

NEBRASKA
Administrative Services

2014-15 Annual Report



Director's Message

Welcome,

2014-15 has been a time of transition for the Department of Administrative Services. Each division within Administrative Services has had many accomplishments and transitions during the past year. Here are few highlights:

- Created a Contract Insurance Manual. The manual was designed to help agency contract managers evaluate appropriate minimum insurance requirements and incorporate them into contracts, Requests for Proposals, Invitations to Bid, leases, and other State of Nebraska agreements.
- Print Shop is printing all the birth and death certificates for HHS Vital Statistics and Douglas County.
- State Building Division finished project management of the new state of the art Crime Lab for the Nebraska State Patrol. It is now an occupied and a fully functioning facility.

As State employees continue to serve the State of Nebraska, they realize how fortunate they are and continue to lead the way in charitable donations. For the sixth consecutive year, the 2015 Nebraska State Charitable Giving Campaign, led by the State Personnel Division, was recognized as the number one donor for the Lincoln and Lancaster County United Way. The State was also the number one monetary donor for the Food Bank of Lincoln.

These accomplishments and the enhancements to Administrative Services' processes are significant and have taken a substantial amount of hard work and dedication by the entire Administrative Services team to complete. These accomplishments could not be reached without our number one resource, our people, who make us successful. Our people take good ideas and make them great. Each and every staff member should be proud of the accomplishments of the past year.

Sincerely,

Byron L. Diamond
Director



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2014-15 Annual Report

DEPARTMENT OF ADMINISTRATIVE SERVICES





Vision

A proactive partner to help fulfill your mission.

Mission

To create government efficiencies and value through unified and agile shared services.

Administrative Services

Agency Strategic Priorities

1. Shared Services for Small Agencies & Commissions
2. Classification & Compensation
3. RFP Process (eProcurement)
4. Human Resources Management Systems
5. Paperless Automation
6. Customer Service Initiatives, Continual Improvement, and Training (Service Provider Culture)

Spring Creek Prairie
BY: Judi Yorges

Core Values

- We are easy to do business with
- We treat everyone with respect and dignity, and always act ethically
- We are customer focused
- We listen; our first answer is not "no"
- We are empowered to think and take initiative
- We must continuously learn, including from our mistakes

Administrative Services

Overview

The Department of Administrative Services (AS) was established by State Statute 81-101 and has the responsibility to provide centralized support services to State Agencies, Boards, and Commissions. These functions are spearheaded by the Agency Director through the divisions.

The Director's Office houses many of the essential functions to manage the strategic priorities for the Agency. The Center of Operational Excellence and the State COOP Administrator are new functions of the Director's Office and will work with DAS as well as all State agencies to

implement process improvement and continuity programs. The Office of the General Counsel and staff who provide legal support, advice, consultation and representation for the Agency.

The State Accounting Division operates and maintains the statewide financial systems, including the accounting and payroll systems. It pre-audits agency transactions, issues statewide financial reports and coordinates the long-term financing needs of the State.

The State Building Division is responsible for providing the centralized procurement,

Smith Falls | BY: Nebraska Tourism

operation, maintenance and management of State owned facilities.

State labor contracts are negotiated and administered by the Employee Relations Division along with processing of employee grievance appeals and interpreting employment laws.

The Materiel Division includes State Purchasing, which has the power and duty to purchase or contract for commodities and services, in the name of the State. Materiel also manages print, copy and mail services; the disposal of surplus property; and statewide recycling.

State Personnel's goal is to match qualified applicants to positions that utilize their talents to the fullest possible extent. The division facilitates the statewide training program; temporary employee program; job classification and compensation program; Employee Wellness and Benefit programs; the Human Resource Management System; statewide Employee Recognition programs; statewide charity drives; and Human Resources for DAS.

The State Risk Management Division is responsible for the management of the State Claims Board; adjudicating claims against the State through

the Claims Board; oversight of the State employee workers' compensation program; and procurement of insurance and risk management services for the State.

The 309 Task Force for Building Renewal inspects requests, prioritizes and allocates funding for various deferred maintenance, fire and life safety, ADA and energy conservation projects for state agencies.

The Transportation Service Bureau provides, maintains and operates the statewide fleet of motor vehicles for use by State Agencies, Boards, and Commissions.

Divisions

- State Accounting
- State Building Division (SBD)
- Employee Relations
- Materiel
- State Personnel
- State Risk Management
- 309 Task Force for Building Renewal (309)
- Transportation Services Bureau (TSB)

DIRECTOR'S OFFICE:

- Center of Operational Excellence
- Continuity of Operations
- Information Technology
- Office of the General Counsel

REPORTING DIRECTLY TO THE GOVERNOR:

- State Budget Division
- Office of the Capitol Commission (OCC)
- Office of the Chief Information Officer (OCIO)



Overview

In August 2015 Administrative Services hired a State Continuity of Operations Procedures (COOP) Administrator, Troy Paisley. The administrator is responsible for managing overall COOP plans for the State of Nebraska. Continuity is defined as the uninterrupted ability of an organization to provide services and support, while maintaining its viability, before, during and after a disaster or emergency.

Continuity of Operations

Active Goals

1. Begin working with State agencies to improve their continuity programs.

Accomplishments

Over the past several months the new COOP Administrator has worked to both update and improve Administrative Service's continuity capability. Over the next several months he will begin working with other State agencies to improve their continuity programs.

Chimney
Rock
BY: Nebraska
Tourism

Center of Operational Excellence ^(COE)

Overview

The CoE serves as the “hub” from which continuous process improvement systems are engaged across the breadth of all code agencies for the state. The CoE is responsible for developing the expertise needed to implement continuous process improvement activities within each agency. These activities are aimed at process simplification and reduction or elimination of process waste. Doing so will enable us to be a more efficient, effective and customer-focused state government.

Active Goals

1. The CoE will create a culture of continuous process improvement and problem solving across the enterprise.
2. The CoE will provide agencies with the tools and techniques to successfully implement continuous process improvement.
3. The CoE will equip employees for alignment, sustainability, and ongoing ownership of continuous process improvement.
4. The CoE will help drive continuous process improvement through effective practices of daily management and problem solving.
5. The CoE will work with agencies to develop metrics used to drive improvements that support operational, financial and strategic objectives.
6. The CoE will support agencies in communication and change management efforts related to improvement activities.

