

# Office of Policy and Management

## General Summary

*Jeffrey R. Beckham, Secretary*

*Paul E. Potamianos, Deputy Secretary*

*Established: 1977*

*Statutory Authority: Sec. 4-65a et seq., C.G.S.*

*Central Office: 450 Capitol Avenue, Hartford, Conn. 06106*

*Average number of full-time employees: 154*

*Recurring operating expenses, 2022-2023:*

*General Fund: \$502,557,069.78 (includes \$482,162,939.87 Grants-In-Aid)*

*Special Transportation Fund (STF): \$606,877.58; Insurance Fund: \$340,510.53*

*Consumer Counsel and Public Utility Control Fund (PUC): \$283,348.30*

*Mashantucket Pequot & Mohegan Fund: \$51,387,605*

*Private/Federal Funds: \$637,341,345.42; Enterprise Fund: \$71,506.81*

*Capital Outlay: \$ 132,709,969.70*

*Total: \$1,325,298,233.12*

*Organizational Structure: OPM is composed of eight divisions that report to the Office of the Secretary: Administration, Budget and Financial Management, Criminal Justice Policy and Planning, Data and Policy Analytics, Health and Human Services Policy and Planning, Intergovernmental Policy and Planning, Office of Finance, and Office of Labor Relations.*

## **Mission**

The Office of Policy and Management (OPM) reports directly to the Governor and provides information and analysis that the Governor uses to formulate public policy for the state. OPM also assists state and quasi-public agencies and municipalities in implementing the law and public policy on behalf of the people of Connecticut. OPM prepares the Governor's budget proposals; assists in drafting the Governor's legislative proposals; implements and monitors the execution of the enacted budget; and oversees the executive agencies that report to the Governor.

## **Statutory Responsibility**

OPM was established in 1977 in accordance with the Filer Commission's recommended reorganization of the Executive Branch. OPM superseded the Department of Finance and Control and was created to blend several previously disparate budgeting and planning functions into a single, cabinet-level agency. Among the State agencies, OPM has the unique role of providing staff assistance to the Governor as well as having oversight of operating agency activities. As outlined in Connecticut General Statutes: Section 4-65a, OPM is responsible "...for all aspects of state staff planning and analysis in the areas of budgeting, management, planning, energy policy determination and evaluation, intergovernmental policy, criminal and juvenile justice planning and program evaluation."

## 2022-2023 Accomplishments

The following is a list of various accomplishments by OPM for Fiscal Year (FY) 2023, by division and subject matter:

### Office of the Secretary

The Office is comprised of the Secretary, Deputy Secretary, support staff, and several units with specialized functions overseen by an Undersecretary or other senior employee. These specialized units include foci on Strategic Initiatives and Accountability, Climate and Infrastructure coordination, Assets Management, Legislative Affairs, and Legal matters. Overall accomplishments include:

- Oversaw the implementation of the FY 2023 budget, which resulted in an estimated budget surplus of \$630 million and will allow for an additional payment of approximately \$1.96 billion toward the state's unfunded liabilities.
- Negotiated the budget for FY 2024 that resulted in the largest reduction in personal income tax in the state's history, including reducing the two lowest marginal rates, increasing the Earned Income Tax Credit, and an expansion of existing exemptions for certain pension and annuity earnings to benefit seniors. The budget also made significant investments in education, childcare, housing, funding for non-profits, and support for those with autism and intellectual/developmental disabilities.
- Legislative Affairs accomplishments include:
  - Coordinated the submission of agency legislative proposals for the 2023 legislative session. Together with the Governor's office, reviewed each state agency's package of legislative proposals, met with agency heads, reviewed, and approved public hearing testimony, and helped manage agency legislative activities. Ensured agency actions and positions were aligned with the policies of the Governor and OPM.
  - Worked with the Governor's office to cover legislative committee meetings, public hearings, and House and Senate sessions.
  - During the 2023 legislative session, monitored the 3,191 bills (1,250 in the Senate and 1,941 in the House) introduced in the Connecticut General Assembly. A combined 760 bills were reported out of their committee of origin and three bills were emergency certified. A total of 239 bills passed both the Senate and House. Of the 239, Governor Lamont signed 234 and vetoed 5.
  - Supported and ensured passage of key Governor's proposals, along with agency packages, focused on building growth and opportunity, capitalizing on good-paying jobs, upgrading Connecticut's aging infrastructure, improving affordability for Connecticut families, increasing access to housing, improving educational outcomes for all, and ensuring equity through government. This support began with policy development in Fall 2022 and continued throughout the committee process including drafting, and coordinating testimony, working with legislators to advance bills out of

