

THE STANDARD



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Facility Management

FACILITY MANAGEMENT

Summer has arrived and we have many exciting events occurring on the capitol grounds during the next few months. One event that has been in the planning stage for the past two years will occur on June 4 – 6th. The Northern Lights Council will celebrate the Boy Scouts of America 100th Anniversary during their Centennial Celebration this weekend. The capitol grounds will be the destination for over 2,500 campers who will travel from every corner of our state, northwestern Minnesota, northern South Dakota and eastern Montana. During the weekend, these campers will experience opening and closing ceremonies, tours of the capitol, a mock legislative session in both the House and Senate Chambers and have an opportunity to meet our distinguished elected officials. For more information on how you can participate in this exciting event please call the headquarters of the Northern Lights Council at 701-293-5011 or our main telephone number at 701-328-2471.

Other events you will enjoy this summer include:

- Summer Reading Kickoff on June 2nd
- Symphony and Firework display on the 4th of July
- Capitol A'Fair on Saturday, August 7th from 10:00 – 5:00 pm and Sunday, August 8th from 12:00 – 4:00 pm.
- Autumn Fest Parade on September 25th from 10:00 – 1:00 pm

We have a few projects in various phases of completion that you will see through out the summer. One project that commenced in May is the Building Envelope Study for the Capitol.

During the early part of May, architects and engineers worked from swing stages outside the Capitol inspecting pieces of limestone. From this investigative work these individuals will provide a report with recommendations concerning

continued on page 3

UPK IS ON THE WAY!

OMB has implemented a training tool for PeopleSoft applications called the User Productivity Kit, or UPK for short. It provides visual tutorials/instructions on how to complete specific tasks in PeopleSoft using actual screen shots and written step-by-step instructions.

Training material will be developed for PeopleSoft Human Capital Management, Payroll, all Finance modules, Enterprise Learning Management, Procurement, Purchasing Business Intelligence, and Pcard. Some material has already been published and content will continually be added as it is completed. To date, a lot of material for ELM and Procurement, Vendor Registry has been published.

UPK can be accessed by selecting the Help link located in the upper right hand corner of the PeopleSoft screen.



Another Summer Day, Grand Forks, Ronald F. Fischer

FISCAL MANAGEMENT

Budget

Budget Guidelines were issued by the Governor of May 5. The guidelines included a requirement for a hold even general fund base budget. Continuation of the second year salary increase (effective 7-1-10), which is funded for one year in the current budget, will be allowed for the full biennium as part of the base budget. The Governor also requested a 3 percent optional savings package for all general fund spending. Finally, any new FTE requested, must be in an optional change package, regardless of funding source. Letters are being prepared and sent to each agency on the base budget amount, the 3 percent savings package amount, and the FTE limit in the base budget. Nine sessions of IBARS training were held in early May. Should you need any assistance in IBARS don't hesitate to contact **Lori (328-2685)**, **Joe (328-1024)**, **Tammy (328-4947)** or **Tad (328-2148)**.

P-Card

The p-card program is going gangbusters. As universities, colleges, counties and school districts join in on the state contract, the rebate has increased dramatically. The total p-card rebate for the time period February 2009 – January 2010

was \$252,600. Of this total amount, \$132,000 was the state's share. There are currently 67 state agencies, 8 colleges and universities, 2 counties and 3 school districts operating under the state's p-card contract with JP Morgan Chase. There are a total of 2,650 cardholders and the average number of transactions per month is 9,650. The first annual p-card administrator's conference was held May 25. It was a great success and our plans are to host a conference each year. Should you need any assistance on p-cards, call **Doreen (328-2682)**.

Business Intelligence

Development has been completed on the state's Business Intelligence (BI) tool, Cognos, and will be deployed to state agencies in the near future. Cognos is a reporting and analysis tool that allows users to create ad hoc and standard reports with drill down capability. Reports can be distributed to dashboards so management can run or open them in xls, xlsx, pdf, html, csv or xml formats. Cognos currently includes the General Ledger, Accounts Payable, Accounts Receivable, Projects and Human Resources modules. Fiscal Management staff is in the process of developing training material. Watch for details on upcoming training – you won't want to miss it! Contact **Chuck (328-4931)** with any questions. ●

RISK MANAGEMENT

RISK MANAGEMENT CONTRIBUTIONS INCREASE FOR 2011 – 2013

The actuarial analysis undertaken every two years, which determines necessary contributions to the Risk Management Fund, was completed in early April. This analysis reviews the claims and litigation currently brought against the State and projects anticipated ultimate loss through the next biennium using a number of well accepted actuarial models. Liability is broken down between vehicle liability and general liability. Vehicle liability takes into account the numbers and type of vehicles used by the State. General liability is largely projected and allocated based upon number of full time equivalent employees.

Funding recommendations from the independent actuary for the 2011-2013 biennium

are significantly higher than the previous biennium. The primary reason for the higher recommended contribution level is due to an increase in the number of reported employees, particularly from the North Dakota University System. The recommended funding for the 2011-2013 biennium is \$3,750,021. The required contributions had dropped during the 2009-2011 biennium to \$2,649,997 from \$3,454,383 in the 2007-2009 biennium.



Contribution levels are based upon a number of factors including numbers of vehicles and state employees as well as the State's overall loss and claims history. It is important that accurate vehicle and employee counts are provided to the Risk Management Division. It is also important to continue to reduce claims through the continued adoption and implementation of proactive loss control practices. ●

future work that will ensure the Capitol continues to remain in such great condition.

