

## FACILITIES ADMINISTRATION INTEGRATION PLANNING PROCESS PROGRESS REPORT – MAY 18, 2010

**To:** Carmel Angelo, Chief Executive Officer  
**From:** Kristin McMenomey, GSA Director  
Stacey Cryer, Interim HHSA Director  
**Subject:** Facilities Administration Integration Planning Process – Progress Report

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At the direction of the CEO, the County's GSA Director and Interim HHSA have begun discussions pertaining to a possible integration with GSA's Facilities Division Staff and the HHSA Social Services Branch Facilities Staff. The intent of the integration plan is to identify areas by which consolidating administrative facilities services within the two departments would be more efficient and potentially realize resource savings.

The Facilities Administration Integration Planning Process Group has met on two occasions and has completed the following concerning the integration process:

- Identified participating department heads/stakeholders
- Identified the purposes of the effort, the desired outcomes of the effort, expectations of participants, the necessary resources to complete the effort, and prepared a process timeline

The integration process timeline has an anticipated completion date of July 23, 2010 of Phase II and Phase III, which includes the following:

- Conducting an operational audit (what do we do, how do we do it, what do we do well, what needs improvement) and assessing the current business practices of the two facilities administrative units
- Identify Strategic Issues (fundamental challenges affecting an organization's mandates, mission, product or service level mix, clients or users, costs, financing, organization, or management)

Once Phase III is completed, the GSA Director and Interim HHSA Director will make a joint recommendation to the CEO as to whether or not a consolidation/integration needs to move forward with these two facilities administrative units. If the recommendation is in fact to consolidate/integrate, an Integration Plan will also be presented to the CEO for consideration

Currently, the two participating departments are having their employees complete a Position Description Questionnaire (PDQ), which will be reviewed and analyzed by GSA, with a summary brought back to the Facilities Administration Integration Planning Process Group for discussion.

Staff will continue to provide updates as the integration plan progresses.