

# THE STANDARD



ND OFFICE OF MANAGEMENT AND BUDGET

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## FACILITY MANAGEMENT HERITAGE CENTER EXPANSION PROJECT COMMENCES

After many years of planning and funding provided through House Bill 1481 of the 61st Legislative Assembly, the North Dakota Heritage Center expansion project commenced within two months of its 30th anniversary. The Heritage Center which houses the state museum and state archives opened to the public on May 30, 1981. This Phase II \$51.7 million expansion will nearly double the size of the facility by adding approximately 100,000 square feet of usable exhibit and work space. This phase of the expansion follows the Phase I construction of a 30,000 square foot archive addition which opened on November 2, 2007.

The Phase II expansion includes both the construction of the building as well as the design and installation of exhibits within the new galleries. The goal is to open the building in early 2013 with gallery openings occurring every six months thereafter. The final gallery opening will coincide with our state's 125th anniversary in 2014.



Photo taken by the State Historical Society of North Dakota Foundation.

For more information and daily construction photos please visit the [State Historical Society website](http://www.nd.gov/shs/).

**Projects:** Our division will be working diligently for the next two years on the Heritage Center expansion project while continuing to make needed improvements to the capitol grounds. The 62nd Legislature approved funding for the restoration and cleaning of the limestone on the capitol tower, the redesign of the parking lot located north of the capitol creating an additional 110 parking spaces, the redesign of the south capitol entrance, the restoration of the wood and brass in both chambers as well as Legislative Hall, the redesign of the cafeteria and the corridor, and enclosing of the outdoor fire escape and the redesign of the handicap entrance at the Liberty Memorial Building.

**Events:** We invite everyone to join us at the capitol grounds this July 4th to celebrate the birthday of our nation through music performed by the Symphony and spectacular fireworks display. For a list of other events occurring on the capitol grounds, please visit our website at [www.nd.gov/fac](http://www.nd.gov/fac/).

# FISCAL MANAGEMENT

## Legislature Adjourns at the End of 78th Day

The sixty-second Legislative Assembly ended early evening on Thursday, April 28. The Legislature passed the budget for the upcoming biennium which runs from July 1, 2011 - June 30, 2013. The total enacted budget, all funds including federal and special funds, is \$9.9 Billion. The General Fund portion of the budget is just under \$4.1 billion. Of the total increase from last biennium, 46% went to funding roads in oil country in western North Dakota. Other significant increases were made in education, human services, and property tax relief.

## ND Transparency Website

At the end of March, OMB went live with a database allowing access to information on all state spending. The site is updated once per month and provides a single point of reference to view State and University System expenditures from July 1, 2007 to the present. The website does not expose exempt or confidential information and employee salaries are listed by job title, not employee name.

Seven predefined searches allow the public to drill down from a broad range of expenditures to a more detailed category. The searches were developed using the State's Business Intelligence software, COGNOS, and are displayed to the public using SharePoint. The seven searches are:

1. Business Unit > Account > Vendor
2. Account > Vendor > Business Unit
3. Vendor > Business Unit > Account
4. Legislative Appropriations > Class and Fund
5. Fund > Business Unit > Account
6. Payroll by Business Unit > Position
7. Payroll by Job Title > Business Unit

The link to the transparency website can be found on the North Dakota Home Page under Featured Information – State Spending; the [OMB Home Page](#) or the [Fiscal Management Home Page](#).



## Successful Year for the P-Card

The P-card program grew from \$12 million in 2009 to \$44 million in 2011; from 12 entities to 28; with nearly 3,000 cardholders. The total rebate received was \$522,600 of which \$205,000 went into the General Fund. The 2nd annual P-card conference was held in early March with excellent attendance. We are expecting another banner year coming up.

