



RA Training Agency Oversight

Monitoring State Agencies

2/7/2018

Agency OVERVIEW

What do you know about your agency?



Who works there?



Leadership Changed

What are they working on?



Priorities Changed

How much are they spending to do it?

Budgets Change

AGENCIES - WHO

Knowing how many staff are in each agency is a beginning. Learning the organization of each agency, the divisions and bureaus, and how they work together is also important.

Org Charts: Agencies live by them.

- Get the org charts (with incumbent names) for each division.
- Divisions?
 - How many of the DAs are appointees?
 - Not all are.
- Bureaus?
 - How many employees in each bureau?

Employees: Who are they?

- We should have a good summary – beyond just a bio - of the appointees in each agency so we know their background.
- We should keep an eye social media accounts of appointees. There are many past examples of social media use that is contrary to the mission of the agency that we would want to know.

FIRST STEPS

Compile Your Agency Basics

- Org Charts
- Employees
- Boards and Offices
- Vacancy Report (ask the LL first)
- Make a list of promises the Gov/Admin have made already
 - Check their mission statements and see what they've changed

Learn Your Tools

- Read the LFB Info Papers.
- Talk to stakeholders who deal with the agency
- Familiarize yourselves with VendorNet and Open Book
- Set up alerts for agency appointees, and issues of note
- Investigate subscriptions to agency related publications (eg Agriview)
- Learn how their website is arranged
 - Many pages are badly out of date so don't trust it as the latest
 - Find and sign up for agency updates

OPENBOOK

OpenBook is hugely powerful

- We can track contracts, grants and other spending by agency there
- It takes a little time to get familiar with searching/strategies

What kinds of things might be flags?

- Legal contracts
- Subscriptions (30k)
- Education, recreation, food, clothing

VendorNet

IT systems, Porta-Potties, and Pagers, Oh My

Procurement – RFP RFI ETC

- VendorNet is the starting point to check out RFP/RFI and other purchasing solicitations
 - Read the user guide here (it will save you time in the long run):
<https://doa.wi.gov/DEO/VendorsGuide.pdf>
- Main RFP Interface is esupplier
 - [Esupplier.wi.gov](https://esupplier.wi.gov)>enter bidder site>search solicitations
 - You **do not** need to register as a bidder to search
- Building Projects
 - [Wisbuildnet.doa.wi.us](https://wisbuildnet.doa.wi.us)
- DOT projects wisconsindot.gov
 - (Lengthy) Link available from VendorNet main page

OTHER

There are a lot of Offices, Commissions, Boards

- Once we get the basics down on these reports, we will add some of those
 - Some of these entities have substantial authority and budgets
- Be on the lookout for items that may warrant a closer look

Reports to the Legislature, unimplemented law, waivers, etc

- There are a lot of reports due to the legislature from every agency
 - They're often late, and sometimes forgotten. We have a list, and should check it.
- Implementation progress
 - There are laws as yet unimplemented (often for reasons like lack of funding or staff)
 - Sometimes, stakeholders are a great source of info on these
- Waivers – It's not just DHS Work Requirements
 - There are waivers in other agencies (DNR for example) and it's worth knowing what they are, and when they expire. Much of that can be found on federal partner websites (EPA for DNR often; FNS for FoodShare, etc)
- Lawsuits, hearings and appeals
 - Checking CCAP for suits filed against an agency can garner interesting information.
 - DHA is searchable for cases that are with ALJs. It can give a window into what's happening in an agency if they lose cases a lot, or see a lot of similar kinds of cases

What to Check

- Appointees
- Vacancy rate
- Recruitments
- News stories
- Social media
- Contracts
- Grants
 - expirations
- RFP/RFI
 - challenges
- CCAP
- Calendars*
- Reports
- Stakeholder meetings
- Internal Budgets*
 - divisions
 - supplies/services
 - travel
 - education
- Federal interactions
- Audits
- Hearings and Appeals
- Implementation progress
- Agency Website
- Meetings of boards
- MORE...

When to Check

Things to check every quarter

Appointees and upper level staff

Much of this you may see in media or gather from recruitments

Education and Travel

Things to check every month

Vacancy rate

DHA

Calendars

Reports due and coming due

*Division budgets

Progress on legislation/waivers

Things to check weekly

OpenBook

Federal Partner Agency

VendorNet

Stakeholders

CCAP

Social media

Agency Website

News Stories

Agency Recruitments

Where to Check

Stakeholders

Agency Websites

Agency Social Media Accounts

Openbook: openbook.wi.gov

VendorNet: vendornet.wi.gov

Hearings and Appeals: doa.wi.gov/licenses/hearings

CCAP: wicourts.gov

Former Agency Staff

Legislative Liaisons

- They are not fully staffed yet, and your mileage is going to vary as before, but you can always ask them for things. Lots of LLs were terrible with presenting info to the legislature, and the new people might be even more likely to overshare.

Service Agencies

- They can help with some items – division budgets – but this is not a project to make work for LFB
- Read your informational papers. You will find things in there that can help you.

ORRs

- This is not the first go-to for getting information, but some of these things will not be available otherwise. It's also likely to vary by agency.

NEXTSTEPS

This is a starting point. We should expect that there will be changes to things we look at and for over time, and things will differ by agency. Part of your work will be helping to perfect what should be in these reports.

SO, WHAT ELSE IS THERE?

Some things will need ORRs

- Likely appointee calendars will
- Possibly certain division materials
- Some of this may depend on the agency
- Get the basics down first, discuss any ORRs with our office first

Every Agency is Different

- Plan on adjusting your reporting based on your agency. Most of you will be adding things to the report forms, not eliminating things.