

THE STANDARD



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HUMAN RESOURCE MANAGEMENT SERVICES

STATE STUDENT INTERNSHIP STIPEND PROGRAM

The North Dakota State Government Student Internship Stipend Program is an educational program integrated with practical experience. The internship provides an environment in which students can experience the practical side of what they've been learning in the classroom and to fulfill an academic requirement. Interns also get to explore sound career options based on the opportunities available. Human Resource Management Services (HRMS) administers and promotes this internship program for state government in collaboration with state agencies and North Dakota state colleges and universities. The program is unique in that there are many advantages and rewarding benefits to participants - students, hiring agencies, and educational institutions alike.

HRMS received \$200,000 in general fund authority for the 2011-13 biennium to initiate the State Government Student Internship Stipend Program. All Executive Branch agencies, except higher education, were invited to participate in this educational program. During the 2011-13 biennium the internship program provided funding for 35 internships in 11 agencies. The program has been successful, and has been funded again for the 2013-15 Biennium. Agencies interested in sponsoring an intern should contact Barbara Dammen, HR Officer, HRMS at 328-3374 or bdammen@nd.gov.

STATE PERSONNEL BOARD ELECTION

Human Resource Management Services is seeking two classified employees to serve a six-year term on the State Personnel Board. What is the purpose of the Board? In the previous biennium, the five-member board met to approve salary ranges for the biennium; adopt proposed rule changes for N.D. Admin. Code 4-07, Organization of Human Resource Management Services; and consider classification appeals. Any full-time employee in the classified service who files a petition with at least 200 signatures by June 7 can have their name placed on the ballot for the June election. For more information, contact HRMS at 328-1475 or lhammeren@nd.gov.

HRMS continued on page 2

PEOPLESOFT RECRUITING SOLUTIONS

PeopleSoft Recruiting Solutions is a new project getting underway to enable online employment applications. This project is an enterprise implementation of Recruiting Solutions that began in mid-May, with a go live planned for January 2014. This project will encompass State Agencies. Find more info here: <http://www.nd.gov/hrms/docs/RS%20Status%202013-04-05.pdf>

FISCAL MANAGEMENT

STATE'S PURCHASING CARD PROGRAM

The purchasing card program had another good year with an increase of over \$14.4 million dollars from the previous year. From February 2012 to January 2013 total purchases made by all entities was \$88.6 million. Total transactions for the period were 208,499. The total rebate received from JPMorgan was \$1,167,069. The rebate for state government agencies was \$403,711, which was deposited into the State General Fund.

Currently there are 72 state agencies, 11 colleges/universities, 31 school districts and 6 counties that participate in the program. The total number of cardholders is 4,032.

IN-STATE MEAL RATE INCREASE

HB 1368 was passed during the 2013 Legislative session that increased the in-state meal allowances for all state employees and legislators. The rate was increased from \$30/day to \$35/day. The new rates will be effective August 1, 2013. Below is breakdown of the new rates:

- First Quarter (breakfast): From \$6.00 to \$7.00
- Second Quarter (lunch): From \$9.00 to \$10.50
- Third Quarter (dinner): From \$15.00 to \$17.50

INFORMATION YOU SHOULD KNOW REGARDING THE 2013 LEGISLATIVE SESSION

Governor Dalrymple vetoed several sections of OMB's bill, HB 1015, including:

- adjustment of the compensation market policy point (Section 13);
- accrued leave line (Section 14); and
- limitation on budget submission extensions (Section 25).

The Governor's veto message and approved HB 1015 can be found on the Secretary of State's website at <http://www.nd.gov/sos/lobbylegislate/legislation.html>.

In Section 6 of HB1015, OMB was given an appropriation of \$8.5 million (\$4.0 million in general fund and \$4.5 million special and federal fund authority) for a state agency energy development impact funding pool.

OMB is currently working on guidelines and an application form for agencies to use in requesting dollars or spending authority from the pool. This funding pool is for employee housing rental assistance and temporary salary increases for employees affected by energy development. Before applications can be submitted, OMB must have an approved statewide housing survey, as well as information on salary levels of affected employees, compared to statewide and local averages for similar positions. OMB has begun work on both of these items. Agencies that are currently paying housing or salary allowances are encouraged to continue doing so until the appropriate forms and guidelines are in place.

