# admin
## THE SOUTH CAROLINA
## DEPARTMENT *of* ADMINISTRATION

# FY 2025-2026
# Budget Request

**Staff Members Attending:**

| Name | Title | Email | Phone |
|------|-------|-------|-------|
| Marcia Adams | Executive Director | Marcia.Adams@admin.sc.gov | 734-5198 |
| Paul Koch | Chief of Staff | Paul.Koch@admin.sc.gov | 734-1262 |
| Lindsey Kremlick | Deputy Chief of Staff | Lindsey.Kremlick@admin.sc.gov | 896-0695 |
| Katie Phillips | Director of Governmental Affairs | Katie.Phillips@admin.sc.gov | 737-1810 |
| Jason Epting | Director, Office of Administrative Services | Jason.Epting@admin.sc.gov | 737-3061 |
| Thomas Kaminer | Budget Director, Office of Administrative Services | Thomas.Kaminer@admin.sc.gov | 737-0526 |

**South Carolina Department of Administration (Admin) Overview — Jan. 2, 2025**

**Executive Director:** Marcia S. Adams

**Mission:** Lead to identify efficiencies. Collaborate to provide services to enhance security and trust. Innovate to increase effectiveness.

**Agency Divisions:** Admin consists of 10 divisions.

Office of Technology and Information Services (OTIS) — OTIS oversees the effort to enhance the state's security posture through people, processes, and technology. OTIS also works to further implement a shared services approach to providing IT-related services to state agencies, to achieve efficiencies, cost-effectiveness, and greater security.

Division of Program Management (DPM) — DPM facilitates program management of the statewide IT shared services program management office, and oversees Admin's internal and external communications, legislative affairs, training, projects, and policy efforts.

Division of Facilities Management and Property Services (DFMPS)— DFMPS provides centralized real estate services for state agencies, including the sale of the state's surplus properties. DFMPS also oversees building maintenance for the 53 state buildings Admin operates.

Division of State Agencies Support Services (DSASS)— DSASS provides agencies State Fleet Management and surplus property services to state agencies.

Division of State Human Resources (DSHR) — DSHR supports state agencies concerning human resources issues through consultation and oversight, professional development, and alternative dispute resolution.
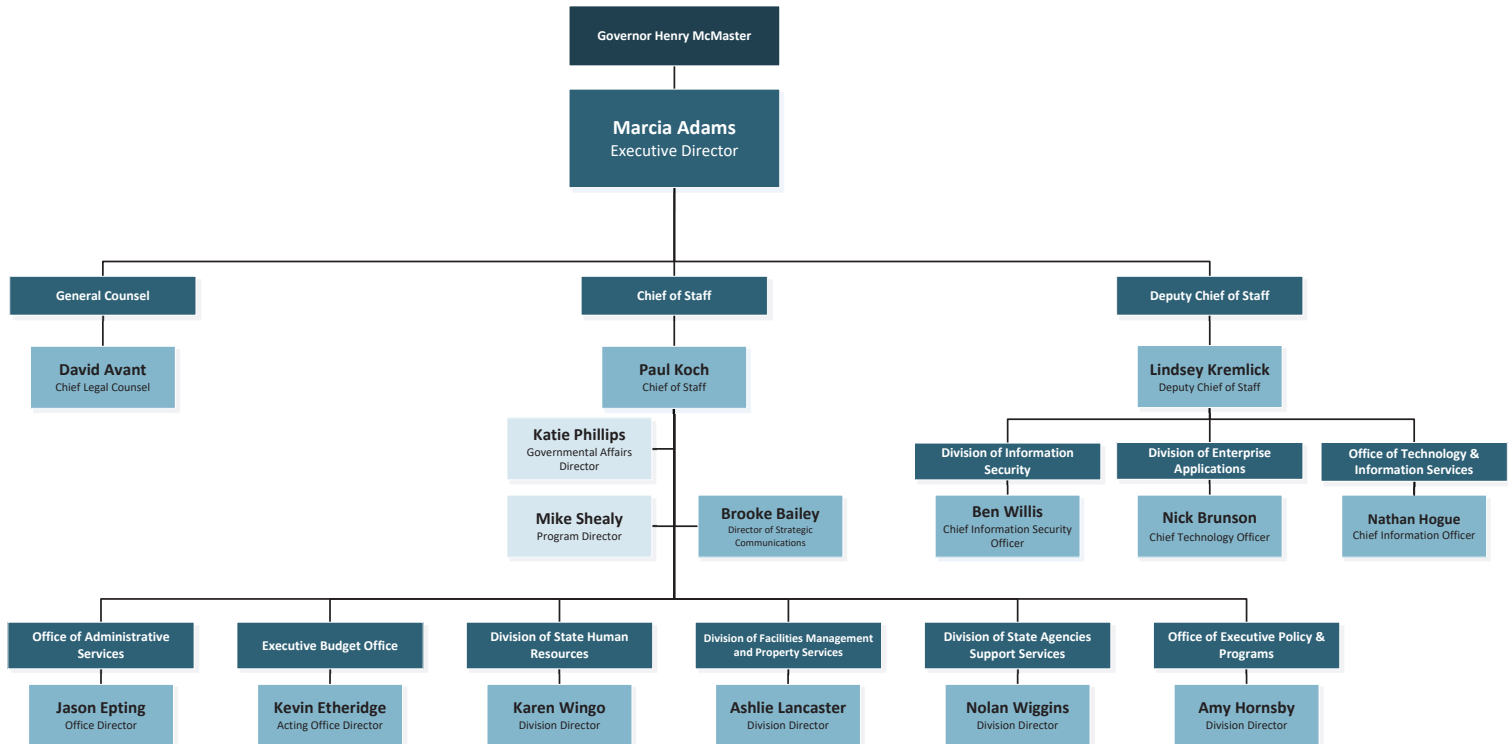
Executive Budget Office (EBO) — The EBO is responsible for the development of the Governor's Budget, oversight of the annual state budget for South Carolina, and oversight for the state's permanent improvement projects.