Information Technology

Accomplishments

- The team completed the JD Edwards EnterpriseOne system upgrade to v9.1 in April 2015.
- A dedicated IT Manager was hired to collaborate with the state OCIO, to oversee the activities of the EnterpriseOne team, and to assist DAS in managing their overall IT assets.
- DAS stood up their own IT Change Control Board to create transparency for IT purchases and system changes.

Overview

The primary function of the DAS IT team is to support and maintain the State's primary ERP system (JD Edwards EnterpriseOne).

The system manages and coordinates all financial resources, information, & functions of the State's business. Staff maintain nearly 18,500 user ID's and security rights to all processing & reporting functions in this system.

They oversee development, system enhancements,

and employee self-service features. The system provides 24/7 information about the State's resources and obligations. This system manages all financial payments and receipts and maintains data used for accounting, budgeting, accounts payable/receivable, capitol asset management, grants, inventory, manufacturing, sales orders, payroll and procurement.

Active Goals

1. Complete life-cycle replacement of the IBM AS400 system.
2. Join new single domain platform.
3. Virtualize remaining Windows servers.
4. Complete OneView Reporting install for JD Edwards EnterpriseOne.
5. Improve/enhance the customer experience by upgrading JD Edwards EnterpriseOne to v9.2 and installing the latest Tools Release.
6. Standardize and reduce the number of interfaces with other State of Nebraska systems.
7. Review Oracle Insight evaluation and use their suggestions to improve current processes, reduce current workload, and modernize the look and feel of JD Edwards EnterpriseOne.
8. Modernize contingency plans and perform routine fail over tests with disaster recovery system
9. Create a road map for better prioritization and resourcing of planned features and enhancements.
10. Increase training for JD Edwards EnterpriseOne team and provide better training to end users.

Overview

Legal Services has been consolidated with Risk Management Division and Employee Relations Division in a strategic effort to consolidate all legal and compliance resources of the agency into the Office of the General Counsel. The Office of the General Counsel continues to provide legal support, advice, consultation and representation to all divisions of Administrative Services (AS) by performing a multitude of tasks including reviewing and/or writing and promulgating rules and regulations; reviewing and approving all contracts, leases, agreements and other documents in place for AS; recommending language to protect the State of Nebraska; working with State Purchasing

Bureau regarding protests; representing Administrative Services at administrative hearings; being responsible for all cases before the NEOC and EEOC on behalf of AS; assisting in pretrial preparation in suits involving AS; and reviewing and approving all requests relating to the Public Records Statutes. The Office of the General Counsel has created an Internal Auditor position to develop an internal auditing plan and to regularly audit the divisions of AS in an effort to ensure compliance throughout the agency. The General Counsel also serves as the Legislative Liaison for Administrative Services and assists the divisions in drafting potential new legislation and tracking legislation during the legislative session.

OFFICE OF THE General Counsel

Active Goals

1. Provide additional Employee Relations/Labor training for managers and supervisors and increase agency site visits to enhance knowledge of such agency's business objectives.
2. Explore 'pay for performance' and alternative pay mechanisms in regard to labor covered positions.
3. Identify the State's highest workers' compensation risk exposure areas (i.e. agency, job types, activities, etc.) and develop a statewide safety plan to mitigate those risks.
4. Reestablish and implement the Statewide Safety Committee/ Program per statute.
5. Promulgate required rules and regulations and prepare legislative proposals.
6. Cross-train legal resources between Risk Management, Employee Relations and the General Counsel.



Identified 1,620 statutes as having an impact upon Administrative Services.



Assisted in preparing and submitted 55 Fiscal Notes for the 1st session of the 104th Legislative Session.

Achievements

- The Office of the General Counsel created a comprehensive virtual database/ spreadsheet linking directly to current statutes, including triggers and required actions to be used as a reference for all DAS divisions.
- The Office of the General Counsel has worked with each DAS Division and Secretary of State Records Management Division to revise and update all record retention schedules, with only one division remaining.
- In an effort to ensure compliance and to improve processes throughout the agency, the Office of the General Counsel has created an Internal Auditor position to develop and implement an internal auditing plan.

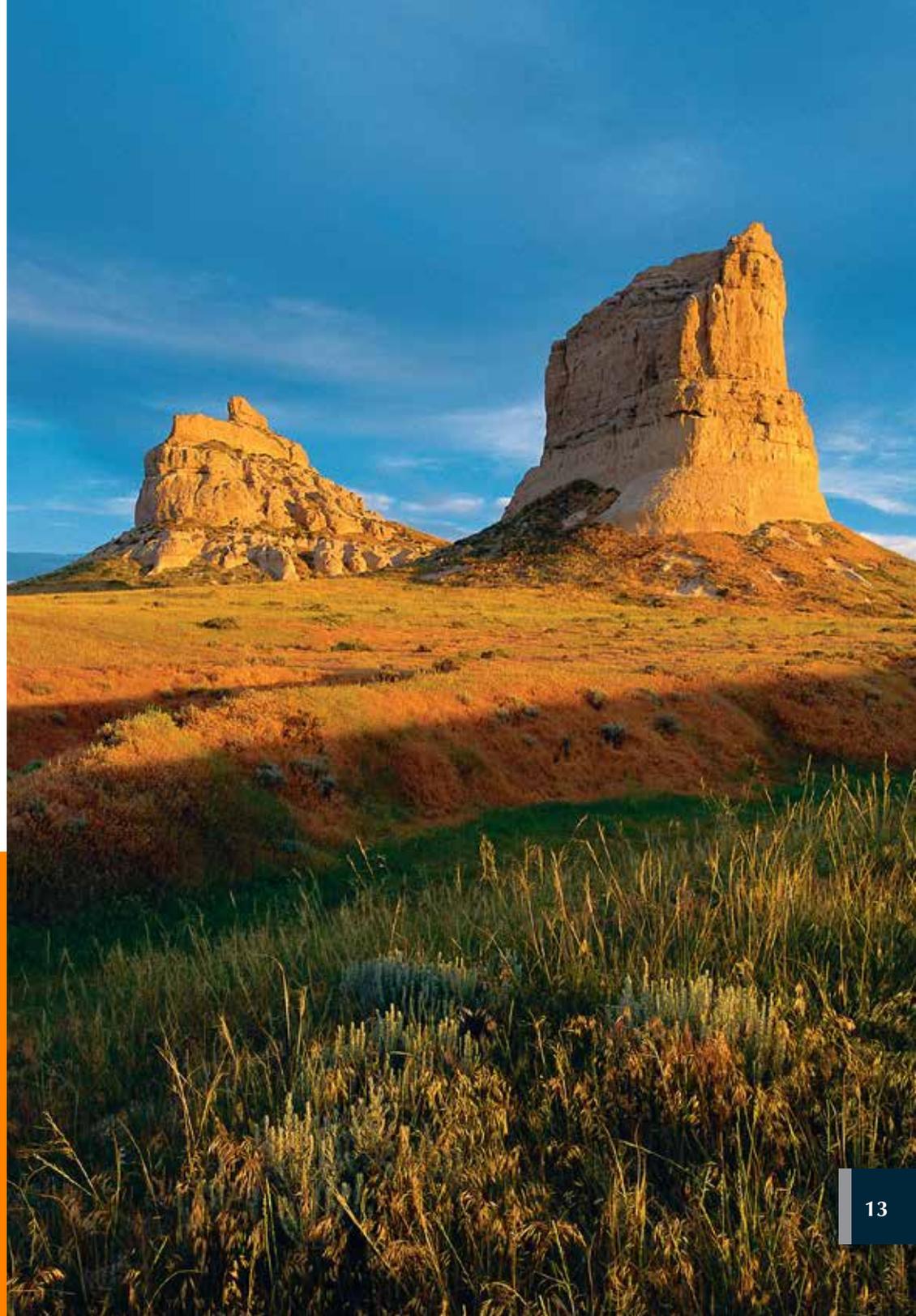
Courthouse and Jail Rocks | BY: Nebraska Tourism



