

ADMINISTRATION DEPT

Program: ADMINISTRATIVE MGMT SERVICES

Activity: EXECUTIVE SUPPORT

Narrative

Activity at a Glance

- Project management for statewide efficiency initiatives
- Assisted with a variety of statewide efforts, including alternative fuels, building energy efficiency, and government reform
- Addressed 135 media inquiries in FY 2010
- Addressed 88 data practices requests in FY 2010
- Maintained five websites
- Published 18 newsletters focusing on government efficiency and agency services
- Reviewed 26 issues of division newsletters

Activity Description

Executive Support serves the numerous needs of the Department of Administration (Admin) in the execution of its responsibilities as the primary administrative/operations agency of the executive branch. These include agency and executive leadership and management and program support. Executive Support also coordinates the Department Results/Accountability Minnesota website (www.accountability.state.mn.us), which helps citizens follow the progress of 26 state agencies/offices toward specific goals in eight categories.

Population Served

Executive Support serves numerous populations: the agency and employees; the governor's office; all executive branch agencies, boards and commissions; media; the legislature; and citizens.

Services Provided

- Executive management support
- Intra-agency and inter-agency coordination
- Internal and external communications
- Data practices compliance
- Legislative coordination
- Media relations
- Website management
- Executive branch agency performance reporting
- Continuity of operations planning for emergency preparedness

Key Activity Goals & Measures

Admin Goal – To provide our customers with valuable services, products, advice, and expertise

Admin Goal – To be recognized for our innovation and efficiency (<http://www.admin.state.mn.us/admin.html>)

Executive Support assists the agency in delivering on its mission of helping customers succeed by providing valuable services, products, advice, and expertise, and by recognizing innovation and efficiency through communications with customers and others.

Measure: Publication of a semi-monthly online newsletter for customers across state government. In FY 2010, the department published five newsletters, one less than the goal of six per year.

Measure: Assisting agency programs with a variety of communications, including online and print newsletters, memoranda, policies, news releases, and other documents. In FY 2010, five divisions/units received assistance with all 38 issues of their respective newsletters.

Measure: Responding to data practices requests. The agency's data practices compliance function strives to acknowledge requests for data within 24 business hours and to provide the requested data, if any is maintained, within 10 business days. In FY 2010, the department's data practices compliance function received 88 requests for which the department maintained responsive data. The responsive data were made available to the requestor within 10 business days 88.2% of the time, slightly under the goal of 90 percent.

Minnesota Milestones Statewide Goals (<http://server.admin.state.mn.us/mm/goal.html>)

More generally, Executive Support aids agency programs and activities that have an influence on five Minnesota Milestones statewide goals: Satisfaction with Government Services, Price of Government, Air Pollutants, Solid Waste Reduction and Recycling, and Urban Air Pollution.

Activity Funding

This activity is primarily funded through a general fund appropriation.

Contact

Director

Phone: (651) 201-2563

Website: <http://www.admin.state.mn.us>

Strategic Plan: http://www.admin.state.mn.us/admin_strategicplan.html

Performance Goals, Measures and Results: <http://www.accountability.state.mn.us/Departments/Administration/>

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Budget Activity Summary

<i>Dollars in Thousands</i>					
	Current		Governor's Recomm.		Biennium
	FY2010	FY2011	FY2012	FY2013	2012-13
<u>Expenditures by Fund</u>					
Direct Appropriations					
General	431	495	467	467	934
Total	431	495	467	467	934
<u>Expenditures by Category</u>					
Total Compensation	319	302	305	310	615
Other Operating Expenses	112	193	162	157	319
Total	431	495	467	467	934
Full-Time Equivalents (FTE)	4.2	3.9	3.9	3.9	