Overview

Finance staff has successfully transitioned the vast majority of work to remote and identified efficiencies that will carry forward into the department's new "new normal" as it begins planning to return to the office. Finance was one of the first adopters of DocuSign—working with the Information Technology Services Department (ITS) to successfully transition grants, contracts, and other documents to electronic signatures—allowing faster processing of key documents remotely. Staff are keeping up with training and team building through video check ins, sharing telework advice, and finding several CPE opportunities to keep up with technical training. The Front Office team has kept operations running smoothly, helping finance teammates solve over 90 remote work issues.

The Finance Department continues to support our County departments and business partners as it responds to the COVID-19 pandemic:

- Under the direction of the County Manager, the Department has been working closely with Legislative Affairs to track all potential COVID-19 assistance and associated requirements and changing guidance. The Department is working with other County departments to identify opportunities and maximize any potential offsets for COVID-19 related response to benefit our community.
- The Department is tracking economic trends, Federal and state actions, and expenses. These efforts continue to provide critical data to support County leadership decisions and public awareness of the County's fiscal standing;
- To support a plan for the Coronavirus Relief Fund, Finance coordinated submissions from departments to develop a recommended framework for utilizing the $39.2M and presented to the BOCC May 19;
- The Department led efforts to secure Personal Protective Equipment (PPE) and hygiene supplies for County staff, including masks, gloves, disinfectant wipes, facial tissues, and hand sanitizer in support of County employees currently working in close contact with the public, and in preparation for the County's phased return to the office.

The Department continues to make progress on its FY2020 Strategic Plan initiatives:

- Data integrations to develop interactive dashboards relevant at every level of the organization, easing tracking and reporting needs as well as providing an additional tool for future decision making.
- MWSBE efforts to secure a subcontractor tracking solution by identifying County requirements and ensuring an efficient evaluation process.
- Internal communications with continuous updates, training opportunities and partnering with HR to continue efforts relating to employee engagement.
- Continuing to document operational processes and creating reference materials for future reference as well as a method to identify efficiencies.

Financial Services
Department Management Report
June 2020

FY20-FY22 Strategic Business Plan Update

MWSBE: Finance is leading technology Sub-Contractor Tracking Solution demonstrations and solution evaluations, to support improved MWSBE data, and program implementation.

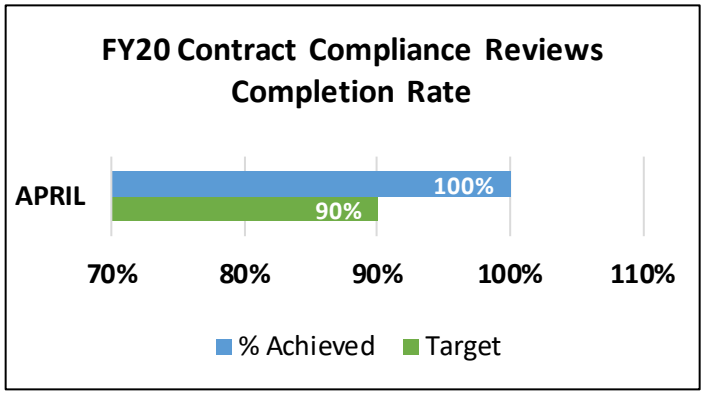
Improved efficiency through analytics: developed an Excel PeopleSoft dashboard for COVID-19 personnel expense and leave, and recently completed a Budget-to-Actuals dashboard. Work has begun on defining Procurement data and updating the data dictionary for improved data governance.

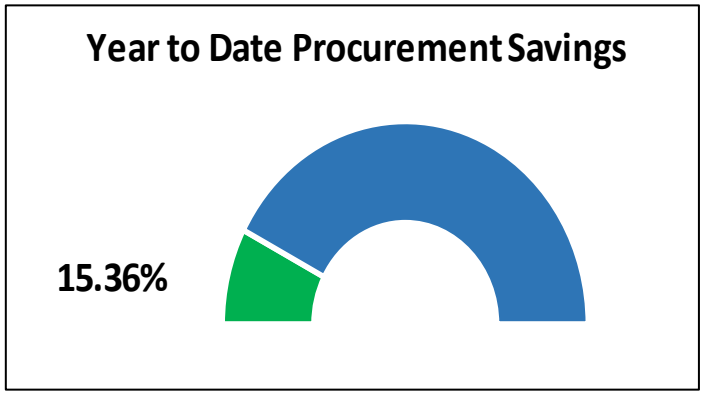
Realizing the value of procurement: The department has begun implementing the recommendations made by the National Institute of Governmental Procurement, led by our new Procurement Director, Swainson Hall.

Creating a learning organization: The department has been identifying and promoting virtual training opportunities for staff in the Finance at a Glance weekly communication to staff. Recently, Finance partnered with OMB and HR to offer a virtual training to both Finance and HR staff entitled "Excel Best Practices" to demonstrate how to properly analyze data and work with Pivot Tables.

Enhancing Communications: The Department prepared a COVID-19 MeckEDU training module for FIN staff and staff in other departments. The MeckEDU module is based on information provided by the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) and is regularly updated to ensure staff have the most up-to-date information.

Key Performance Indicators





Context for Key Performance Indicators

Contract Compliance Reviews Completion Rate indicates the percentage of Compliance Review reports issued within 60 days of initiation. In April, of the 9 reviews that were initiated, 9 reports were issued within 60 days.

% of savings realized from procurement negotiations is the amount of money saved each month through procurement negotiations. Sources of negotiated (hard) savings may be from: new contracts for the fiscal year; multi-year contracts for the current fiscal year; Request for Proposal Best and Final Offers; rebates; and other negotiated discounts during the solicitation process. Through April $946,192 in negotiated savings has been identified from contracts with a pre-negotiation value of $6,158,297.