committee and for final votes in each chamber, and helping to implement new laws as passed.

- Legal Unit accomplishments include:
  - Provided a broad range of legal analysis and advice to the Secretary and Deputy Secretary on budget, legislative, regulatory, administrative, contract, and litigation matters throughout the year.
  - Coordinated the drafting of several of the Governor’s key legislative proposals for the 2023 legislative session, including the largest income tax cut in the state’s history and renewal of the state’s fiscal guardrails.
  - Provided legal analysis and advice on the distribution of federal COVID-19 relief funds, and management responsibilities of subgrantees that received ARPA funding from the state.
  - Worked with OPM’s Budget and Financial Management Division to review, provide comments about, and approve proposed regulations submitted by agencies for consideration prior to submission to the Office of the Governor and Office of the Attorney General for final review.
  - Worked with OPM’s Office of Finance to provide analysis and advice of the ongoing audits of West Haven and the recent designation of West Haven as a Tier IV Municipal Accountability Review Board (MARB) municipality.
  - Worked with the Capital Region Development Authority (CRDA) to draft legislation to allow CRDA to work with the existing manager of the XL Center in Hartford to make capital improvements to that venue.
  - Provided legal advice and negotiated multiple agreements related to Rentschler Field.
  - Developed a new Memorandum of Agreement with the Office of the Attorney General and updated standardized templates for OPM’s grant programs.
  
- Strategic Initiatives and Accountability Unit accomplishments include:
  - Conducted significant analysis of and collaboration with the Connecticut State Colleges and Universities, the University of Connecticut, and the UConn Health Center to discuss plans to transition each of the organizations from a significant reliance on one-time pandemic relief funds to a sustainable level of state support, while preserving the high-quality education students deserve and meeting Connecticut employers’ needs.
  - Working with the Legal Affairs unit, established a process and methodology for approval of pilot test programs proposed by Connecticut Innovations, Inc. for the testing of new and innovative technology, products, and services by Connecticut companies. This positions the state to quickly implement innovative technologies that state agencies, constitutional offices, and higher education need to enhance public health and safety, environmental protection, or economic development, as well as promote efficiency, reduce administrative burdens, or otherwise improve services.
  - Managed the implementation of several process improvements intended to yield efficiencies, space management, and/or cost savings to maximize opportunities to streamline state government. Specific projects underway include:

