

Office of Governor  
State of Louisiana

JOHN BEL EDWARDS  
Governor



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**EXECUTIVE OFFICE OF THE GOVERNOR**

**HCR No.25**

The mission of the Executive Office of the Governor is to manage the governor's action initiatives, oversee implementation of gubernatorial policies, respond to constituent requests and provide the general administration and support services required by the Governor. This mission is further defined by the mission of the activities of the Executive Office.

The Executive Office of the Governor conducts cabinet meetings provides legal counsel to the governor; coordinates media communications and is the legislative liaison for the governor; maintains efficient operations personally affecting the governor, including constituent affairs, security, scheduling, office budget, management of the governor's mansion and personnel matters.

In addition, the Executive Office of the Governor oversees gubernatorial initiatives and policies in areas such as the environment, public safety and corrections, transportation and infrastructure, human resources and intergovernmental relations; and develops and/or monitors state responses to federal programs that have a direct relationship to the state.

The Administrative Program of the Executive Office of the Governor is expressed in the goals of the activities included in the program. The Administrative Program of the Executive Office of the Governor includes the following major activities:

- Coastal Activities

Office of Community Programs (OCP) (programs under the OCP umbrella)

- Louisiana Commission on Human Rights
- Office of Disability Affairs
- Louisiana Youth for Excellence (LYFE)
- Statewide Independent Living Council (SILC)
- Children's Cabinet
- State Interagency Coordinating Council (SICC)
- Drug Policy

**PROCESSES** – The Executive Office of the Governor utilizes the Division of Administration to perform back office operations in an effort to streamline essential accounting and human resource functions.

**PROCUREMENT** – The Executive Office of the Governor follows the procurement rules prescribed by the Division of Administration (DOA). The Executive Office is subject to all efficiency measures undertaken by the DOA. Additionally, The Executive Office procurement needs are minimal and represent 3.85% (all means of finance) to the agency’s total budget.

**USE OF TECHNOLOGY** – The Executive Office of the Governor contracts its Information Technology services in an effort to operate in the most efficient manner possible. By sharing the same information technology vendor as the legislature, this also allows the Executive Office access to information needed to carry out the Governor’s responsibilities with regard to Boards and Commissions appointments. The Executive Office issues technology equipment and devices to essential personnel sufficient to carry out the day to day functions of the office, but also to ensure that communication during State of Emergency events is adequate. The Executive Office routinely monitors technology processes to ensure that efficiency and adequacy are achieved.

**DUPLICATION OF SERVICES** – The organizational structure of the Executive Office prevents duplication of services and facilitates an efficient use of state resources. Activities have been combined such as the Governor’s Office of Coastal Activities so that separate accounting and communications staff isn’t needed. The Executive Office will continue to monitor the office structure to ensure that non-essential duplication of services does not exist.

**ELIMINATION OR IMPROVEMENT OF INEFFECTIVE AND INEFFICIENT ACTIVITIES** – As stated in DUPLICATION OF SERVICES above, the Executive Office eliminated a separate program for the Governor’s Office of Coastal Activities in an effort to eliminate an inefficient structure that was not conducive to the mission and goal of the agency. As improvements and eliminations are identified, the Executive Office will make adjustments as necessary to eliminate inefficiencies.

This outline of initiatives the department has taken to ensure a more efficient operation for Fiscal Year 2016-2017 and beyond is listed below:

(General Funds Only) Description	FY16	FY17	Reduction
Professional Services Contracts	\$754,726	\$280,200	\$474,526/ 63%
Other Compensation	\$267,000	\$144,000	\$123,000/ 46%
<b>TOTAL:</b>	<b>\$1,021,726</b>	<b>\$424,200</b>	<b>\$597,526/ 58%</b>

The Executive Office will continue to monitor and evaluate cost savings throughout the fiscal year and beyond by continuing to periodically examine our structures, processes, procedures, use of technology, etc.