

**Office of Environmental Quality
Five Year Strategic Plan
July 1, 2017 – June 30, 2022**

Agency Number: 13-856
Program: Office of Management & Finance
Program Authorization: La. R.S. 36:8; R.S. 36:231-239; R.S. 39:1543-1544; R.S. 39:1472; R.S. 30:2001 et. seq.

Mission:

The mission of the Office of Management & Finance is to provide effective and efficient support and resources to all of the Department of Environmental Quality (DEQ) Offices and external customers necessary to carry out the mission of the department. The specific role of the Support Services activity is to provide financial and administrative services (property control, safety, and other general services) to the department and its employees.

Goal:

The goal of the Office of Management & Finance is to administer and provide effective and efficient support and resources to all DEQ offices and external customers.

Objective 1:

The Office of Management & Finance, through the support services activity, will facilitate the financial and administrative means for the departmental programs to achieve their mandated objectives by providing 100% of the required and necessary business services July1, 2017 through June 30, 2022.

Strategies:

- 1.1 Provide assistance to divisions through financial support services including budgeting, accounts receivable, accounts payable, and grant reporting.
- 1.2 Maximize grant funding and improve the quality of DEQ contracts.
- 1.3 Monitor and promote cost effectiveness of programs and streamlining of activities.
- 1.4 Provide financial assistance in support of municipal wastewater treatment and through the processing of loan applications and making loans for construction or new or upgraded facilities.

Performance Indicator:

Outcome: Percentage of completed business transactions.

Objective 2:

The Office of Management & Finance will provide 100% of the records management services for the DEQ employees and external customers in support of DEQ fulfilling its mission July1, 2017 through June 30, 2022.

Strategies:

- 1.1 Provide the technical tools, support, and expertise for data collection, information management, and decision support to aid the department in fulfilling its mission.

Performance Indicator:

Outcome: Percent of public records requests completed.