- With the Data and Policy Analytics division, led a collaboration between the Commission on Human Rights and Opportunities (CHRO), the Department of Administrative Services, and other stakeholders to identify opportunities to streamline the preparation, submittal, and review of state agency affirmative action plans. A survey of EEO Officers was completed to solicit the perspective and ideas of state-wide Equal Opportunity Officers (EEO). The insights of CHRO and stakeholders will be critical to developing an actionable plan to leverage technology and tools to improve these processes.
    - With the Office of the Treasurer, kicked off a state-wide multi-stakeholder Initiative to identify opportunities to enhance and improve the credit card payment lifecycle. This initiative will include the evaluation of the current state related to payment processing, benchmarking how our state process and contracts compares to other states, understand new opportunities in the evolving marketplace, and develop a short-term and long-term strategy that will maximize the benefit to the state, increase operational efficiency, and improve the customer experience.
    - Conducted a survey of state agencies to solicit information related to their grants processes/procedures, interest in/use of grant systems, and specific topics where additional guidance or training would be helpful. This data will be useful in setting the stage for developing a grants strategy.
  - Provided support and assistance to the State Contracting Standards Board (SCSB) as that organization moves towards full staffing. Activities include the development of STARS reports for the SCSB that comply with their legislative purview, as well as a dashboard for state agencies to see their applicable reports, review of the normal fringe cost in collaboration with the Office of the State Comptroller for inclusion in the privatization calculations and consultations related to the selection and delivery of training opportunities associated with SCSB requirements to implement a statutorily required certification program.
- Climate and Infrastructure coordinator accomplishments include:
  - Managed a workgroup, and prepared and submitted a report to the legislature regarding a solar tax statutory framework pursuant to Section 5 of Public Act 22-14.
  - Prepared submitted a report to the legislature on the state's collection of the federal Clean Air Act fee and state expenditures during the preceding fiscal year associated with implementing the requirements of the federal Clean Air Act, improving air quality and reducing transportation sector greenhouse gas (GHG) emissions.
  - Prepared the scope of work, along with the Data and Policy Analytics Unit and Department of Energy & Environmental Protection (DEEP), for the state assets vulnerability assessment required by Executive Order 21-3.
  - Coordinated OPM and DEEP drafting and implementation of legislation related to the management of the former Materials Innovation and Recycling Authority.
  - Supported applications by DEEP to the EPA's Environmental Justice Government to Government grant and the Carbon Pollution Reduction Grant, including coordination with the regional Councils of Governments.
  - Provided ongoing support to projects or concerns of statewide and Executive Branch importance, including but not limited to the Capitol Area System decarbonization

study, the Colebrook Dam drinking water supply abandonment permit, and funding opportunities from the Inflation Reduction Act and the Infrastructure Investment and Jobs Act.

- Assets Management Unit accomplishments include:
  - Worked closely on a space consolidation project to reduce the state government's carbon footprint by utilizing modernized buildings and divesting of facilities requiring significant improvements.
  - Identified potential state-owned property for virtual solar metering projects.
  - Identified potential state-owned property for the administration's housing initiative.
  - Served on the executive committee and joint technical committee for the State Pier project in New London to ensure that this significant project is completed in support of the planned wind turbine projects.
  - Worked with several state entities, including the University of Connecticut, the Judicial Branch, and various executive branch agencies, to assist with facilities management and long-term real estate planning.

### **Budget and Financial Management Division**

- Produced the Governor's recommended biennial budget for fiscal years 2024 and 2025 and provided support to the OPM Secretary and staff of the Governor's Office during the 2023 legislative session, which saw enactment of significant tax cuts, including the largest income tax cut in state history, while also providing significant new funding for K-12 education, childcare, safety net services, municipal aid, support for private human services providers, and capital support for affordable housing.
- Provided support for the successful development, in coordination with the Office of the State Comptroller, of a revised method for funding fringe benefits for higher education which results in a significant reduction in the marginal fringe benefits rate charged for higher education staff while maintaining General Fund balance.
- Assisted in evaluating the financial and service implications of measures to resolve wage and staffing issues in human services agencies, resulting in over \$103 million annually in new funding to support providers.
- Oversaw statewide distribution of the \$2.8 billion Coronavirus State Fiscal Recovery Fund (CSFRF) grant from the U.S. Department of the Treasury. Successfully supported negotiations with the legislature for reallocation of all CSFRF funds which allowed the state to direct 100% of funding to specific programs rather than general revenue support. Completed all required federal reporting for pandemic-related funds, including CSFRF, the Coronavirus Capital Projects Fund, and the Governor's Education Emergency Relief Fund I and II grants. Completed final close-out reporting for the \$1.38 billion Coronavirus Relief Fund.
- Provided detailed analytical support for various collective bargaining and employee compensation matters. Provided cost analyses for compensation proposals in support of

negotiations regarding collective bargaining agreements for State Police union and for the state's pandemic pay program.