South Carolina Enterprise Information System (SCEIS) — SCEIS is the statewide enterprise accounting system that standardizes the state's business processes.

Office of Administrative Services (OAS) — OAS provides centralized budget, finance, human resources, and information technology services to Admin's divisions and other state agencies.

Office of Executive Policy and Programs (OEPP) — OEPP administers several statutorily assigned programs to assist low-income communities and families, and people with disabilities.

# South Carolina Department of Administration
*Marcia Adams*, Executive Director

**Governor Henry McMaster**

**Marcia Adams**
Executive Director

**General Counsel**

**David Avant**
Chief Legal Counsel

**Chief of Staff**

**Paul Koch**
Chief of Staff

**Katie Phillips**
Governmental Affairs Director

**Mike Shealy**
Program Director

**Brooke Bailey**
Director of Strategic Communications

**Deputy Chief of Staff**

**Lindsey Kremlick**
Deputy Chief of Staff

**Division of Information Security**

**Ben Willis**
Chief Information Security Officer

**Division of Enterprise Applications**

**Nick Brunson**
Chief Technology Officer

**Office of Technology & Information Services**

**Nathan Hogue**
Chief Information Officer

**Office of Administrative Services**

**Jason Epting**
Office Director

**Executive Budget Office**

**Kevin Etheridge**
Acting Office Director

**Division of State Human Resources**

**Karen Wingo**
Division Director

**Division of Facilities Management and Property Services**

**Ashlie Lancaster**
Division Director

**Division of State Agencies Support Services**

**Nolan Wiggins**
Division Director

**Office of Executive Policy & Programs**

**Amy Hornsby**
Division Director

| Priority | Title | Description | Recurring Funds | | | | Non-Recurring Funds | Total Request | FTE Request |
|---|---|---|---|---|---|---|---|---|---|
| | | | General Fund | Other Funds | Federal Funds | Total | | | |
| 1 | Enhance Information Security Monitoring and Protection Tools | As threats in the cybersecurity landscape continue to increase exponentially, the Department of Administration's Division of Information Security (DIS) is requesting additional funding to enhance its statewide security monitoring capabilities which provide the ability to further protect the state and its data resources. The enhancements will not only improve DIS' ability to detect and respond to security incidents in realtime but will also provide better visibility, improved threat detection, and faster response times. | 6,300,000 | | | 6,300,000 | | 6,300,000 | |
| 2 | Executive Budget Office | The Executive Budget Office (EBO) serves many vital roles in the development and administration of the state's budget. EBO's responsibilities include supporting state agencies, collecting and reviewing all budget requests, assisting the Governor's Office in the Executive Budget process, creating the Appropriations Bill at each phase of the Legislative process, monitoring budgetary spending, managing the capital budgeting process, overseeing the Annual Accountability reports, and various other fiscal processes such as administering Federal COVID-19 grant programs.<br><br>Solid budgeting practices are at the core of any successful government. EBO continues to deliver quality services, but we are confident that an investment of additional resources can yield further benefits to state government. | 1,350,000 | | | 1,350,000 | | 1,350,000 | 7.00 |
| 3 | Enterprise Technology Strategy and Modernized IT Service Management Platform | As technology evolves and changes rapidly, it is imperative for the Department of Administration (Admin) to lead the evaluation and assess the impact of these types of technologies across state government. In order to manage technology changes and the demands from state agencies, Admin must lead agencies from a strategic perspective to determine if technology investments are reliable, secure and provide efficient and cost effective services for agencies, ultimately impacting a better service delivery for citizens. To effectively govern evolving and emerging technologies like artificial intelligence (AI), service management, cloud and disaster recovery services, Admin spends considerable time and resources collaborating with agencies to promote and execute standardization of technology, which allows the state to leverage greater buying power and reduce costs. This critical collaborative approach is distinctly different from the business of running a data center and shared services, and results in costs Admin does not recover as part of its information technology (IT) shared services offering. Admin is requesting $4M in nonrecurring funds to prepare, plan and develop strategies for new and evolving technologies.<br><br>Whether Admin, or an outside vendor, provides new and evolving standard technologies, agency demand will increase for both current and future customers which, results in the need for an investment in an information technology service management (ITSM) platform. Admin currently operates an ITSM platform for state agencies that utilize IT shared services. While the platform is adequate for shared services today, there are new capabilities that require a specialized skill set to support, manage and evolve the platform, its customers and the business processes it supports. A modernized ITSM helps ensure Admin delivers the state's IT services consistently, efficiently and effectively. Admin is requesting $5M in one-time funding to establish a managed ITSM environment. | | | | - | 9,000,000 | 9,000,000 | |

