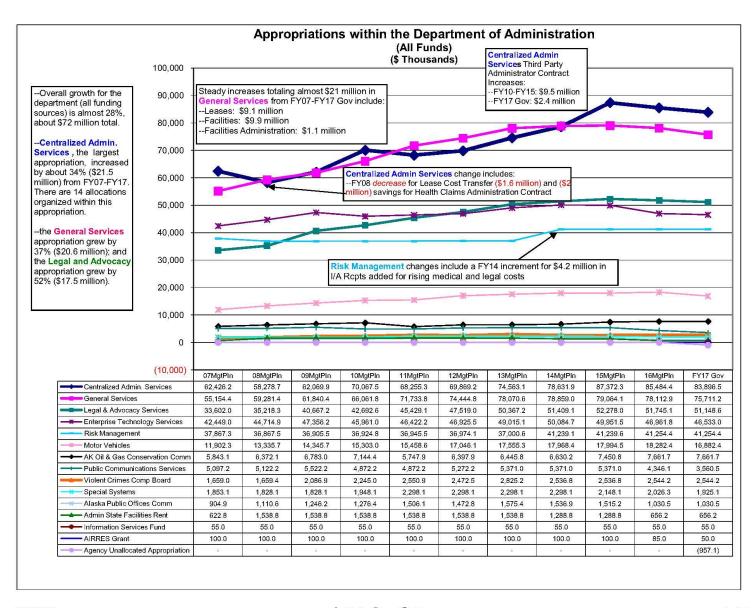
1/24/2016 Legislative Finance Division 2 of 4

## APPROPRIATIONS W/IN DOA (GF ONLY, THOUSANDS)



1/24/2016 Legislative Finance Division 3 of 4

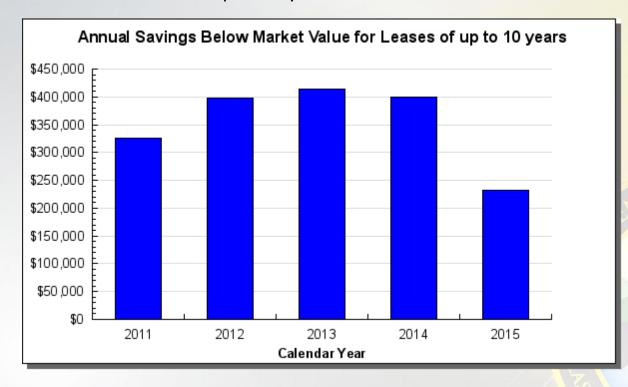
## APPROPRIATIONS W/IN DOA (ALL FUNDS, THOUSANDS)



1/24/2016 Legislative Finance Division 4 of 4

# CORE SERVICE - ENTERPRISE SUPPORT SERVICES

**Target #1:** Achieve a cost savings of at least 10% below market value for long term leases or lease extensions of up to 10 years.

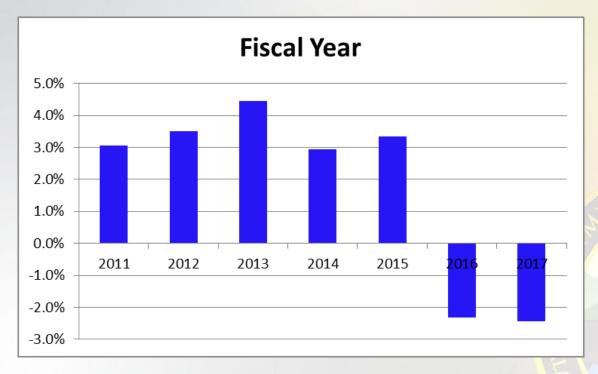


	Annual Savings Below Market Value for Leases of up to 10 years		
Year	Annual Lease		
Teal	Savings		
2015	\$231,884		
2014	\$398,784		
2013	\$414,482		
2012	\$397,544		
2011	\$326,549		

Analysis of results and challenges: Alaska Statute 36.30.083 authorizes the state to extend a real property lease for up to 10 years if a cost savings of at least 10% below market value would be achieved. The market value is established by a real estate broker or real estate appraiser's opinion of value or BOV. DGS executed a total of 14 lease extension renewals under AS 36.30.083 in FY2015. The BOV Market Rate annual cost was \$1,903,725 and lease renewal costs totaled \$1,671,841 for an overall savings to agencies of \$231,884.

# CORE SERVICE - ENTERPRISE SUPPORT SERVICES

Target #2: 5 year trend of cost growth for core government support services.



Five Year Cost Growth Trend				
Fiscal Year	Annual Lease Savings			
FY 2017	-2.43%			
FY 2016	-2.33%			
FY 2015	3.33%			
FY 2014	2.93%			
FY 2013	4.46%			
FY 2012	3.50%			
FY 2011	3.05%			

Analysis of results and challenges: Alaska Statute 36.30.083 authorizes the state to extend a real property lease for up to 10 years if a cost savings of at least 10% below market value would be achieved. The market value is established by a real estate broker or real estate appraiser's opinion of value or BOV. DGS executed a total of 14 lease extension renewals under AS 36.30.083 in FY2015. The BOV Market Rate annual cost was \$1,903,725 and lease renewal costs totaled \$1,671,841 for an overall savings to agencies of \$231,884.