FACILITY MANAGEMENT

Facility Management

Construction season has arrived and there are many exciting projects that will commence in the next few months. One project that received much attention during the 63rd Legislative Session was the \$4,000,000 appropriation of the remaining portion of Phase One (pictured below) and Phase Two of the north parking lot redesign. This project will provide state employees a safer route to walk from their vehicle to the north door by adding sidewalks and eliminating the drive lane next to the building. This project will add more parking and much needed landscaping. The north road leading to Divide Avenue will be straightened and become tree lined. This project will include a 1,500 square foot expansion to the loading dock and the remodeling of the cafeteria corridor using stone and travertine to replicate the Capitol's ground floor.



Other projects appropriated include the repointing, repair and cleaning of the limestone on the legislative and judicial wings, the restoration of the terrazzo flooring in the judicial wing and the Capitol elevator lobbies, the second phase of the Capitol's south entrance remodeling project, and the pressurization of the Capitol's north and south stairwells.

Each summer the annual Symphony and Fireworks Display is held on the capitol grounds. This is the largest one-day event each year. The music and fireworks are memorable. Other events you will enjoy this summer include:

- Capitol Shakespeare on Wednesday, July 24 through Sunday, July 28 daily from 6:00 p.m. – 9:00 p.m. Location is south of the All Veterans Memorial.
- Capitol A'Fair on Saturday, August 3 from 10:00 a.m. – 5:00 p.m. and Sunday, August 4 from 12:00 noon – 4:00 p.m.
- Autumn Fest Parade on Saturday, September 14 from 10:00 a.m. – 1:00 p.m.
- Kroll's Diner Fun Run on Friday, September 27 from 5:30 p.m. – 7:00 p.m.

CENTRAL SERVICES

MORE WORK THAN STAFF OR TIME? USE CENTRAL DUPLICATING TO HELP MANAGE YOUR WORKLOAD

How much time does your staff spend making copies, assembling handouts, and doing mailings?

Central Duplicating has equipment and skilled staff to professionally prepare and distribute your printed materials, such as business cards, agency letterhead and envelopes, newsletters, binders, packets, and mailings. Rush jobs? No problem.

Central Duplicating is approaching its one year anniversary running its Color Digital Press. Central Duplicating has been extremely happy with the consistency of the quality, the precision of the registration, and the overall output of this machine. If you have short run, color projects, try Central Duplicating. You will be impressed with the color and quick turnaround time.

Central Duplicating is also expanding their mailing capacities with a new, faster inserter with a higher output. If your staff is hand inserting mailings, please contact Central Duplicating for a quote. Central Duplicating will print the materials, address the envelopes, insert, and get the mailing out for you.

Contact Ken Hamel, State Printing Manager, at 701-328-3494, if you would like to discuss your agency's printing and mailing needs.



LEGISLATION IMPACTING INFORMATION TECHNOLOGY PURCHASING

Selecting a large IT solution is one of the most strategic decisions an agency has to make. It can also be one of the most expensive and risky decisions. The following legislation impacts Information Technology:

- SB 2021 (Section 5) – Requires executive branch agencies, excluding institutions under the jurisdiction of the State Board of Higher Education, considering development of an IT project estimated at \$100,000 to involve the Information Technology Department in the planning and study of the project; must receive a recommendation from ITD prior to proceeding with any study related to the project
- SB 2033 – Changes the definition of a major IT project from \$250,000 to \$500,000.
- SB 2034 – Requires executive branch agencies, excluding institutions under the jurisdiction of the State Board of Higher Education, proposing to conduct a major IT project to collaborate on the procurement, contract negotiation, and contract administration with ITD and OMB, in consultation with the Attorney General; and the legislation creates an executive steering committee for major ITD projects.

ITD and OMB will be working collaboratively, in consultation with the Office of the Attorney General, to implement recent legislation related to IT procurement.

DOES YOUR AGENCY HAVE A PROCUREMENT PLAN FOR THE 2013-15 BIENNIUM?

The Legislative Session is over, and the 2011-13 biennium is drawing to a close. This is a good time to plan what your agency needs to accomplish by the end of the 2013-15 biennium. Will your agency need to contract for goods or services? Have you budgeted for equipment or information technology purchases next biennium? Making good purchasing decisions requires planning, research, and sufficient time for the procurement process.