| Priority | Title | Description | Recurring Funds | | | | Non-Recurring Funds | Total Request | FTE Request |
|---|---|---|---|---|---|---|---|---|---|
| | | | General Fund | Other Funds | Federal Funds | Total | | | |
| 4 | Statewide Information Technology Coordination | The Department of Administration's Office of Technology and Information Services (OTIS) often provides statewide coordination and oversight for large information technology (IT) and security related projects. Examples of these types of projects include agency consolidations, the physical relocation of an agency, large agency application replacements and technology system investments.<br><br>In addition, the need for specialized expertise and governance, statewide coordination and policy creation requires extensive project management to keep large initiatives on time, in scope and within budget. Project management is critical to continued statewide success and expedient results. In fact, one of the reasons Admin has been able to produce unprecedented growth in shared services, and will continue to do so, is through effective project management.<br><br>Investing in the strategic and program side of technology not only allows for the advancement in services provided to citizens but can also lead to significant savings and operational efficiencies when considered for the entire enterprise. Instead of agencies operating in IT silos with reduced oversight, standardization and security posture, funding will allow Admin to continue to provide strategic oversight, managing statewide and consultative work for the benefit of state agencies. | 2,000,000 | | | 2,000,000 | | 2,000,000 | |
| 5 | Human Resources System Modernization | Part 1: E-Recruitment and Onboarding System: The state's contract for its current e-recruitment and onboarding service provider ends in 2025 and Admin is in the process of implementing a new system with SAP SuccessFactors. The new platform will provide applicants with modern methods to apply for positions and will provide more rapid and robust information to state agencies. This is strategically important because slower response times result in agencies losing opportunities to hire top-rated candidates.  In FY24, Admin received $300,000 toward the modernization of the state's system.  This request will cover the increase in licensing cost for both the E-Recruitment and Onboarding Modules purchased.<br><br>Part 2: Compensation Management Software: The state's compensation structure and system has not been updated in more than two decades. The current broad pay bands are not tied to market in any way. In FY22, Admin received $500,000 to engage a partner to develop recommendations for establishing a draft compensation philosophy for the state, a new recommended compensation structure and benchmarking current state positions that the proposed revised compensation structure. The state has worked with Mercer to develop a new compensation system that will be tied to market and increase the competitiveness of the state. In order to maintain the new structure and continue to align it to the constantly evolving labor market, a compensation management system and salary surveys are necessary to maintain the new proposed compensation structure. Admin is requesting funds to purchase a compensation and market data analysis software. Included in this request is the cost of purchasing public and private salary surveys needed in adequately determining the market for the states' jobs. | 500,000 | | | 500,000 | | 500,000 | |
| 6 | FTE Realignment | This position realignment shifts ten positions previously funded with revenue funding to other funding sources. These revenue positions are being shifted from Facilities Management due to a reduction in revenue created by the overall reduction of state-owned buildings managed by the Facilities Management staff. Three of the ten positions are being moved to federal funding to enable the Office of Economic Opportunity to utilize existing federal funding to fill budgeted vacancies. Seven of the positions are needed in various programs that are state funded to use existing state funding to fund vacancies (Ombudsman, Program Management Office, SCEIS, Division of State HR). | | | | - | | - | |
| | | | | | | | | - | |
| | | | 10,150,000 | 0 | 0 | 10,150,000 | 9,000,000 | 19,150,000 | 7.00 |