# HRMS

## SUMMARY OF HR RELATED BILLS - 2011 LEGISLATIVE SESSION

HB 1031 – State Compensation Philosophy: The compensation program for classified state employees must be designed to recruit, retain, and motivate a quality workforce for the purpose of providing efficient and effective services to the citizens of ND. For purposes of this section, “compensation” is defined as base salary and related fringe benefits. OMB shall administer the

compensation program and ensure competitiveness with markets. Effective: 4-19-2011

HB 1364 – High-deductible Health Plan Alternative: Create a high-deductible health plan with a health savings account as an alternative health plan for state employees. Effective: 8-1-2011

*Continued on page 6*

# CENTRAL DUPLICATING

## New Leadership in State Printing: Meet Ken Hamel

The Office of Management and Budget is pleased to announce that Ken Hamel has joined our Central Services team. Under state printing laws, the authority to purchase and supervise all printing for the various state departments and agencies is vested in the Office of Management and Budget. The State Printing Manager position was created to oversee state printing. As the State Printing Manager, Ken will supervise Central Duplicating and print procurement. Ken has a specialized Bachelor's degree in Printing Management and over thirty years experience in commercial printing. "Let Central Duplicating lighten your workload. We have the people, equipment, and expertise to help you with your printing needs," said Ken. Please give Ken a call at 701-328-3494 if you have any questions about printing.



## Get Your New Postal Barcode

Central Duplicating has recently moved up to the Intelligent Mail Barcode (IMB) for bulk mailings. This new Postal Service barcode is used to sort and track letters and flats. The IMB expands the ability to track individual mail pieces and provides customers with greater visibility into the mailstream.

This barcode will also be required on all Business Reply and Courtesy Reply envelopes. The date for the change has not been determined yet, but the U.S. Postal Service recommends that you update your envelopes before your next reprint.

Let Central Duplicating assist you in getting your new Reply envelopes ready. There are two steps involved in the process of getting your new Reply envelopes made. First is to get an "Intelligent Mail Mailer's ID" (9 digit number). This is free from the U.S. Postal Service. You can find the instructions on the Central Duplicating website under "Services – Mailing." After you receive your

Intelligent Mail Mailer ID number, then Central Duplicating can help you get the new artwork for the Reply envelopes. The process can take up to seven days to receive the artwork back from the U.S. Postal Service Mail Design Specialist, so it is best to stay ahead of the process and order your new artwork soon.

Below are the examples of the old and new barcodes. If your Reply envelopes have the old POSTNET barcode, now would be a good time to get the new artwork and be ready when it is time to reprint!

### Old POSTNET barcode



### New Intelligent Mail barcode



If you need assistance, please contact Steve Gerriets at 328-2145 or [sgerriets@nd.gov](mailto:sgerriets@nd.gov).

# CENTRAL SUPPLY

It is time to order 2012 calendars for your agency. Central Supply emailed the order form to agency contacts in early June. There is a fillable calendar ordering form on [Central Supply's website](#) for your convenience.

If you have any orders to place with Central Supply, please submit as

soon as possible to insure delivery by the end of the present biennium. Central Supply will be closed on Thursday, June 30 for our annual inventory. Orders received June 30 or after will be billed in July of the new biennium. Keep this in mind as the end of the old biennium approaches.

Thank you for ordering from Central Supply. We appreciate your business.

If you have any questions, please contact Tom Young at 328-3346 or [tyoung@nd.gov](mailto:tyoung@nd.gov).



# STATE PROCUREMENT

## DOES YOUR AGENCY HAVE A PROCUREMENT PLAN?

July begins the new biennium. Your agency has a new budget for the next two years. Now is the time to plan your agency's purchases for the biennium. Does your agency have a list of all its current contracts? It is helpful to list the contract expiration dates, including any options for extension or renewal options. Tracking contract expiration dates is important. If you plan to renew or extend a contract, notify the contractor well in advance of the expiration date. Remember, a contract cannot be amended after it expires. If your agency has contracts that will expire this biennium, plan to begin the procurement process in sufficient time to have the new contractor selected before the current contract expires.



procurement process to ensure the goods are delivered or services are completed on time.