Assisted in updating 7 out of 8 Record Retention schedules for the various divisions of Administrative Services.



Reviewed terms and conditions on over 300 Contracts.



Overview

The Employee Relations Division represents the State of Nebraska in negotiating the NAPE, SLEBC, and SCATA Labor Contracts, and administers those contracts. The Division processes Labor Contract and State Personnel Rules grievance appeals and conducts formal and informal hearings on grievances. Employee Relations advises and assists agencies concerning the proper administration of discipline. They review layoff and furlough plans submitted under labor contracts, along with reviewing agency policies, procedures and work rules for continuity

with applicable labor contracts, employment law or personnel rules. The Division researches salaries and benefits of employees in similar classifications in comparable states and compiles this information to use in negotiations and litigation. They provide labor contract interpretations for all agencies in the Classified System to achieve consistent application of contract provisions. Employee Relations provides training on a wide variety of issues including the labor contracts, FMLA, leave, discipline, and other issues.

Employee Relations

Active Goals

1. Provide additional Employee Relations/Labor training for managers and supervisors and increase Agency site visits to enhance our knowledge of Agency business objectives.
2. Explore pay for performance and alternative pay mechanisms in regard to labor-covered positions.
3. Employee Relations will meet bargaining time lines on 3 Labor Contracts by: receiving agency input; commencing bargaining; and finalizing negotiations.
4. Employee Relations will complete NAPE, SLEBC and SCATA comparability studies by 10-31-16.
5. Employee Relations will compile statistical information and finalize the Personnel Almanac and Local Salary Survey.

**STATE OF NEBRASKA
EMPLOYEES COVERED
UNDER EACH LABOR
CONTRACT.**



NAPE/AFSCME

Achievements

- Employee Relations finalized and printed three Labor Contracts which were successfully negotiated, and became effective 7-1-15 through 6-30-17.
- Employee Relations presented eight different training sessions to 201 HR Managers and Supervisors from various state agencies, on: 1) Leave & Leave Usage; 2) Discipline; 3) Labor Contract/ Collective Bargaining History; and 4) NAPE and SLEBC Labor Contract changes.
- Employee Relations received and processed 96 third step grievance appeals.
- Employee Relations staff hearing officers held 39 mini-hearings and wrote 38 decisions.
- Fifteen case-in-chief hearings were held before our appointed Hearing Officers and Arbitrators.
- Employee Relations prepared and published the annual Personnel Almanac, which was completed in June, 2015.
- Employee Relations responded to 133 salary, benefits, pay practices and policy surveys.
- Employee Relations reviewed and processed four separate layoff plans from four different agencies involving five employees.
- Employee Relations reviewed and processed four furlough plans from four agencies. No plans were implemented.

Aerial View of the Sandhills | BY: Nebraska Tourism



SLEBC



SCATA



Overview

The Risk Management Office is responsible for administering the State's Risk Management Program which includes maintaining and identifying loss and exposure data on all state property and liability risks, developing and improving risk reduction programs for all State agencies, determining which risk exposures should be self-insured or assumed by the State, procuring excess insurance policies as needed, administering the State's Workers' Compensation Program and managing the State Claims Board.



A total of 899 claims were opened in 2014. 664 claims were closed in 2014.

A total of 1,017 claims were opened in 2015. 853 claims were closed in 2015.

State Risk Management

Active Goals

1. Unify the forms used throughout the State's Workers' Compensation program.
2. Develop a robust and effective Return to Work Program.
3. Create a culture of safety in which all employees are invested in the health and safety of one another.
4. Improve the procurement and contract review process by providing in-depth instruction on various coverages of insurance.

Achievements

- Revived the Statewide Safety Committee.
- Created a Contract Insurance Manual. The manual was designed to help agency contract managers evaluate appropriate minimum insurance requirements and incorporate them into contracts, Requests for Proposals, Invitations to Bid, leases and other State of Nebraska agreements.
- Implemented a mini Workers' Compensation training at employee orientation to familiarize new DAS employees with the "How To's" and "What To Dos" in case of a work injury.
- Improved the following processes:
 - State Agencies are now being notified of all newly filed Tort, Miscellaneous, and Contract Claims within 5 days of arriving in the Office. The average number of claims received a month is 80.
 - Risk Management's billing was being completed by Central Finance. However, now all billing is handled by the Office.
 - A work flow was created to allow the Attorney General's Office to submit invoices for payment by Risk Management.



Joslyn Art Museum | BY: Nebraska Tourism



Overview

The 309 Task Force Division was created to address the State's significant deferred building renewal needs in State-owned facilities by providing funding and oversight of building upgrades. The Task Force reviews building renewal proposed projects, as requested by State Agencies, and makes recommendations for funding to the Governor. The Task Force evaluates deferred building renewal needs based on: deferred repair; fire and life safety; Americans with Disabilities Act; and energy conservation. The main responsibility is to determine the highest priority projects on a statewide basis to receive allocated funds.

