




Date: July 12, 2016  
To: Executive Board Members  
From: Jason Hancock, Director, Legislative Research Council   
RE: Request for Use of Legislative Priority Pilot Program Funds

Members of the Executive Board,

Included below is a memo from the Joint Committee on Appropriations requesting approval to use funds in the Legislative Priority Pilot Program Fund created in 2015.

Authorization to expend funds from a legislative contingency fund are prescribed in SDCL 4-8A-12. The statute authorizes the Executive Board to approve written requests from "division heads" in the Legislative Branch. I respectfully submit the JCA's request under my dutiful signature.

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Date: June 27, 2016  
To: Director Jason Hancock  
From: Deb Peters, Lead Co-Chair of the Joint Committee on Appropriations  
Re: Funding for Lean Audit of the Bureau of Information and Telecommunications

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Please utilize this memo as a request to use Legislative Priority Pilot Program funds. The Joint Committee on Appropriations is requesting the Bureau of Information and Telecommunications to conduct an audit of one or more of their divisions utilizing the Lean process. A lean audit identifies the most efficient and effective way to do specific processes in an organization with the emphasis being improved customer satisfaction. The Bureau of Information and Telecommunications provides services to their customers who are in every state government agency, as well as many non-governmental entities. The objectives for this audit may include:

- Identifying new performance measures for greater efficiency

- Improving the allocation of resources
- Enhancing communication with legislators, state employees and the public

For these reasons and more, we are requesting the expenditure approval of these funds to accomplish this audit.

We anticipate that the first phase of this audit, depending on the scope determined by the JCA, will cost between \$50,000 and \$200,000, and formally request your approval of the upper limit by July 22<sup>nd</sup>, which is our next JCA meeting.

We are confident that this audit will help state government and appreciate your partnership in this process.

If you have any questions, please contact me immediately.