



MONTANA DEPARTMENT OF ADMINISTRATION

"the backbone of state government"

Director's Office

Steve Bullock, Governor • John Lewis, Director

MEMORANDUM

TO: Sonia Gavin
Montana Legislative Services Division

FROM: John Lewis, Director 
Department of Administration

DATE: August 31, 2018

RE: Reports to Legislature

This memo provides the information specified in 5-11-210, MCA, for the Department of Administration's required reports to the Legislature. To save the cost of printing individual documents, the reports will be available electronically on the Department's websites, and will be provided for posting to the Legislative Services Division's website.

Title: Employee Incentive Program Report, FY 2017 and 2018

Abstract: The Department of Administration prepares and submits the State of Montana Employee Award Incentive Program Report every other year to the Montana Legislature as mandated by 2-18-1103, MCA. The biennial report contains a list of award recipients granted incentive awards by state agencies, the amounts of the awards, and the resulting or projected savings and improvements in the effectiveness of state government.

Recommended Number of Copies: 0

Reasons for Copy Recommendations: Available electronically on the State Human Resources Division website at <http://hr.mt.gov/newreports>.

Estimated Cost of a Copy: \$0

Title: Report to the 66th Montana Legislature from the Capitol Complex Advisory Council

Abstract: The content of this report, required by 2-17-804, MCA, contains a brief overview of the purpose of the Capitol Complex Advisory Council, its current membership, staff changes, and a summary of the Council's activities for the past biennium.

Recommended Number of Copies: 0

Reason for Copy Recommendation: Available electronically on the Capitol Complex Advisory Council's website at http://ccac.mt.gov/Portals/73/ReportsToLegislature/Report_to_Legislature-August%202018%20-%20final.pdf?ver=2018-08-28-142217-200.

Estimated Cost of a Copy: \$0

Title: Report by the Director of Department of Administration to the Legislature on Local Government Compliance with Title 17, Chapter 2, Part 3, MCA, "State and Local Charges for Services – Limit on Fund Balance"

Abstract: The report outlines the statutory responsibility for the Department Director to report to the Legislature. The report also confirms that the Department monitors compliance by reviewing local governments' audit reports submitted by independent auditors. Those audits are required to include testing of the requirements of Title 17, Chapter 2, Part 3, MCA. The report also documents any findings contained in those local government audit reports. The Department reports no findings of noncompliance in the audit reports received and reviewed.

Recommended Number of Copies: 0

Reason for Copy Recommendation: Available electronically on the State Accounting Division's website at <http://sfsd.mt.gov/Portals/24/LGSB/Forms/AuditReviewProgram/ReportToLegislature-Aug%202018.pdf?ver=2018-08-27-085400-453>.

Estimated Cost of a Copy: \$0

Title: Department Information Technology Activities

Abstract: 2-17-512(1)(x), MCA

We have considered these activities integral components of the State Biennial Report for Information Technology as well as the State Strategic Plan for Information Technology and see no further need to reproduce these items as a separate report going forward.

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Available electronically on the State Information Services Technology Division's website at <https://sitsd.mt.gov/Governance/IT-Plans> and <https://sitsd.mt.gov/Governance/IT-Biennial-Reports>.

Estimated Cost of a Copy: \$0

Title: Information Technology Board Report

Abstract: As required by 2-17-513(9), MCA, a report including but not necessarily limited to a summary of the board's activities, a review of the electronic government program and any key findings and recommendations that the board presented to the department.

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Will be available electronically on the State Information Services Technology Division's website at <https://sitsd.mt.gov/Governance/Boards-Councils/IT-Board>.

Estimated Cost of a Copy: \$0

Title: 2019 State Biennial Report for Information Technology

Abstract: The Biennial Report on Information Technology is the assessment and evaluation of the State's information technology activities. Per 2-17-521(4), MCA, the Biennial Report Plan will include:

- an analysis of the State's IT infrastructure, including its value, condition, and capacity;
- an evaluation of performance relating to information technology;
- an assessment of the progress made toward implementing the State Strategic Plan for Information Technology;
- an inventory of state information services, equipment, and proprietary software;
- agency budget requests for major projects;
- other information as determined necessary by the department or requested by the Governor or the Legislature.

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Will be available electronically on the State Information Services Technology Division's website at <https://sitsd.mt.gov/Governance/IT-Biennial-Reports>.

Estimated Cost of a Copy: \$0

Title: 2018 - 2020 State Strategic Plan for Information Technology

Abstract: The 2018 State Strategic Plan for Information Technology (IT) guides us as we evolve, providing us with a clear vision of what we will accomplish. We are continually evaluating enterprise information technology services to ensure that we implement IT in an innovative, effective, and cost-efficient manner. As required in 2-17-521, MCA, the State IT Strategic Plan establishes:

- statewide mission, goals, and objectives for the use of IT; and
- strategic direction for agencies to develop and use IT resources to provide government services.

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Available electronically on the State Information Services Technology Division's website at https://sitsd.mt.gov/Portals/165/docs/IT%20Plans/State%20IT%20Plans/Strategic%20Plan%202018_FINAL.pdf?ver=2018-03-13-120644-890.

Estimated Cost of a Copy: \$0

Title: 2018 Biennial Lease Summary Report Abstract: The Biennial Lease Summary Report provides data on space leased by state agencies other than the university system. As required by 2-17-101(1), MCA, the Biennial Lease Report includes the following information:

- the amount, location, and nature of space used by each agency;
- summary information on average cost per square foot in each city where the State has leased office space; and
- a report of state-owned real property (compiled by the Risk Management and Tort Defense Division).

Recommended Number of Copies: 0

Reasons for Copy Recommendation: Available electronically on the General Services Division's website at <http://gsd.mt.gov/Integrated-Services/GSD-Leasing-Operations>.

Estimated Cost of a Copy: \$0