- Other division accomplishments include:
  - Produced annual pension stress test report covering State Employees' Retirement System and Teachers' Retirement System.
  - Provided extensive support for credit rating agencies and investor calls related to state General Obligation and Special Tax Obligation bond sales, resulting in an upgrade in the state's credit rating.
  - Maintained liaison with budget offices in neighboring states and nationally, both through direct communications as well as through the National Association of State Budget Officers, and benchmarked Connecticut policy proposals against actions in other states.
  - Provided the sole voting management representative on the joint labor-management Health Care Cost Containment Committee, negotiating the management position with labor on state employee and retiree health care matters.
  - Conducted four State Bond Commission meetings allocating \$1.84 billion in General Obligation bond authorizations.

### **Office of Labor Relations**

- Negotiated several key contractual agreements with state employee representatives, including:
  - A successor agreement for the NP-1 Connecticut State Police contract for the period of July 1, 2022, through June 30, 2026.
  - Accretion agreements for the State School Principals and Behavioral Health Clinical Supervisors to transition from managers to bargaining unit members.
- Implemented the arbitration award for state employee pandemic pay for all State Employee Bargaining Agent Coalition bargaining units and negotiated an extension of the arbitration award for state employee pandemic pay to the NP-1 Connecticut State Police bargaining unit.
- Negotiated with other employers that have collective bargaining rights but are not state employees by negotiating a successor agreement for child daycare providers.
- Helped negotiate several pieces of legislation during the 2023 legislative session, including Public Act 23-194 modernizing the State Personnel Act, and Sections 54-55 of Public Act 23-204 regarding healthcare staffing.

### **Intergovernmental Policy and Planning Division (IGPP)**

The division includes two units: the Office of Responsible Growth and the Assessment, Data Collection and Grants Management Unit. IGPP represents the Secretary and the Office of Policy and Management on various boards and commissions, and as a liaison to various organizations.

- Assessment, Data Collection and Grants Management Unit accomplishments include:

- Administered \$745 million in state aid to municipalities through statutory grant programs, including Tiered Payment in Lieu of Taxes (PILOT), Distressed Municipalities, Mashantucket Pequot and Mohegan Fund grant, Municipal Grants-in-Aid program, Municipal Revenue Sharing, Municipal Transition grant (motor vehicle tax), and Municipal Stabilization grant.
  - Administered several additional grant programs to assist municipalities, including the \$30 million Local Capital Improvement Program, \$200,000 Neglected Cemetery Grant Account, \$32 million Small Town Economic Assistance Program, \$7 million Transit-Oriented Development Grant Program and \$3.3 million Regional Performance Incentive Program.
  - Processed more than \$27 million in property tax relief programs, as well as claims for the homeowners' tax relief program totaling an additional \$17.1 million for which there was no municipal reimbursement.
  - Convened stakeholder meetings over the past year to implement Public Act 22-118 relating to the motor vehicle tax cap as well as changes in the motor vehicle assessment process.
- Office of Responsible Growth accomplishments include:
    - Commenced the 2025-2030 State Plan of Conservation and Development process with a presentation to the Continuing Legislative Committee on State Planning and Development to provide a history of the plan, work to date and future discussion topics.
    - Continued serving on the Commission on Connecticut's Development and Future to evaluate policies related to land use, conservation, housing affordability and infrastructure. A final report is due January 1, 2024.
    - The State's Interagency Drought Workgroup (IDW), under the Connecticut Water Planning Council, advised the Governor on conditions that led to stage 3 drought declarations in parts of the state. Additionally, the IDW revised the 2018 Connecticut Drought Preparedness and Response Plan in the fall of 2022.