If the goods or services are expected to cost \$25,000 or more, allow three to four months for the procurement process. The procurement process for a complex project may require more time. The procurement officer will need to write the solicitation, provide notice to potential bidders, issue any needed solicitation amendments, evaluate the bids or proposals received, issue notice of intent to award, obtain the required proof of insurance and vendor registration, and execute the contract. Protests and appeals can substantially impact the procurement schedule.

What new purchases do you need to conduct this biennium? Do you need to purchase or lease a major piece of equipment? Do you need new software or an information technology solution? Will you need to contract with a consultant to do a study or prepare a report? Determine when you need to begin the

Planning will help your procurement staff manage their workload, and ensure your agency receives what you need—when you need it! If you'd like assistance, please contact the **State Procurement Officer** assigned to your agency or call 701-328-2740.

# RISK MANAGEMENT

## 2011 LEGISLATIVE SESSION

A number of bills impacting the operations of the Risk Management Division were considered during the recent Legislative Session. A summary of three of the more important pieces of legislation follows.

- **House Bill 1118** was introduced at the request of the Office of Management and Budget to streamline the operations of the Risk Management Accident Review Board. The Accident Review Board currently reviews all accidents involving state-owned or leased motor vehicles. Many accidents, however, are not serious and the determination of whether the accident was preventable and what remedial action is appropriate is not a determination that needs expertise from Risk Management, the Highway Patrol, and the Department of Transportation. For most accidents, it was felt that an official within the Department of Transportation could simply

review the information and make a recommendation to the agency employing the individual involved in the accident. More serious accidents will still be reviewed by the Accident Review Board along with appeals from employees that disagree with the findings and recommendation of the Department of Transportation.

- **House Bill 1119** was also introduced at the request of the Office of Management and Budget. This legislation allows the Risk Management Division to cover student drivers who drive as part of a bona fide course of instruction at those minimum required limits for a program of self-insurance under NDCC 26.1-41-05. This legislation does not make the State responsible for the student's actions, but allows students that are required to drive as part of a course of curriculum to be treated as permissive drivers of state-owned vehicles with minimum financial

*Continued on page 5*

# SURPLUS PROPERTY

## Office Remodel Complete

This winter, Surplus Property completed a major remodel of the office spaces within its facility. The remodel provides a better shopping experience for all customers because the doors, hallways and bathrooms are accessible to individuals with disabilities. Additionally, the entrance leads customers directly into the warehouse rather than through employees' offices, the sales floor has increased in size and the sales counter is adjacent to the offices allowing employees to provide prompt service for customers that are ready to make a purchase.



*New office space and kitchen area*



*New bathroom*

Surplus Property would like to invite all State Agencies to check out the new office space and browse the warehouse for great deals on state and federal surplus property.

## The Road to Recycling

The mission of Surplus Property is to redistribute surplus state property for reutilization by other state agencies, political subdivisions and other eligible entities. Sometimes surplus state property doesn't work or is in poor condition. This unsalable property used to end up in the landfill. In 2007, legislation enabled Surplus Property to establish a program for the recycling and disposal of property determined to be unsalable. Since the launch of their electronic waste (e-waste) recycling program, GreenND, Surplus Property has been collecting, palletizing and storing unsalable e-waste at their warehouse. On April 12th, they filled their first semi-trailer of e-waste utilizing their new contracted recycler.



*Ramp into truck*



*Loading the truck*

Surplus Property will continue to administer the GreenND program by collecting, palletizing and storing

unsalable e-waste. The program's goal is to help keep North Dakota's landscape free of hazardous or non-biodegradable materials.

For more information about the [GreenND program](http://www.nd.gov/greennd), please visit Surplus Property's website at [www.nd.gov/surplus](http://www.nd.gov/surplus).

## Closed for Inventory

Surplus Property will be closed June 27<sup>th</sup> – July 1<sup>st</sup> for inventory. They apologize for the inconvenience, but during this time, no customers will be allowed to shop or make purchases for state or federal property. Agencies who purchased property prior to June 27<sup>th</sup> will still receive help loading their property during inventory from Surplus Property's staff.

Surplus Property will continue to pick-up surplus property at the Capitol loading dock and the Bismarck-Mandan areas during inventory.