309 Task Force (309)

Active Goals

1. Increase 309 Task Force service by focusing on customer needs and always being easy to work with.
2. Develop long-lasting relationships between new 309 Task Force staff and the customers we serve through agency site visits, active listening, and responsive communications.
3. Enhance communications and customer service by visiting at least seventy-five (75) project sites.
4. Expand and enhance the 309 Task Force Training Program by adding new and meaningful training programs and increased training opportunities at locations throughout Nebraska.
5. Increase 309 Task Force employee satisfaction through improved internal communications, workload balancing, technological enhancements, and continuous process improvement.

South Omaha | BY: Nebraska Tourism



Achievements



DEPARTMENT OF CORRECTIONAL SERVICES – CENTRAL OFFICE

The main entrance to the Department of Correctional Services was significantly deteriorated. Additionally, there were concerns the structural slab for the utility tunnel located under the entrance could fail and collapse due to deteriorated reinforcing steel and concrete. As the result of the Task Force's \$345,000 allocation, the structural slab, stairway and portions of the ADA ramp were rebuilt, and the tunnel top was waterproofed.



NEBRASKA SCHOOL FOR THE VISUALLY IMPAIRED

The Nebraska School for the Visually Impaired received HVAC, Energy Conservation, and Kitchen Hood Upgrades, a \$3 Million project funded by the 309 Task Force. This phased project replaced the antiquated HVAC system in the School Building with energy efficient geothermal wells for heating and cooling. This phase of the project was completed in late 2015. The School anticipates greatly improved heating and cooling as well as reduced energy costs as a result of these upgrades.



Managed over 320 allocations for projects relating to deferred repair, fire and life safety, ADA and energy conservation projects on state-owned buildings, and paid out over \$28.3 Million on these projects.



The 309 Task Force closed out 179 projects during 2014-2015, and received 126 new allocations totaling \$13.5 Million.



The 309 Task Force provided 126 training events to over 530 facility maintenance staff, representing 17 separate state agencies.





Overview

The Materiel Division provides centralized purchasing services, mail services, office supply services, printing and copier services, surplus property services and recycling services to the State of Nebraska. This includes: overseeing statewide commodity contracts; establishing purchasing procedures and policies; assisting State Agencies in bidding and contracting for outside services; providing a direct source for office supplies through single-vendor contracts; centralizing mail distribution services for internal and external mail.; providing low-cost production capabilities for printed materials; providing services for all copy machine leases throughout State Agencies; overseeing and coordinating the disposition of the State's surplus property; providing statutory annual reporting of fixed assets; and providing a recycling program.

Materiel

Active Goals

1. State Purchasing Bureau will finalize process to include scoring criteria into the Request for Proposal
2. State Purchasing Bureau will contract with an E-Procurement Consultant to develop a readiness assessment, business case and plan for implementation of an E-Procurement Solution.
3. The Copy Center will upgrade mail equipment to allow reading of bar codes on mail pieces.
4. The Mail Center will work with State Capitol to adjust mail routes for deliveries during the HVAC remodel project.
5. The Print Shop will continue to market available services to Political Sub-Divisions and counties to increase awareness.



State Purchasing processed 387 new contracts (55 service contracts/332 commodities contracts) July 1, 2014 to December 31, 2015.

Achievements

- State Purchasing Bureau created an online training curriculum for procurement training and corresponding online classes/materials/videos that will be available through the Learning Management System.
- State Purchasing Bureau developed and implemented a boilerplate and template for Goods Invitation to Bids.
- State Purchasing Bureau conducted Agency Outreach meetings to learn about agency business and how SPB can assist agencies with their procurement.
- Print Shop is printing all the birth and death certificates for HHS Vital Statistics and Douglas County. The certificates have multiple security features, which are done on the new color press that replaces two presses.
- The Mail Center installed a new shipping and tracking system for mailing and tracking packages.
- Surplus Property completed a Surplus Property Manual for agencies. This manual includes ECM/OnBase processes that are being used by Surplus Property.
- In response to public needs and comfort, Surplus Property has installed four new windows and a new ceiling fan installed in the warehouse to help with ventilation during the indoor surplus auctions.



The Print Shop completed 2,994 print jobs with total value of \$2,923,463.00 July 1, 2014 to December 31, 2015.



Copy Services performed 12,589 copy jobs and created 13,121,914 copies July 1, 2014 to December 31, 2015.



The Mail Center handled 14,317,145 pieces of mail and 53,230 UPS packages July 1, 2014 to December 31, 2015.



Surplus Property held 23 auctions and produced over \$5 million in sales July 1, 2014 to December 31, 2015.

Overview

The State Building Division is responsible for providing the centralized procurement, operation, maintenance and management of State-owned facilities. The Division manages the independent review, analysis, and oversight of capital construction projects to ensure that appropriate facilities are provided. They are also responsible for: leases all commercial office and storage space on behalf of State Agencies; provides space planning and coordinates space assignments; coordinates statewide comprehensive facility planning, reviews capital construction requests, program statements and related contracts; manages and maintains State-owned buildings and properties; and manages and maintains related parking facilities.

State Building Division (SBD)

Active Goals

1. SBD will enter into contracts and construction will begin on the CNVH - Central Nebraska Veterans Home
2. SBD will strive to attain its 4th Energy Star rating for an Office Building.
3. SBD will work within the coursework available in the State's Learning Management System and require its staff to obtain 10 training hours annually, in an effort to improve the quality of service to our customers.
4. SBD is developing a twenty year Master Plan and anticipates having it completed by the end of the year 2016.
5. SBD will be upgrading the 501 Building to a tier 2 Data Center as we continue work on our Data Center Risk Mitigation Project.
6. SBD has renovated another state office building and anticipates it meeting Energy Star ratings. The 1526 Building will become certified along with the Omaha and Nebraska State Office Buildings.



SBD managed 270 buildings with a total value of \$611.6 million and square footage totaling over 4.6 million.



SBD completed approximately 38,000 preventative maintenance work orders from July, 2014 to December, 2015.



State Building Division managed and served 345 commercial leases to provide office space to State Agencies.