| FY 2026 Renumbered | Requested Action | Proviso Text | Explanation |
|---|---|---|---|
| **93.14. (DOA: SCEIS Carry Forward Authorization)** | Amend | **93.14. (DOA: SCEIS Carry Forward Authorization)** Notwithstanding any provision of state law, for Fiscal Year ~~2024-25~~ **2025-26**, unexpended funds appropriated for the SC Enterprise Information System may be carried forward from the prior fiscal year and used for the same purpose. | For fiscal year 2023-2024, the SC Department of Administration (Admin) received a recurring appropriation totaling $13m and a non-recurring appropriation totaling $40m for migration of the current SAP ERP system - the South Carolina Enterprise Information System (SCEIS) - from an on-premise system to the next generation cloud-based SAP platform (S/4 HANA). Carryforward authorization for these funds is needed because the timing of expenditures will be subject to the implementation schedule of the third-party vendor managing the project, and many of the initial project expenditures are contingent upon the timing of the procurement to acquire the third-party vendor managing the project. |
| **93.16 (DOA: State Treasury Forensic Accounting Review Audit)** | Delete | **93.16 (DOA: State Treasury Forensic Accounting Review Audit)** Of the funds appropriated pursuant to the Nonrecurring Revenue proviso for Audit Contracting, the Department of Administration must engage an independent forensic accounting firm, experienced in forensic accounting, to conduct a forensic accounting review of all cash and investments held in the State Treasury. The scope of the review, as determined by the Department of Administration, must include, but not be limited to, all cash and investments held in the State Treasury and the reconciliation and balancing of all such cash and investments with any unreconciled fund managed by the relevant state agencies within the South Carolina Enterprise Information System (SCEIS) to the Statewide Accounting and Reporting System (STARS) and, to the extent possible as determined by the engaged accounting firm, to such external statements and records of financial institutions, investment firms, trustees, or any other third-party holding cash and investments on behalf of the State. In addition to the foregoing, the review must include findings and recommendations for any corrective entries and actions necessary, along with recommendations for procedures and controls to be implemented in the future. A final report from the accounting firm must be submitted by the Department of Administration to the Governor, President of the Senate, Chairman of the Senate Finance Committee, Speaker of the House of Representatives, and Chairman of the House Ways and Means Committee by | Pursuant to Proviso 118.20 of the FY 2025 Appropriations Act, Admin was appropriated $3,000,000 for Audit Contracting to fulfill the requirements of Proviso 93.16 – State Treasury Forensic Accounting Review Audit. Admin engaged AlixPartners Holdings LLP to conduct the forensic accounting review and other audit requirements required by the proviso. Proviso 93.16 requires Admin to submit a final report from the accounting firm to the Governor, President of the Senate, Chairman of the Senate Finance Committee, Speaker of the House of Representatives, and Chairman of the House Ways and Means Committee by December 31, 2024. It is anticipated that the requirements of the proviso will be completed by the required due date and as a result the proviso can be deleted. |