### **Criminal Justice Policy and Planning Division**

- Convened quarterly meetings of the interbranch, cross-agency, multi-level Criminal Justice Policy Advisory Commission (CJPAC), which is composed of stakeholders representing points across the criminal justice system. Meeting topics over the previous year included review and discussion of data analysis, emerging criminal justice system issues, and federal grant opportunities. The CJPAC helps foster coordination and collaboration across the criminal justice system to inform strategies to improve outcomes for public safety and cost-effectiveness.
- Engaged with partners, including the Judicial Branch, which provides the data, and OPM's Data and Policy Analytics Unit, which provides technological support, to launch Connecticut's Juvenile Justice Equity Dashboard. Recommended and guided by the Juvenile Justice Policy Oversight Committee (JJPOC), the dashboard enables users to monitor and examine juvenile justice system involvement across the state for youth of different races, ethnicities, and genders. Users can customize and interact with quarterly delinquent referral data by municipality between 2019 and 2022. The dashboard is expected to expand to include other

measures — including non-judicial handling, detention, and disposition of first-time felonies — that were identified and prioritized by stakeholders, including the JJPOC.

- Produced several research reports including those described below:
  - A recidivism study of people released or discharged from Connecticut Department of Correction facilities during calendar year 2019 for a period of three years compared to cohorts of people from prior years.
  - A forecast of the state’s total correction population over the February 2023 to 2024 time period.
  - A report on prosecutor data examining the charges and cases disposed of by Connecticut courts in the 2021 calendar year.
  - A report on criminal justice trends that consolidates extensive analysis into a single source, including a review of crime, arrest, victimization, criminal cases, correction, and community supervision trends.
- Applied for and accepted funds from a new federal grant, the Byrne State Crisis Intervention Program established in the Bipartisan Safer Communities Act of 2022.
- Administered several federal and state grant programs to support improved outcomes in Connecticut’s criminal justice system. Examples include the following federal programs: Edward Byrne Memorial Justice Assistance Grant Program, which contains the administration of funding to seek to meet requirements involving the federal Sex Offender Registration and Notification Act and the Prison Rape Elimination Act; the National Criminal History Improvement Program; the STOP Violence Against Women Formula Grant Program and the Sexual Assault Services Program; the Residential Substance Abuse Treatment program; and Coronavirus Emergency Supplemental Funding. Additionally, the division administered funding for the Body-Worn Recording Equipment Reimbursement Grant Program to support municipal and campus police departments with a portion of costs associated with purchases of body cameras, dashboard cameras, and digital storage.

### **Health and Human Services Policy and Planning Division**

- Led policy development and negotiations in collaboration with the Governor’s office on Public Act 23-171, which provides a multi-pronged strategy to reduce healthcare costs, inject competition in the healthcare market, and provide consumers tools to access high value care and prescription drug discounts providing health savings and reforms for patients.
- Chaired and staffed the Personal Care Attendant (PCA) Workforce Council (Council) and oversaw the implementation of benefits provided for in the two-year collective bargaining agreement signed by the Union and the Council in May 2022, including a 6% wage increase, paid time off, health insurance premium assistance and dedicated funding for PCA skills enhancement training, to the approximately 10,000 PCAs employed by consumers of Connecticut’s publicly funded self-directed programs.
- Coordinated with the Department of Insurance to conduct an evaluation and submit a report of recommendations to the Insurance and Real Estate Committee on the use of a captive insurance



company to reduce premium rate increases for policyholders with long-term care insurance policies purchased through the Connecticut Partnership for Long-Term Care and any other recommendations to reduce premium rate increases in Partnership Long-Term Care policies in accordance with Public Act 22-107. The report was submitted on January 1, 2023.