*Risk Management article continued from page 4*

responsibility requirements met through a filed program of self-insurance. This legislation was passed as an emergency measure.

- **Senate Bill 2232** was introduced at the recommendation of the Attorney General's Open Meetings and Records Task Force. Section 1 of this legislation was at the request of the Office and Management and Budget, to clarify that agency loss control committees are not governing bodies within the meaning of the open meetings laws. As a result, agency loss control committees should no longer provide notice of meetings to the Secretary of State or purport to go into "executive session" to discuss agency losses or incidents. Senate Bill 2232 was also passed as an emergency measure.

There were no direct legislative changes to the Risk Management Workers Compensation Program, although there were a number of changes to workers compensation laws in general. The Risk Management Workers Compensation Program continues to participate in the authorized \$100,000 deductible program and facilitates the cross agency return-to-work program in order to realize State savings in workers compensation premiums.

SB 2015 – OMB Budget Bill: Agency appropriation increased by 3 percent for each year of the biennium for salary increases. Effective: 7-1-2011

SB 2060 – Honor Guard Leave: Provides 24 paid working hours per calendar year for an employee in a classified position to participate in an honor guard for a funeral service of a veteran. Effective: 8-1-2011

SB 2071 – Recalling National Guard Members: Authorizes the ND National Guard to recall former members of the guard for disasters and emergencies. Guard members will be recalled to state active duty on a volunteer basis and must possess the qualifications required by the disaster or emergency. Recall is only effective for the duration of the disaster or emergency. Effective: 4-7-2011

SB 2108 – Public Employees Retirement System: Increases participating member monthly contributions and the state's monthly contributions to the public employees retirement system 1% in January 2012 and an additional 1% increase in January 2013. Effective: 8-1-2011

SB 2213 – Extended Family Medical Leave for State Employees: Increases extended family sick leave from 40 to 80 hours in a calendar year. It also allows an employee to take up to an additional 10% of their accrued sick leave, per calendar year, to care for a child, spouse, or parent with a serious health condition pursuant to approval from the employee's supervisor and rules adopted by the Director of OMB. Effective: 4-26-2011 – 80 hours; 10% is effective when administrative rules are adopted

SB 2279 – Veterans' Preference: Changed the title of Personnel System to Competitive Personnel System. Clarifies that veterans' preference pertains to recruitment and selection processes. Clarifies documentation applicants must submit to receive veterans' preference: Clarifies a distinction between hiring through a competitive system and a non-competitive system.

When a position IS NOT being filled through a competitive personnel system: (1) A veteran, who applies for employment to the position must be employed first if they are found to possess the education and experience qualifications required and is physically and mentally able to perform the duties; (2) A disabled veteran, who applies for employment to a position is entitled to preference superior to that given to other veterans; (3) When the group of eligible individuals includes disabled veterans, veterans, and non-veterans the selection should be made as follows: Disabled Veteran, Veteran, Non-Veteran.

When a veteran applies for a position that IS being filled through a competitive personnel system and is found to possess the education and experience qualifications required and is physically and mentally able to perform the duties the agency shall employ the following: (1) No distinction or discrimination may be made in the administration of the competitive personnel system examination because the applicant may be a veteran; (2) Agency must designate a prescribed number of eligible individuals to be considered in rank order (highest to lowest) based on applicant's final score; (3) The agency shall fill the position from the group of eligible individuals to be considered. The agency may further inquire into the qualifications of each eligible individual from within that group through means including interviews, background checks, and skills testing.

Administrative head of a department required by law was exempted in addition to those in SB 2211 (assistants to the president and athletic team coaches). If posting a position exempt from veterans' preference, the advertisement must state that veterans' preference does not apply to the position being advertised. Current state employees are not eligible for veterans' preference when applying for employment within the same agency or other state agencies. Clarifies preference of a spouse of a disabled veteran; disabled veteran must have a 100% service-connected disability rating or have an extra-schedular rating to include unemployability that brings the veteran's total rating to 100%. Clarifies applicant's grievance and appeal process. Effective: 8-1-2011