OMB has authority to establish cooperative purchasing contracts that can be made available to state agencies, political subdivisions, public schools, and tribal entities. If your agency has a statewide program that benefits local entities, it may be possible to create a state contract. For example, the ND Department of Health worked with OMB to establish contracts for its programs that provide infant car seats, infant formula, and breast pumps to eligible recipients.

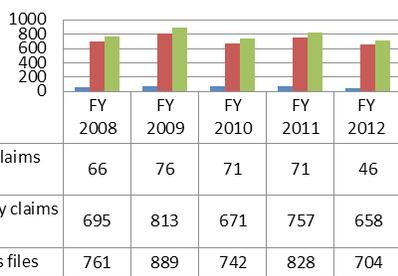
If you would like some help brainstorming your agency's procurement needs, feel free to contact the OMB state procurement officer assigned to your agency.

RISK MANAGEMENT

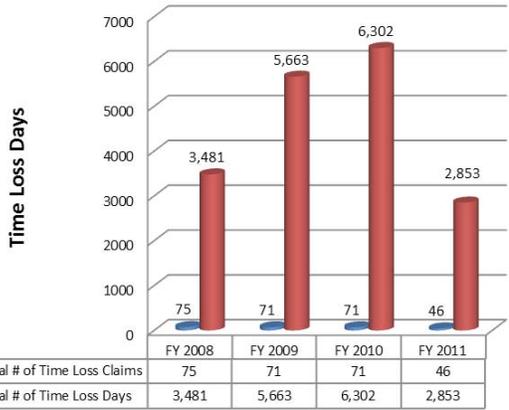
STATE EMPLOYEE SAFETY ON THE JOB

State agency safety training and return to work programs are having a positive impact on the number and severity of state employee work injuries and claims for loss time from work. FY12 saw a reduction of 124 total claims filed with WSI from the prior year.

Values current as of 4/30/2013



The total number of time loss days dropped to 2853 in FY12 from 6302 in FY11. State agency safety training and return to work programs play a critical role in reducing work injuries and associated costs.



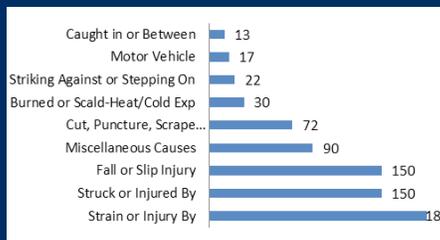
Looking forward, agencies should recognize that low back injuries, which are almost always preventable, continue to be the most frequent part of the body injured.

CHANGES TO LIMITATION OF LIABILITY APPROVAL PROCESS

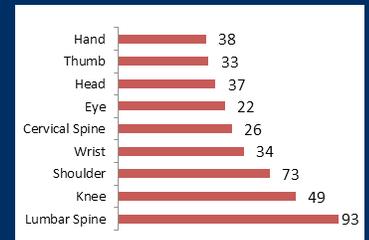
At the request of the Office of Management and Budget, House Bill 1069 was introduced to streamline and simplify the process for approving limitation of liability clauses in state contracts. Initially passed in 2005, NDCC section 32-12.2-15 was enacted to address the demands of certain vendors of electronic and communication equipment and software that the State agree to limit the liability the vendor was exposed to should the equipment or software not perform as intended. The initial legislation was patterned after recommendations contained in a National Association of State Chief Information Officers' white paper on the issue. The report included the recommendation to treat direct loss differently from indirect loss, with states holding vendors responsible for direct damages while limiting a vendor's potential liability for indirect damages including special or consequential loss such as might arise from lost data. NDCC section 32-12.2-15 follows this policy recommendation by expressly prohibiting an agency from limiting a vendor's liability for direct loss to the State but allowing for indirect consequential damages to be limited if approved by the Attorney General and the Director of the Office of Management and Budget.

Effective August 1, an agency will no longer need to have formal written approval from the Attorney General and Director of OMB to agree to a limitation of liability provision. Rather, as amended by House Bill 1069, an agency will simply be required to consult with OMB and the Attorney General's Office and maintain written documentation of its review. Agencies should continue to work closely with the Risk Management Division, ITD, and their assistant attorney general in evaluating whether to agree to a limitation of liability provision when procuring electronic equipment, software and related services.

Cause of Injuries 2012



Part of Body Injured 2012



The Risk Management Division can assist agencies in developing and implementing training programs on proper lifting ergonomics as well as any other identified agency training needs.