Achievements

- State Building Division completed the Design Phase of the CNVH – Central Nebraska Veterans Home. Federal Grant money has been received and the project went out for bids in December of 2015.
- The State Building Division has had three State Office Buildings recognized for Energy Star awards again this year. The Omaha State Office Building (certified 5 times), the Nebraska State Office Building (certified 3 times) and the Executive Building (certified 2 times) have all been awarded an Energy Star rating for outperforming 80% of the other facilities currently ranked by ENERGY STAR.
- SBD finished Project Management of the new state of the art Crime Lab for the Nebraska State Patrol. It is now an occupied and fully functioning facility.
- SBD oversees 6 State parking garages and 8 lots for a total of 2805 stalls in the Lincoln and Omaha areas.
- SBD successfully developed a parking partnership with the cities of Lincoln and Omaha for their downtown parking accommodations.

Sandhill Cranes | BY: Nebraska Tourism



SBD is currently overseeing 117 construction and renovation projects valued at \$156,000,000 all across the State from Scottsbluff to Omaha and from Beatrice to Norfolk.

Overview

TSB is responsible for providing long-term lease and short-term rental vehicles, vehicle maintenance, repair, and fuel services for State Agencies, Boards, and Commissions. TSB provides rental pool services for State employees to use in their official duties in various locations throughout the State: Lincoln, Omaha, North Platte, Scottsbluff, Kearney, and Norfolk.

Transportation Services Bureau

(TSB)

Active Goals

1. Convert to use of nitrogen in tires on TSB vehicles
2. Review, revise and improve process for authorizing body damage repairs
3. Implement pilot project to evaluate benefits of GPS based fleet management system.
4. Implement procedure for processing accident reports electronically
5. Pursue initiative to replace manually generated travel logs



TSB has 705 alternative fueled vehicles in the fleet.



Transportation Services Bureau has 1,075 active vehicles in its fleet.



Approximately 16,000,000 miles were driven in 2015 by State employees.

Achievements

- Implemented a solution to provide Rental Pool Services in Norfolk which require a minimal amount of on-site staff support.
- Partnered with the State Building Division to utilize available resources for staging vehicles at no cost to the State.
- For the first time specified E85 Alternative Fuel Engines as the primary option for vehicle contracts used by TSB.
- Increasing the number of Alternative Fuel Vehicles in the fleet (See KPI)
- Established improved safety protocol for specific maintenance and repair procedures.

Carhenge | BY: Nebraska Tourism



Approximately 750,000 gallons of fuel was used by the TSB fleet.

Overview

The State Accounting Division performs the duties & functions as the State's Comptroller for all State agencies. This includes, but is not limited to, statewide payroll processing, cash disbursement processing, Federal Grant management, accounting policies, the daily cash position, internal control policies, & the master lease program.

State Accounting Division is also responsible for

overseeing the State's financial Enterprise Resource Planning (ERP) system. The ERP (E-1) is the State's primary system used to manage & coordinate all financial resources, information, & functions of the State's business. Division staff maintains employees' security rights to all processing & reporting functions in the State's ERP system. The staff also oversees the employee self-service functionality,

development, and enhancement of the system. The system provides current and real-time information about the State's resources and obligations.

Central Finance provides internal finance for the divisions of AS. These services include monthly invoicing and bill paying; overseeing finances; coordinating division's budget and rate setting.

State Accounting

Active Goals

1. State Accounting will develop a plan to complete the CAFR and Budgetary Report in a timely manner to comply with Statutes.
2. State Accounting and Central Finance will participate in a joint DAS pilot program to provide enhanced shared services for selected small agencies and commissions.
3. State Accounting and Central Finance will develop and implement a formal cross training process for internal staff to ensure adequate back up and continuity of operations.
4. State Accounting and Central Finance staff members will complete at least 8 hours of training courses related to their work.
5. State Accounting will undertake a comprehensive review of State Accounting Policies and manuals.
6. State Accounting will develop a process to identify, document and prioritize processes within EnterpriseOne for process improvement.
7. State Accounting and Central Finance will develop procedures to review and update their portion of the DAS Continuity of Operations Plan.
8. Central Finance will continue to implement an electronic A/P solution for all the divisions of AS.

Nebraska's Scenic Beauty
BY: Nebraska Tourism

Achievements

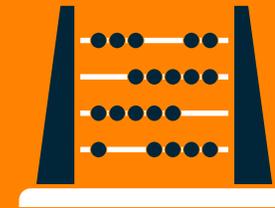
- State Accounting again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- State Accounting developed, tested and refined new accounting object codes to support the Governor's initiative to gain enhanced visibility and analysis of information technology spending.
- State Accounting and Central Finance collaborated in combining services into the State Accounting Division.
- State Accounting implemented a new automated Focus Card that delivers net payroll faster and safer to employees state-wide.
- In addition to providing pre-audit activities to twelve smaller agencies, commissions, and boards, State Accounting provided shared service support to other agencies during times when key financial employees were absent.
- State Accounting invested in new technology to provide enhanced ad hoc reporting.
- State Accounting continued the Business User group meetings and Grants Management training sessions to assist agencies.
- State Accounting completed a significant upgrade of the statewide ERP system.
- Central Finance transitioned new Budget Analysts for most of the divisions.



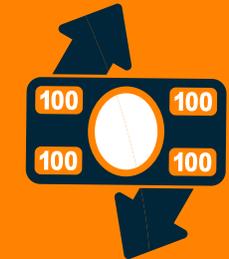
State Accounting provided 2.2 million ACH (electronic) payments to vendors on behalf of the State.



State Accounting processed 611,000 warrants (checks) on behalf of the State.



Central Finance managed \$349,296,946 total annual Agency appropriations in 2015.



State Accounting certified 143 agency, commission, or board financial leads at six Pre-Audit training sessions.



Central Finance processed over 39,275 A/P invoices from vendors doing business with AS.



Central Finance processed \$309,568,969 in billings for services AS Divisions provided to other State Agencies.



Overview

The AS – State Personnel Division promotes effective and efficient employment practices by; providing a system to effectively recruit and hire qualified individuals; administering a uniform classification and compensation system; monitoring staffing patterns and salaries to retain qualified individuals; establishing consistent personnel practices; uniform state personnel administration;

continually advance and develop the Human Resource Management Systems; leading the State employee benefit system, the State system for temporary employees, statewide training and the employee recognition system. State Personnel is also home to DAS Central HR which provide human resource and payroll services and support to the applicant, employees and leadership of DAS.