| FY 2026 Renumbered | Requested Action | Proviso Text | Explanation |
|---|---|---|---|
| | | December 31, 2024, and an interim report submitted by September 30, 2024. Provided, however, upon written notice on or before December 31, 2024, the Department of Administration may in its sole discretion elect to extend the completion date of the review if necessary. The Office of State Treasurer, the Office of Comptroller General, the Office of State Auditor, and all other agencies of the State, as may be designated by the Department of Administration, must provide their full cooperation, and make available any staff, books, records, statements, and other information, including information from all financial institutions, investment firms, trustees, or any other third-parties holding cash and investments on behalf of the State, at a time that may be required and in a form that may be prescribed by the Department of Administration in effecting the purposes of this provision. The Department of Administration shall report the failure of any agency to cooperate as required to the Governor, President of the Senate, Chairman of the Senate Finance Committee, Speaker of the House of Representatives, and Chairman of the House Ways and Means Committee. The accounting firm engaged pursuant to this provision is authorized to request relevant information directly from any institution, firm, trustee, or third-party holding cash and investments on behalf of the State. Additionally, the State Auditor must provide technical assistance and advice to the Department of Administration in the development of the scope of the review, managing the accounting firm, and assisting in the preparation, review, and presentation of the interim and final reports required and shall be prohibited from disclosing, unless authorized by the Department of Administration, any information related to work conducted until such time as the final report is submitted. All working material of the accounting firm and materials created or collected by the Department of Administration and/or the State Auditor and provided to the accounting firm for purposes of this engagement will be exempt from public record request and only the interim and final reports will be available as public record. Procurements by the Department of Administration are exempt from the purchasing procedures of the South Carolina Consolidated Procurement Code in Chapter 35, Title 11. | |

# SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
## PROVISO REQUESTS
## FY 2025-2026 BUDGET

| FY 2026 Renumbered | Requested Action | Proviso Text | Explanation |
|---|---|---|---|
| **93.17 (Savanah River Site Funds Redirect)** | Delete | **(DOA: Savannah River Site Funds Redirect)** Of the funds appropriated in Act 239 of 2022, Section 118.19, Item (72)(c) to Aiken County - Improvements to Sage Mill Industrial Park, $1,300,000 shall be redirected to be used by the county for the Eastern Aiken County Industrial Park Project. | Funds were redirected as intended by the proviso. |
| **93.18 (DOA: Allendale County)** | Delete | **93.18 (DOA: Allendale County)** The funds remaining of the $2,500,000 appropriated in Act 239 of 2022, Section 118.19(B)(72)(dd) to the Department of Administration for the Allendale County Law Enforcement Agency Consolidation and Upgrades must be redirected to the Allendale County Sheriff's Office and E-911 for Upgrades. | Funds were redirected as intended by the proviso. |
| **93.19. (DOA: State House Complex Improvements)** | Delete | **93.19. (DOA: State House Complex Improvements)** With the funds appropriated, the Department of Administration shall produce a cost analysis study related to the burying of the powerlines and infrastructure improvements on and around the State House Complex. A copy of this study shall be presented to the Governor, Chairman of the House Ways and Means Committee, and Chairman of the Senate Finance Committee. | Proviso 93.19 directs Admin to produce a cost analysis study related to burying the powerlines and Infrastructure improvements on and around the State House Complex using $200K appropriated in FY 2025 pursuant to Proviso 118.20. Admin anticipates that the study will be completed during FY 2025 and as a result this proviso can be deleted. |

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION**
**BUDGET VS ACTUAL**
**FY2023-24 AS OF 6/30/24**