- Continued implementation of the Connecticut Partnership for Long-Term Care, the state's public/private partnership with private insurers which educates Connecticut residents about long-term care planning and provides an innovative financing option. To date, over 73,000 applications have been received and over 60,700 policies have been purchased. The Partnership has responded to over 63,200 consumer and advisor information calls and directly educated over 124,000 residents about the need to plan for future long-term care costs. Over 5,683 policyholders have been approved to date to receive benefits under their Connecticut Partnership policy with over \$730 million in insurance claim benefits paid. It is estimated that because of the Partnership, the state's Medicaid program has saved over \$92 million.
- Reestablished the Tobacco and Health Trust Fund, which had been disbanded due to lack of funding since 2018, and chaired the first meeting in June 2023. The Tobacco and Health Trust Fund supports and encourages tobacco and nicotine use prevention, education, and cessation programs that use evidence-based best practices for state and community interventions, communication methods to disseminate health information to a wide audience; cessation interventions; surveillance and evaluation; and infrastructure, administration, and management.

### **Data and Policy Analytics Unit**

- Expanded efforts to improve transparency and access to data for the public, by launching the Connecticut Geodata Portal, a repository for maps and geospatial data from Connecticut state agencies that make geographic information system (GIS) data open and accessible.
- Launched broadband availability and adoption maps on the Connecticut Broadband Mapping Hub to support efforts to increase access to broadband internet for every residence; publishing an American Rescue Plan Act (ARPA) dashboard and dataset to let the public know how federal ARPA resources are being used in Connecticut and how they are having impact.
- Developed the Executive Branch Workforce dashboard to provide live statistics and graphs on Connecticut's state government workforce and filled vacancies.
- Developed the GreenerGov CT dashboard to track the state's progress towards meeting its sustainability goals; working with Office of the Secretary of the State to launch the Connecticut Business Registrations data story, for insights into business development in the state.
- Launched the Roberta Willis Scholarship Program dashboard to track indicators on the Roberta Willis Scholarship Program in Connecticut.
- Launched the School Immunization Survey Data dashboard by the Connecticut Department of Public Health to provide access to data on vaccinations in the state's schools.

- Continued working with the Connecticut Department of Public Health and other agencies on the COVID-19 Data dashboard to make data about the impact of COVID-19 available on the portal, including the transition to post-public health emergency reporting.
- Led efforts to plan to sustain and improve the state’s ability to use data effectively through completion of the 2023-2024 State Data Plan, informed by recommendations from the Connecticut Data Analysis and Technology Advisory Board.
- Launched a five-year strategic plan for GIS, with a fully-staffed GIS Office and GIS Advisory Council; developing a sustainability plan for the state longitudinal data system, P20 WIN, which expanded in the last year to include mental health and addiction services, the technical education system and juvenile justice, to facilitate safe, ethical and secure interagency data sharing; and developing the annual Recovery and Performance Plan for ARPA, to report on the impact of those investments on Connecticut residents.
- Worked directly to support agency capacity, through training and capacity-building series focused on data capacity, indicators, and reporting for ARPA.
- Provided training on ‘data storytelling’ and ‘data wrangling,’ which reached over 70 state employees; and training on data security, FOIA and public records requests, and privacy-enhancing technologies for agencies involved in interagency data sharing efforts.
- Developed or supported analysis and research on key policy priorities, including the impact of state and federal housing programs on racial and economic segregation, digital equity, including efforts to close the ‘digital divide,’ children’s behavioral health, disengaged or disconnected youth and measuring outcomes for state workforce programs and alternative pathways to the workforce for Connecticut students.

## **Office of Finance**

- Created a unified system for identifying municipalities in fiscal distress and referring those municipalities to the Municipal Finance Advisory Commission (MFAC) and the Municipal Accountability Review Board (MARB). This new legislation establishes a consistent set of criteria for identifying municipalities for oversight, streamlines the referral process and integrates the work of the MFAC and MARB. The MFAC oversees four municipalities; Brooklyn, Derby, Hamden, and Plymouth while the MARB has three designated municipalities under oversight; Hartford, West Haven, and Sprague. Key accomplishments during FY 2023 include:
  - Fiscal Health Monitoring System (FHMS) provides an electronic platform for municipalities to submit their fiscal filing requirement. FHMS was developed by OPM Finance and the State Analytical Reporting System (STARS) teams in 2021, followed by additional phases rolled out through 2023. In 2023, the Municipal Spending Cap was integrated in FHMS for municipalities to report their spending cap in accordance with state law.