State Capitol

State Personnel

Active Goals

1. Build strong relationships between State Personnel and agencies to drive culture change.
2. Conduct a talent needs assessment with our state agencies to define our needs, addressing the dimensions of attraction, retention, deployment, and development.
3. Identify obstacles that impede our ability to manage talent.
4. Partner with agency directors, agency human resource administrators, and Employee Relations to contemporize our collective bargaining strategy to align with our talent needs.
5. Review and revise personnel rules.
6. Engage in continuous process improvement, beginning with the recruiting process.
7. Restructure the employee recognition awards program to align with operational excellence/continuous process improvement.



Achievements

- The State Campaign Against Hunger was recognized as the number one monetary campaign for the Food Bank of Lincoln. This is the fourth consecutive time the campaign has been the number one monetary donor.
- For the sixth consecutive year, the Nebraska State Charitable Giving Campaign was recognized as the number one donor for the Lincoln and Lancaster County United Way.
- State Personnel hosted a series of recruiting events to provide additional outreach opportunities to job candidates and engage recruiting partners in efforts to streamline hiring processes.
- The State Temporary Program (SOS) launched an online education library to improve job skills for applicants in the temporary pool.
- State Personnel Help Desk focused on improving the experience of our customer by revising user guides to be more customer-friendly and hosting LINK labs to provide additional educational opportunities.
- 73 employees graduated from the Leadership Cohorts 2 & 3. The Leadership Certificate course is a year-long educational experience designed to provide and enhance in-depth skill development for future State of Nebraska leaders.
- The Benefit & Wellness team provided 15 Open Enrollment meetings and hosted 41 On-the Go Wellness booths throughout the State to assist employees with their personal benefits and wellness questions.
- The Classification and Compensation team provided opportunities and outreach to educate our HR partners on the benefits of the Rules and Labor Contracts and answer any questions they may have on the process.
- HR Central worked to create a customer-centric focus by improving communications and outreach with DAS employees including creating an employee orientation program and new HR brand.



The State Personnel Help Desk received and answered 10,162 help desk tickets in 2015.



The Benefits & Wellness Program recorded more than 8.6 billion steps in the Walk this Way Program in 2014-15 – an average of 1.5 million per participant!



State Personnel received 178,107 applications and agencies submitted over 9000 job requisitions to fill temporary and permanent positions.



DAS averaged 484 employees per pay period and processed \$27,508,589.04 in gross pre-tax dollars in 2015.



580,692 training classes were completed in the State Personnel Employee Development Center, including online, instructor-led curriculum.



The Classification & Compensation unit classified 589 positions and processed 169 compensation requests, including 49 Above-Hire requests and 120 In-Grade salary adjustments.

Fight Against Hunger Campaign



The State's Campaign Against Hunger collected 12,700 pounds of food and \$49,606 in 2014 and collected 9,566 pounds of food and \$50,620.44 in 2015 during the statewide campaign.



Administrative Services' Contribution

Each year, Administrative Services participates in the statewide Campaign Against Hunger Campaign to benefit the local Lincoln Food Bank. Employees voluntarily bring in non-perishable food items and cash donations to benefit hungry families in Lincoln.

Because of the generosity and dedication state employees demonstrate, the State of Nebraska holds the largest food drive for the food bank.

In 2014, Administrative Services, including Office of the Capitol Commission and OCIO staff contributed \$11,329.49 in monetary donations and donated 160 backpacks and 645 pounds of food.

In 2015, Administrative Services, including Office of the Capitol Commission and OCIO staff contributed \$10,390.33 in

monetary donations and donated 2 backpacks and 556.25 pounds of food.

Overall, the State of Nebraska Campaign, led by State Personnel, was recognized as the **number one** monetary contributor to the Food Bank's annual campaign.



Statewide Charitable Giving Campaign



The Statewide Charitable Giving Campaign raised \$581,253.30 and had 4,042 donors statewide in 2014 and raised \$579,388.55 with 3,547 donors in 2015.



Administrative Services' Contribution

Each year, Administrative Services is part of a team that is made up of several agencies. In 2014, AS was part of Team Four, coached by State Patrol's Col. David Sankey, for the Charitable Giving Challenge. Together, Team Four raised \$104,698.63 and was recognized for its efforts with multiple awards.

In 2014, Administrative Services raised \$38,812.54; in 2015, \$37,192.50 was raised in pledges and fundraising for the Charitable Giving Campaign.

The Agency also hosts agency-wide activities to raise awareness as well as additional funds for the Charitable Giving Campaign.

Bake Sale

The Administrative Services team held a bake sale to benefit the Charitable Giving Campaign. The bake sale had a record-breaking year with sales totaling \$1,090.50 in 2014 and \$1,329.79 in 2015.

Governor's Employees & Supervisors of the Year | ADMINISTRATIVE

2013-14



Laurie Schlitt

The Enterprise Content Management Team was established 3 years ago and since that time the State ECM Team along with partners have created, implemented and are supporting 64 agency solutions. Laurie, an OCIO employee has played an integral role in the implementation and support of this software. Laurie is attentive to customer needs, builds trusted relationships and actively seeks solutions to problems. She responds to questions in a timely and courteous manner. Although Laurie works with many agencies, she always ensures that the customer at hand has their needs met. Laurie also assisted with the development and implementation of the new State Contract Database which went live on July 1, 2014 and houses over 20,000 documents.



Brian Svik

Brian has worked silently in the background over the past 3 years helping employees to successfully navigate various systems and state processes, as well as develop their skills. This year, with his expertise, State Personnel was able to live-stream multiple training events for those who were unable to attend on-site training. He manages the technical aspects of live-stream through NET and regularly produces on-line courses, tutorials and simulations. He is very customer focused creating training that benefits the end user, including a focus on accessibility for all employees. Brian's guiding principle when creating curriculum is to keep it simple so that State employees get the most out of the services he provides. He supports the mission of AS and helps promote the goals of the agency.



Ann Martinez Supervisor

Ann supervises staff in the Central Finance area which is responsible to provide budget, finance, and accounting support to the various divisions within Administrative Services. In this role, Ann accepts new assignments but takes the time to ensure daily work is being accomplished and adequate training for new staff is provided even with her very busy schedule. Ann always keeps her door open in case there are questions, and she always puts aside what she is working on to help out others. It is not uncommon to see a line at her door and she is often sought out by other divisions for advice. She goes above and beyond every day in the Finance Office to make sure that things are done right.