| Fund Type | Budget Type | Commitment Item | Name | Current Budget | YTD Actual Expense | Commitments | Remaining Balance |
|---|---|---|---|---|---|---|---|
| State Funds | Recurring | 501014 | EXECUTIVE DIRECTOR | 292,011 | 292,011 | | 0 |
| State Funds | Recurring | 501058 | CLASSIFIED POSITIONS | 12,400,697 | 12,400,697 | 0 | 0 |
| State Funds | Recurring | 501060 | UNCLASSIFIED POSITIONS | 2,706,805 | 2,706,805 | 0 | 0 |
| State Funds | Recurring | 501070 | OTH PERSONAL SERVICES | 237,871 | 237,871 | 0 | 0 |
| State Funds | Recurring | 512001 | OTHER OPERATING | 32,783,627 | 32,783,627 | 0 | 0 |
| State Funds | Recurring | 513000 | EMPLOYER CONTRIBUTIONS | 6,355,890 | 6,355,890 | 0 | 0 |
| State Funds | Recurring | 517088 | GENERAL FUND TRANSFER | 17,186,551 | 17,186,551 | 0 | 0 |
| State Funds | Recurring | 561000 | MISC OPS | 22,940,529 | 22,940,529 | 0 | 0 |
| State Funds | Non-Recurring | 561000 | MISC OPS | 146,930,039 | 146,930,039 | 0 | 0 |
| Other Funds | Recurring | 501058 | CLASSIFIED POSITIONS | 20,719,986 | 17,473,854 | 0 | 3,246,132 |
| Other Funds | Recurring | 501060 | UNCLASSIFIED POSITIONS | 1,520,907 | 1,230,005 | 0 | 290,901 |
| Other Funds | Recurring | 501070 | OTH PERSONAL SERVICES | 595,995 | 528,864 | 0 | 67,131 |
| Other Funds | Recurring | 507000 | LND & BLDG | 3,000,000 | 716,836 | 0 | 2,283,164 |
| Other Funds | Recurring | 512001 | OTHER OPERATING | 124,729,480 | 96,460,758 | -4,678 | 28,273,400 |
| Other Funds | Recurring | 513000 | EMPLOYER CONTRIBUTIONS | 8,609,409 | 8,397,424 | 0 | 211,985 |
| Other Funds | Recurring | 517075 | ALLOC ENTITIES | 15,337,701 | 2,212,176 | 0 | 13,125,526 |
| Other Funds | Recurring | 561000 | MISC OPS | 30,028,964 | 28,308,797 | 0 | 1,720,167 |
| Other Funds | Non-Recurring | 561000 | MISC OPS | 74,500,000 | | | 74,500,000 |
| Other Funds | Capital Projects | 507000 | LND & BLDG | 31,720,708 | 31,720,708 | 0 | 0 |
| Federal Funds | Recurring | 501058 | CLASSIFIED POSITIONS | 1,317,923 | 1,317,923 | 0 | 0 |
| Federal Funds | Recurring | 501060 | UNCLASSIFIED POSITIONS | 124,554 | 124,554 | 0 | 0 |
| Federal Funds | Recurring | 501070 | OTH PERSONAL SERVICES | 205,182 | 205,182 | 0 | 0 |
| Federal Funds | Recurring | 511000 | CASE SERVICES | 8,694 | 7,844 | 0 | 850 |
| Federal Funds | Recurring | 512001 | OTHER OPERATING | 8,276,308 | 2,947,635 | 0 | 5,328,674 |
| Federal Funds | Recurring | 513000 | EMPLOYER CONTRIBUTIONS | 688,553 | 688,550 | 0 | 3 |
| Federal Funds | Recurring | 517075 | ALLOC ENTITIES | 99,799,503 | 93,972,390 | 0 | 5,827,114 |
| Federal Funds | Recurring | 517100 | ALLOCATION - CRF | 10,738,159 | 10,705,158 | 0 | 33,002 |
| | | | **Total** | **673,756,047** | **538,852,676** | **-4,678** | **134,908,048** |

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION**
**BUDGET VS ACTUAL**
**FY2024-25 As of 1/10/25**

