

Office of Management & Finance

Five Year Strategic Plan

July, 2000 – June 2005

Agency Number: 13-855
Program: Support Services Program
Program Authorization: La. R.S. 36:8; R.S. 36:231-239; R.S. 39:1543-1544; R.S. 39:1472; R.S. 30:1-51 et. seq.

Vision

Mission:

The mission of the Management and Finance Program is to provide effective and efficient support and resources to all the Department of Environmental Quality (DEQ) Offices and external customers necessary to carry out the mission of the department.

Goal:

To administer and provide effective and efficient support and resources to all DEQ Offices and external customers.

Philosophy

Objective 1:

The Management and Finance Program, through the support services activity, will ensure that all programs in the Department of Environmental Quality are provided support services to accomplish program objectives between July 1, 2000 and June 30, 2005.

Strategies:

- 1.1 Provide assistance to Divisions with financial support services including budgeting, payroll, accounts receivable, accounts payable, and grant reporting.
- 1.2 Maximize grant funding and improve the quality of DEQ contracts.
- 1.3 Provide a comprehensive human resources management program for DEQ.
- 1.4 Improve management of DEQ resources by securing goods and services in the most effective, efficient and economical manner.
- 1.5 Provide the technical tools and expertise for data collection, information management and decision support to aid the department in fulfilling its mission.
- 1.6 Continue to update and create policies to form a strong organizational structure and assist in the fulfillment of DEQ's mission and goals.

- 1.7 Monitor and promote cost effectiveness of programs and streamlining of activities.
- 1.8 Coordinate the training needs for the department.

Performance Indicators

Outcome: Percent of objectives accomplished due to sufficient administrative services.
Number of repeat audit findings by legislative auditors.

Objective 2:

The Management and Finance Program, through the lab services activity, will provide timely, accurate, and cost effective analysis of 98% of the environmental samples collected by DEQ during FY 2000-2001 through June 30, 2005.

Strategies:

- 2.1 Maintain a high level of quality assurance on all analysis done by the laboratory services division.
- 2.2 Meet the analytical needs of the LDEQ by providing analytical data used for water quality standards, industrial compliance, baseline monitoring project for ground water monitoring, air toxic, ambient air, enforcement action and other special needs of the department.
- 2.3 Review all departmental contracts that have laboratory analysis to ensure that work done by commercial laboratories meets all requirements of the LDEQ La Laboratory accreditation program's regulations.
- 2.4 Ensure that all commercial analytical laboratories covered under the department Regulations are certified.

Performance Indicator

Outcome: Percent of analyses processed within specified holding times and meeting quality control requirements

Objective 3:

The Management and Finance Program, through the waste tire activity, will manage the collection, processing, and reuse of currently generated waste tires by ensuring 98% are used in recycling activities between July 1, 2000 through June 30, 2005.

Strategies:

- 3.1 Encourage the establishment of parish collection centers for waste tires generated from sources other than tire dealers.
- 3.2 Issue generator authorizations in a timely manner and provide the necessary information to generators for timely pickup of waste tires.
- 3.3 Provide waste tire processors information on any new or improved uses for waste tire material.

Performance Indicator

Outcome: Percentage of currently generated waste tires going to recycling