Cody Meyer Supervisor

Cody is a supervisor within the State Building Division. Assigned to the Omaha State Office Building, he has tackled a huge variety of difficult management issues, staffing challenges, building issues, and system and management upgrades/changes. Through it all, he still provides excellent customer service and communication to all parties involved. Cody is also a "working supervisor" and works alongside the employees, ensuring that the work gets done and gets done right! This attitude builds the trust of the OSOB team from the front-line in Omaha to upper management in Lincoln. As the team works together, they grow and improve. All OSOB team members are providing services to our customers in a professional and prompt manner.



Ron Rehtus

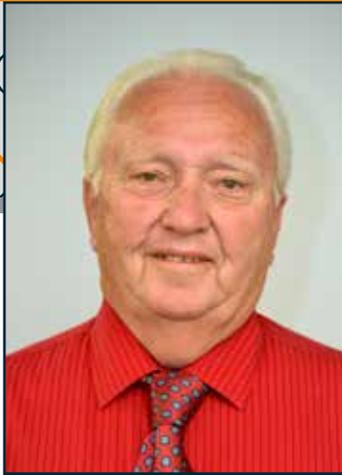
The past year has been a year of staff changes for the 309 Task Force. Ron stepped up from his role of Architect to become Interim Administrator when that position became vacant. Shortly thereafter, two other long-term employees left the division. During this time of change, Ron maintained his role as architect; trained new staff members; and led the 309 Task Force for over 9 months. Through it all, Ron ensured that all parties were kept in the loop with information and met all challenges head-on, while keeping clients and agencies in mind.

2014-15



Linda Sestak

Linda, with the Office of Chief Information Officer, is a key staff member of the Application Development team that supports the Child Support system for the State of Nebraska. She helps define the financial requirements, design the various systems, and perform the coding and testing for the CHARTS (Children Have A Right to Support) system. Linda provides excellent customer service to the Nebraska Child Support Enforcement (CSE) Finance staff.



Dave McGuire Supervisor

Dave is known as the "Million Dollar Man" in Administrative Services. He manages Surplus Property for the Materiel Division. Each year, he and his small staff of 3 prepares, manages and runs an average of 12 furniture auctions, one livestock auction and two vehicle auctions. Under Dave's leadership these auctions returned over \$3 million to State coffers in the past year.



Mary Stahly Supervisor

Since Mary joined State Personnel, she has been an integral part of several key projects for Administrative Services with statewide reach. She has led projects that have saved the State thousands of hours of manual data entry; improved data integrity and reporting; reduced risks of non-compliance for the State in COBRA administration; as well as worked on short deadlines to enhance the user experience of the Performance Review system.

Statewide Recognition Program

Since 1985, the State of Nebraska has sponsored a statewide recognition program which has been coordinated by the State Personnel Division, on behalf of the Governor's Office. The goal of the program is to show appreciation to State employees for their loyalty and professional excellence.

The Employee of the Year program recognizes employees whose job performance has exceeded the highest standards and contributed to overall effectiveness of the agency. To date, 1,439 State employees have received this honor.

In 1992, the Supervisor/Manager of the Year was added to the program. To date, 953 supervisors/managers have received this award. The Administrative Services 2013-14 and 2014-15 award recipients are to the left.



The 2015 Statewide Governor's Employee Recognition Program recognized 1,958 employees with a combined total of 38,365 years of public service.

ADMINISTRATIVE SERVICES

Off the Beaten Path Employee Recognition Program



Project of Merit

To qualify as a Project of Merit, the project is assigned to an individual or a team and is not part of their normal job duties. The project must be complete or their role on the project has ended. Successful projects have enhanced the agency's ability to provide quality services; met the clients needs and requirements; and was completed on time.

WINNERS INCLUDE:

2013-14: Donna Ruhl, Lacey Pentland, Kirk Bintz, Dwane Rauscher, Sue Ferguson, Chris King, Rene' Botts, Karen Sarnecki, Gigi Boyd, Charles Waity, Julie Perez, Alyssa Morrow, Brett Daugherty, Steve Janssen, Bill McClurg, Ron Dulas, Mike Marshall, Roger Frink, Phil Lagoni, Connie Heinrichs, Toshiko Nanez, Bitsy Longan, Karen DeVries, Lydia Daniel, Kate Severin, Diana Oglesby, Sonya Caldwell, Charla Peterson, Casey Tribolet, Jennifer Sommars-Link, Jan Schoonover, Annette Wilson, Jordan Walklin, Lee Briggs, Kevin Keller, Steve Schafer, Laurie Schlitt, Annie King, Kim Dalton, Kathy Wenzl, Curtis David, John Talken, Mike Leonard, Chris King, Kay Mencl, Deb Schnell, Hari Kadavath, Amy Archuleta, Ana Hyler & Brenda Pape

2014-15: Teresa Fleming, Kate Serverin, Dave McGuire, Debbie Pester, Brian Svik, Norma White, Jack Vaughn, Jason Meyer & Jennifer Sommars-Link



Climbing Mt. Everest

The Climbing Mt. Everest award recognizes an individual or a team who leads a project from implementation to completion successfully. They establish goals and objectives to meet the client's needs as well as communicate the progress of the project to all interested parties.

WINNERS INCLUDE:

2013-14: Kate Severin, Dianna Gilliland, Bitsy Longan, Jennifer Crouse, Diana Oglesby, Charla Peterson, Michelle Thompson, Connie Heinrichs, Jason Day, Curtis Watkins, Jeremy Youngs, Deb Schnell, Renae Prieto, Crystal Meyer & Judi Yorges

2014-15: Vicki Logan, Kaywin Sohl, Erin Bond, Justin Burton & Mary Stahly



Pioneering Spirit

The Pioneering Spirit award goes to an individual or team that leads an effort to find innovative solutions that improve and streamline processes, services, products and/or procedures. They successfully undertake the challenges in pursuing and enhancing changes in processes, services, products and/or procedures. They understand customer needs to facilitate improvements and seek alternative ways to reduce expenditures through innovative processes or procedures.

WINNERS INCLUDE:

2013-14: Joe Huffman, Deb Tatro & Loraine Epperly

2014-15: Joan Dietrich, Jamison Sweet, Joe Huffman, Loraine Epperly, Deb Tatro, Susie Samuelson, Terri Wilson, Mary Stahly & Sheryl Hesseltine



Relationship Architect

The Relationship Architect Award is awarded to individual(s) who work to create a positive work environment. They can quickly mediate and resolve problems for the good of all involved parties. They demonstrate a high-level of courtesy, sensitivity, and politeness when dealing with co-workers and shows appreciation for others' contributions.