Other projects include:

- Cleaning and replacement of limestone and granite on the Judicial Wing
- Repair and cleaning of the terrazzo flooring in the Capitol and Judicial Wing
- Replacement of the cooling tower at the State Office Building
- Replacing heat pumps in the State Office Building and top three floors of the Capitol
- Continuation of the replacement of the plaques at the All Veterans Memorial ●



Storm Front, Between Rolla & Rolette, Michael Questell



Harvest, Grand Forks, Ronald F. Fischer

graphic designer

Did you know that the State of ND has graphic design services available to you through Central Services? Sheila Fryer, Graphic Designer, is available to assist you with all of your design projects, no matter how large or small. Please contact Sheila at 328-2782.



CENTRAL SERVICES

Agency State Procurement Officer Assignments

State Procurement plans to improve customer service to you by assigning a state procurement officer to work with your agency. Contact your assigned state procurement officer any time you have a procurement question or need help making a purchase. Your State Procurement Officer representative can also answer your questions about the State Procurement Online system. Your assigned State Procurement Officer will be contacting your agency's procurement staff within the next few weeks to get acquainted.

Please direct any questions about procurement of printing to the State Procurement Office print buyer. DeNeen Fischer is primarily responsible for procurement of agency printing, and you may contact DeNeen at 701-328-2772 or dnfischer@nd.gov.

If you have a question or problem with a State Term Contract, please continue to contact the assigned Contract Administrator.

The link to the Agency Procurement Officer Assignment is found on the State Procurement Office website under Agency Center: <http://www.nd.gov/spo/agency/>

continued on page 5

HUMAN RESOURCE MANAGEMENT SERVICES

HRMS would like to introduce you to two individuals that you may be working with on occasion. Stacey Breuer joined HRMS in January 2010



as a Compensation Analyst/HR Officer. In this role, Stacey will gather and analyze market data, develop compensation models for state agencies, and present compensation-related information to various groups; conduct job evaluations to determine appropriate pay grades; assist in the administration of HR-related PeopleSoft modules; and provide HR generalist services to state agencies. Stacey has twelve years of private sector experience in various HR and management roles in an engineering/IT consulting firm and a healthcare non-profit organization. Stacey holds a B.S. degree from NDSU and a Master's of Management from the University of Mary.

Gerard J. Schwan joined HRMS in April 2010 as a Training Officer. In his role, Gerard will develop and provide training to state agencies. Born & raised in Minot, ND, Gerard graduated high school from Bishop Ryan H.S. and graduated with a Bachelor's of Science degree in Business Management



and a Master's of Business Administration from University of Mary. Gerard retired from the ND National Guard with 23 years and 4 months service; 22 years of that time on active duty. Gerard enlisted in July 1983 and then accepted a commission as a Warrant Officer in December 2001. Previous State of ND employment includes service as the Human Resources Manager at the ND Developmental Center, in Grafton, ND for 30 months. ●



Calm Before the Storm, Jeannine Lovas



Flowers, Fargo, Prasad S. Burange

CENTRAL SERVICES

Surplus Property Fees for Unsalable Goods

During the 2009 legislative session, the OMB was given authority to “establish a program for the recycling and disposal of surplus property determined to be unsalable and may assess and collect service charges from the department, agency, institution, or political subdivision from which the property was received to cover direct and reasonable costs of this service.” (N.D.C.C. § 54-44-04.6)

State Surplus has developed a fee schedule for the disposal of unsalable goods, and the following fees will go into effect July 1, 2010. State Surplus makes every attempt to redistribute or sell surplus property. Agencies will not be charged if the property can be sold. The following fees will only apply if State Surplus must dispose of unsalable property as waste, electronic waste (E-waste), or hazardous material.

Category	Description	Fee
Free	Any age, any condition: Laptops , CPUs, keyboards, mice, flat panel monitors, cell phones and accessories.	No Charge
Small	Equipment, approximately 40 lbs or less Includes large computer (CRT) monitors, office phones, handheld radios, small desk printers, etc.	\$5
Medium	Equipment, approximately 40 – 150 lbs Includes tabletop printers, copiers, radio equipment, plotters, televisions, etc.	\$10
Large	Equipment, approximately 150 lbs and over Includes free standing copiers, mailing equipment, large plotters, big screen televisions, etc	\$30
Large Volume	Extremely large equipment, partial and full-truckload shipments of electronic waste	Negotiated based upon state contract rates, location and volume
Hazardous Materials	Any material determined to be hazardous material, such as chemicals, liquids, ballasts, fluorescent bulbs, etc.	Actual disposal costs

Agencies will not be charged for any unsalable property received before July 1. Surplus Property encourages all agencies to take advantage of this opportunity to dispose of unsalable goods for free.

These fees are subject to change. Surplus Property will publish all changes via www.nd.gov/surplus. Please direct any questions regarding these rates to Alan Brinkman, State Surplus Property Manager, at 701-328-9665 or at surplus@nd.gov.

American Flags Must be Made in the U.S.A.

A 2009 change in North Dakota Century Code (§ 44-08-22) mandates that all United States flags purchased by state agencies and political subdivisions must be manufactured in the United States. This law does not apply to the purchase of an item which portrays a likeness of a U.S. flag, such as a paper product or lapel pin.

The State Procurement Office recently awarded a new flag contract. The contract has been expanded to allow for both indoor and outdoor flags in multiple sizes and material types. The contract includes the United States, State of North Dakota, and POW/MIA (Prisoner of War/Missing in Action) flags. The new vendor is CVS Flags out of Marion, Indiana. All the flags are manufactured in the United States. The contract is available to political subdivisions, institutions under the jurisdiction of the State Board of Higher Education, and public schools.

Please visit the state contract site. The contract is #043 Flags: US, State of ND and POW/MIA. If you have any questions or desire additional information, please contact Karen Scanson at 701-328-4912. ●

