

IOWA DEPARTMENT OF HUMAN RIGHTS  
Division of Central Administration

# PERFORMANCE REPORT

Performance Results Achieved for Fiscal Year 2005

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# INTRODUCTION

I am pleased to present the Iowa Department of Human Rights, Division of Central Administration performance report for Fiscal Year 2005 (July 1, 2004 - June 30, 2005). This report provides valuable information about Central Administration's coordination and provision of quality administrative, personnel, and financial services for all DHR divisions. Information is being provided in accordance with the Accountable Government Act to improve decision-making and increase accountability to stakeholders and citizens of Iowa.

This report includes performance information for the division's core function - resource management. The two services, products, and activities provided by the division - financial services and human resources services - also are reviewed.

The division is comprised of seven full-time employees. The division's FY2005 operating budget was \$ 604,888 of which \$292,660 was from the State General Fund. The additional \$ 312,228 was received via intra-state transfers from the non-state funded programs administered by the Department of Human Rights.

Central Administration oversaw expenditures of \$ 66,868,806 for the entire department, and coordinated the personnel and payroll transactions of 56 FTEs.

As we review the results from this year's report we will continue to refine how we measure our successes and modify plans to improve results.

Sincerely,

Walter Reed, Jr.  
Director, Iowa Department of Human Rights

# AGENCY OVERVIEW

The Department of Human Rights (DHR) was established in 1986 as an umbrella agency. Its mission is to promote equal access to work, services, and opportunities to enhance the well being of Iowa's diverse populations.

The department is comprised of the following divisions:

- Status of African-Americans
- Deaf Services
- Criminal and Juvenile Justice Planning
- Latino Affairs
- Community Action Agencies
- Persons with Disabilities
- Status of Women
- Status of Iowans of Asian and Pacific Islander Heritage

These divisions promote self-sufficiency of their constituency populations by: providing training; conducting research, policy, and data analysis; advocating; and maintaining working relationships with a broad range of key decision makers.

The divisions of the Department of Human Rights:

- Promote human and civil rights for all Iowans.
- Promote cultural competence and diversity awareness throughout Iowa.
- Promote economic opportunity and social participation for diverse populations.
- Build strong, healthy families, and inclusive, vibrant communities.
- Collaborate internally and externally to improve services and programs.

In addition to the divisions listed above, the Division of Central Administration was established in 1986. Its purpose, pursuant to Section 216A.1 of the Code of Iowa, is to establish operating policies for the department to provide general uniformity among the divisions, and to coordinate and supervise administrative personnel and shared administrative services to assure maximum support and assistance to the divisions.

Central Administration is under the purview of the director of the Department of Human Rights. The mission of Division of Central Administration is to coordinate or provide quality administrative, personnel, and financial data and services for all DHR divisions.

## AGENCY PERFORMANCE PLAN FY 2005

<b>Name of Agency: Department of Human Rights – Division of Central Administration</b>			
<b>Division Mission: To coordinate or provide quality administrative, personnel, and financial data and services for all DHR divisions.</b>			
Core Function	Outcome Measure(s)	Outcome Target/Actual Result	Performance Comments & Analysis
<b>CF: Resource Management J71- Orgn. 0100</b>			
<b>Desired Outcome(s):</b>			
<b>Data/services are provided in an accurate and timely manner.</b>	<b>% federal and state financial reports completed and submitted by due date</b>	<b>95%/95%</b>	<b>What Occurred:</b> 95% of financial reports were prepared and submitted on a timely basis. <b>Data Source:</b> U.S. Department of Justice, Office of Justice Programs Grants Management Website, SF269 Maintenance; U.S. Department of Energy Weatherization Assistance Program WinSAGA Configuration Grant Module; internal checklists maintained by DHR.
<b>Documents and processes are in compliance with applicable laws and regulations.</b>	<b># major single audit findings corrected after one year</b>	<b>99%/not yet available</b>	<b>What Occurred:</b> The SFY2005 audit is still being conducted by Auditor of the State as of 12/15/2005. Results have not yet been received. <b>Data Source:</b> Iowa's Single Audit Report for the Fiscal Year Ended June 30, 2005 issued by the Office of Auditor of State, David A. Vaudt, CPA, and the Report of Recommendations to the Iowa Department of Human Rights issued by the Office of the Auditor of State.
<b>DHR employees are productive, informed, and satisfied with job.</b>	<b>% employee turnover rate</b>	<b>5%/2%</b>	<b>What Occurred:</b> The employee turnover rate for the department was 2% for SFY2005. <b>Data Source:</b> Iowa Department of Administrative Services/HRE; DHR's personnel files.

Services, Products, Activities	Performance Measures	Performance Target(s)/Actual Results	Performance Comments & Analysis`
1. Financial Services	% DRF (now DAS/SAE)pre-audit expenditure processing compliance rate	98%/not available	<p><b>What Occurred:</b> The Department of Administrative Services/State Accounting Enterprise discontinued calculating department compliance rates. <b>Data Source: DAS/SAE</b></p>
2. Human Resources Services	% Personnel actions implemented in first eligible pay period	98%/99%	<p><b>What Occurred:</b> Only one of 129 P-1s was not implemented during the first pay period an employee was eligible (1%). <b>Data Source:</b> Iowa Department of Administrative Services/ Human Resources Enterprise; DHR's personnel files.</p>

## RESOURCE REALLOCATIONS

The Division of Central Administration transferred \$ 20,000 of its General Fund appropriation to the Division on the Status of African-Americans. This was done to enable the Division on the Status of African-Americans to pay personnel costs for 2.00 FTEs and basic support expenses for SFY05.

Central Administration also contracted with the Department of Administrative Services/Information Technology Enterprise to provide computer desktop support services for all DHR personnel. These services included new hardware and software installation, and other technical support services.

## AGENCY CONTACTS

A copy of the Iowa Department of Human Rights, Division of Central Administration's Performance Report can be obtained by contacting Walter Reed at 515-242-5655 or sending a request to:

Walter Reed, Jr.  
Director  
Division of Central Administration  
Iowa Department of Human Rights  
Lucas State Office Building, 2<sup>nd</sup> Floor  
Des Moines, Iowa 50319  
515-242-5655 voice  
515-242-6119 fax  
[walter.reed@iowa.gov](mailto:walter.reed@iowa.gov)