- Published the Municipal Fiscal Indicators Report that presents five years of financial, economic, and demographic data for the 169 municipalities. The data is benchmarked and ranked to allow comparisons among municipalities used for financial decision making.
  - Reviewed approximately 700 audit reports for compliance with the Municipal Auditing Act and State Single Audit (SSA) Act.
  - Issued the SSA Compliance Supplement by working with state agencies. The supplement includes new state award programs and changes to the compliance requirements.
  - Enhanced the Electronic Audit Reporting System to allow the federal single audit reports to be electronically submitted separately from the financial and SSA reports for municipalities and nonprofit entities.
- Continued to modify procurement policy and procedures to effectively assist in the increase of competitive procurements and adherence to state statutes related to Personal Service Agreements (PSA) and Purchase of Service (POS) contracts. This year's key accomplishments include:
    - Published the FY 2022 PSA and POS Annual Reports and monthly Procurement Waiver Reports that summarize the contracting activity of state agencies.
    - Worked with the Office of the Attorney General to revise and release a new version of the POS Standard Contract Template Part II for the purchase of health and human services.
    - Proposed and passed new procurement legislation that changes the statutory procurement thresholds under Chapter 55a Sections 4-212 to 4-219 to align with DAS thresholds.
    - Developed final draft Procurement Standards to be published 2024.
    - Requested and obtained State agency three-year procurement plans for FY 2024 - FY 2026 per C.G.S. 4-67i that will be approved by OPM and published in 2024.
- The IT Capital Investment Program made several improvements to the overall investment program to improve the intake process, establish a reporting process to identify at-risk projects, and provide timely consultative services to agencies during project initiation and planning phase. A total of 144 projects were tracked spanning more than 35 department and agencies. A total of 67 projects were successfully completed and another 77 projects are either active or in the initial review phase. Noteworthy projects that were rolled out during FY 2023 include:
    - Business One-stop (MyCT.gov) portal led by the Department of Administrative Services.
    - CTax Modernization led by the Department of Revenue Services.
    - Unemployment Insurance modernization (Re-employee CT) led by the Department of Labor.
    - IT Optimization led by the Bureau of Information Technology Services.
    - Improving CT's cyber security posture led by the Bureau of Information Technology Services.
    - Phase 1 of a new Clean Slate initiative led by the Criminal Justice Information Systems group.
    - Phase 1 of a new Debt Management System led by the Office of the Treasurer.
- STARS is a business intelligence and analytics system with 20 years of historical data that provides the state with advanced analytical and reporting capabilities for its human capital and financial management transaction data in Core-CT. Key accomplishments during FY 2023 include:

- Upgraded the backend data load tool to enhance performance in data quality and heightened security.
- Supported and held numerous functional and technical training session for state agencies to create their data analysis, reports and dashboards.
- Created an outbound interface to fetch position data from JobAps.
- Prepared and created forecasting, budget, set-aside dashboards, IT cost analysis for DAS and DAS-BITS including new legislative changes.
- Tracked bid contract performance, including CTSource information for DAS.
- Enhanced OPM's ARPA dashboards.
- Created federal tax class exemptions for the Department on Aging and Disability Services.
- Developed a Short-term Investment fund dashboard for the State Treasurer's Office.
- Created detailed HR reports with pension plans, custom age, payoff calculations and assisted with reporting requests during community college transition to the Board of Regents.
- Created custom purchasing budget dashboards for the Connecticut Port Authority.
- Conducted fleet analysis for the Department of Emergency Services and Public Protection.
- Assisted the Teachers Retirement Board with general ledger details and transaction summaries.