WINNERS INCLUDE:

2013-14: Craig Van Slyke, John Barron, Robert Thompson, Pete Krall, Cody Meyer, Dave Hattan, Tod Wyrick & Bo Botelho

2014-15: Tom Armstrong, Lori Lopez-Urdiales, Andy Russell & Ron Rehtus



Helping Hand

The Helping Hand award is given to individual(s) who help co-workers with whatever needs to be done. They are willing to accept new assignments, even when busy. They promote a positive team environment and place others' interests before personal interests.

WINNERS INCLUDE:

2013-14: Joe Wilcox, Ballie Calvin, Gigi Boyd, Sheryl Jarosz, Ann Martinez & Gina Alber-Cacek

2014-15: Evelyn Kelley, Vivian Jellsey, Nyla Thomsen, Debbie Pester, Crystal Booker, Susie Voecks, Judi Yorges, Dave Brown, Dave Brooks, Reid Dawson, Dave Laschanzky, Tom Armstrong, Todd Higgins, Dave McGuire, Casey Tribolet, Steve Crook, Craig Van Slyke, Wendy Jacobson, Greg Carstens, Pery Shuman, Gina Alber, Mike Moerer, Kim Frey, Angela Lloyd, Mark Nagengast, Jessie Bockelman, Joe Huffman, Curtis Watkins & Reid Dawson & Karen Gray



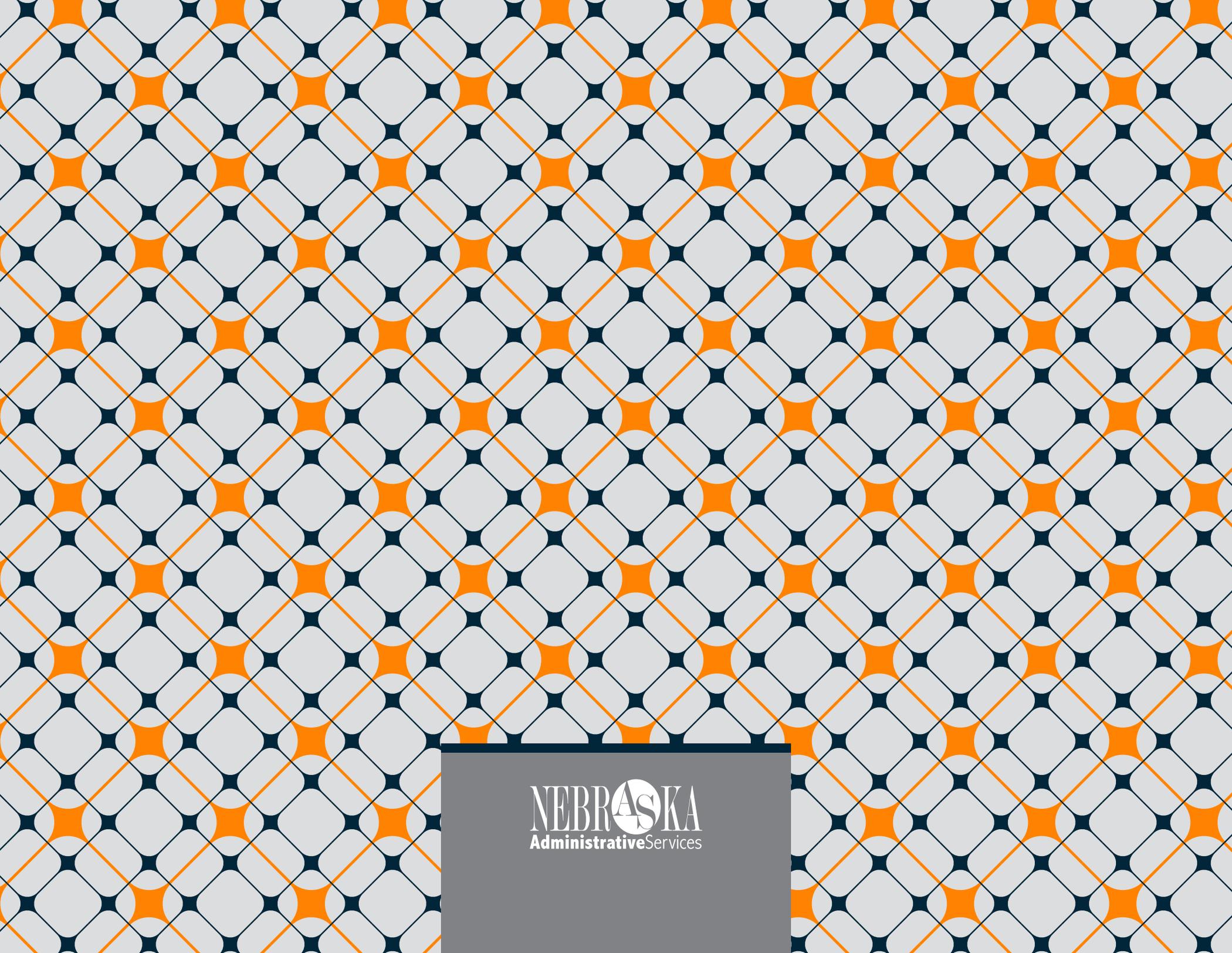
At Your Service

The At Your Service Award is presented to those individual(s) who provide exceptional customer service and work to enhance the reputation of the agency/division with customers. They understand the customer's needs and actively seek to meet these needs. They demonstrate a high-level of courtesy, sensitivity, and politeness when dealing with customers, even in the most difficult of times and place the customer first for a win-win solution.

WINNERS INCLUDE:

2013-14: Andy Weekly, Jamie Page-Shuman, Rich O'Leary, Stacey Dvorak, Joe Huffman, Dixie Welter, Susan Krejdl, Mal Hardin, John Talken, Curtis David, Caleb Wederquist, Laurie Schlitt, Robert Spire, Rochelle Sanford, Greg Pletcher, Dan Schlautman, Ana Hylar, Carol Loper, Hallie Yousif, Sonja Merrick, Jessie Bockelman, Kaywin Sohl, Liz Freeman, Erin Bond, John Heacock, Craig Middle, John Rockenbach, Debbie Pester, Brian Svik & Karen Gray

2014-15: Brenda Pape, Mark Coyle, James Bybee, Kristy McBride, Brian Curran, Terry Conley, Chase Olson & Linda Sestak



NEBRASKA
Administrative Services