### **Division of Administration**

- The Human Resources unit successfully filled 50 vacancies during FY 2023. Recruitment efforts were markedly successful this reporting period as the agency utilized more creative strategies such as using functional (relatable) job titles in the job postings and utilizing social media and professional platforms to advertise open positions.
- During the fiscal year, 16 agency staff members received on-site automatic external defibrillator training and became AED/CPR certified.
- Information technology initiatives during the fiscal year include:
  - Infrastructure improvements:
    - Began planning migration path to latest versions of Windows server and other technologies.
    - Migrated web hosting environments from a third-party host to the state's Azure Cloud environment, reducing monthly hosting costs by about 50% and increasing system uptimes.
    - Implemented a new server environment for upcoming server migration.
    - Implemented security improvements to further strengthen IT security.
    - Began planning redundancy enhancements to better protect OPM's uptime.
  - Development projects:
    - Developed an application to improve reporting capabilities for local governments in submitting exemptions as distressed municipalities.
    - Updated a statewide form state employee telework requests.
    - Began finalizing rollout plans of a new agency deadline tracking program to ensure agency deadlines are being met in a timely manner.

- Provided centralized administrative support regarding grants management, including but not limited to:
  - Administration of the Local Capital Improvement Program, which distributes formula-based entitlement funds to municipalities to reimburse the cost of eligible local capital improvement projects such as road, bridge, or public building construction activities pursuant to C.G.S. Sections 7-535 through 7-538.
  - Administration of various Urban Act grants which, pursuant to C.G.S. Sec. 4-66c, provide funding to improve and expand state activities that promote community conservation and development and improve the quality of life for urban residents of the state.

### **Information Reported as Required by State Statute**

- OPM’s 2023 Equal Employment Opportunity Plan (EEO) Utilization report was submitted to the United States Department of Justice (US DOJ), Office of Justice Programs, Office for Civil Rights on June 20, 2023. OPM receives funding from the US DOJ and is required to file an EEO Utilization Report with the US DOJ’s Office of Civil Rights biennially. The approval of OPM’s EEO Utilization Report, if approved, will be effective for two years from the approval letter issuance date, and will satisfy the EEO reporting requirement for all open US DOJ awards during the two-year period. OPM remains committed to maintaining a workplace environment that is conducive to the well-being of all individuals and requires all new employees to attend diversity, sexual harassment prevention and workplace violence prevention training. In order to make every good faith effort to achieve parity in the workforce, OPM utilizes affirmative action measures in all stages of the employment program.
- In accordance with C.G.S. Sec. 46a-81o and Sec. 46a-68-79 of the Regulations concerning Affirmative Action Plans by State Government Agencies, OPM reviewed our Affirmative Action policies and procedures and made the following changes: the Affirmative Action Policy Statement was updated to include two new protected classes (status as a victim of domestic violence and exercising rights afforded by the Paid Family Medical Leave Act); the Discrimination Complaint Procedure was updated to reference the two new protected classes listed above and also now includes a fillable discrimination complaint form; the Individuals with Disabilities Policy Statement was updated to include information on complaints regarding a denial for accommodation requests; the Sexual Harassment Prevention policy was updated to elaborate on examples of sexual harassment to further clarify comments and behaviors that are prohibited in the workplace and to include language regarding the responsibilities for supervisors and managers to report sexual harassment incidents. These policies and procedures are posted on OPM’s Intranet and are provided to new employees upon hire and to contractual contractors and interns upon the start of their internship/contract with OPM.
- Thirteen students participated in OPM’s internship program in FY 2023, representing eight different colleges and universities.
- OPM exceeded Small/Minority Business Enterprise and Minority Business Enterprise goals for the fiscal year.

For further information on OPM activities, visit the OPM website at <https://portal.ct.gov/opm>.