| Fund Type | Budget Type | Commitment Item | Name | Current Budget | YTD Actual Expense | Commitments | Remaining Balance |
|---|---|---|---|---|---|---|---|
| State Funds | Recurring | 501014 | EXECUTIVE DIRECTOR | 296,066 | 160,369 | | 135,697 |
| State Funds | Recurring | 501058 | CLASSIFIED POSITIONS | 15,175,360 | 6,948,671 | 0 | 8,226,689 |
| State Funds | Recurring | 501060 | UNCLASSIFIED POSITIONS | 2,981,396 | 1,490,311 | | 1,491,085 |
| State Funds | Recurring | 501070 | OTH PERSONAL SERVICES | 250,000 | 246,461 | | 3,539 |
| State Funds | Recurring | 512001 | OTHER OPERATING | 58,530,546 | 15,958,571 | 17,101,795 | 25,470,181 |
| State Funds | Recurring | 513000 | EMPLOYER CONTRIBUTIONS | 7,897,124 | 3,522,100 | -157,098 | 4,532,121 |
| State Funds | Recurring | 517088 | GENERAL FUND TRANSFER | 23,092,486 | 11,026,760 | 0 | 12,065,726 |
| State Funds | Recurring | 561000 | MISC OPS | 30,625,393 | 18,228,240 | 9,236,280 | 3,160,872 |
| State Funds | Non-Recurring | 561000 | MISC OPS | 64,244,106 | 3,173,394 | 2,271,796 | 58,798,916 |
| Other Funds | Recurring | 501058 | CLASSIFIED POSITIONS | 21,719,676 | 10,429,823 | 0 | 11,289,853 |
| Other Funds | Recurring | 501060 | UNCLASSIFIED POSITIONS | 1,657,899 | 630,068 | | 1,027,831 |
| Other Funds | Recurring | 501070 | OTH PERSONAL SERVICES | 560,461 | 339,555 | 0 | 220,906 |
| Other Funds | Recurring | 507000 | LND & BLDG | 3,000,000 | 35,584 | 252,765 | 2,711,651 |
| Other Funds | Recurring | 512001 | OTHER OPERATING | 106,053,909 | 46,631,276 | 31,502,305 | 27,920,328 |
| Other Funds | Recurring | 513000 | EMPLOYER CONTRIBUTIONS | 10,168,249 | 4,921,255 | -190,703 | 5,437,697 |
| Other Funds | Recurring | 517075 | ALLOC ENTITIES | 24,991,889 | 2,293,099 | 0 | 22,698,790 |
| Other Funds | Recurring | 561000 | MISC OPS | 29,204,407 | 13,383,780 | 91,901 | 15,728,727 |
| Other Funds | Non-Recurring | 561000 | MISC OPS | 8,575,320 | 4,734,527 | 3,583,373 | 257,421 |
| Other Funds | Capital Projects | 507000 | LND & BLDG | 79,466,289 | 16,711,720 | 19,033,008 | 43,721,560 |
| Federal Funds | Recurring | 501058 | CLASSIFIED POSITIONS | 2,010,868 | 725,719 | 0 | 1,285,149 |
| Federal Funds | Recurring | 501060 | UNCLASSIFIED POSITIONS | 418,932 | 82,482 | | 336,450 |
| Federal Funds | Recurring | 501070 | OTH PERSONAL SERVICES | 755,959 | 82,879 | 0 | 673,080 |
| Federal Funds | Recurring | 511000 | CASE SERVICES | 60,000 | 6,288 | 0 | 53,713 |
| Federal Funds | Recurring | 512001 | OTHER OPERATING | 6,290,453 | 1,245,480 | 3,289,366 | 1,755,607 |
| Federal Funds | Recurring | 513000 | EMPLOYER CONTRIBUTIONS | 1,319,361 | 369,442 | -16,282 | 966,202 |
| Federal Funds | Recurring | 517075 | ALLOC ENTITIES | 90,337,247 | 44,934,578 | 10,769,377 | 34,633,292 |
| Federal Funds | Recurring | 517100 | ALLOCATION - CRF | 3,131,846 | 3,131,846 | 0 | 0 |
| | | | **Total** | **592,815,241** | **211,444,277** | **96,767,882** | **284,603,082** |

| Office / Description | Fund | Balance 6/30/2024 | % | Notes: |
|---|---|---|---|---|
| **Funds Held as Agent for Other Governmental Units or Persons** | | | | |
| *Savannah River Site Earmarks* | 1005 | 10,000,000 | 12.99% | Balance of funds remaining from the FY23 (Proviso 118.19) Savannah River Site Litigation funds. Balance is associated with $10M appropriated for Piedmont Tech - Center for Advanced Manufacturing. |
| *Division of State IT* | | | | |
| Statewide IT Disaster Recovery Funds | 1001 | 78,466 | 0.10% | Funds are committed for IT Disaster Recovery projects. |
| Assist agencies with **800 MHz** radio user Fees | 1001 | 1,542,835 | 2.00% | Unexpended funds are budgeted in subsequent fiscal years to administer and coordinate First Responder Interoperability operations for the Palmetto 800 radio system. |
| *Division of Information Security* | | | | |
| Statewide Enterprise Technology & Remediation Funds | 1001 | 2,738,573 | 3.56% | Funds are committed to ongoing projects for Information Technology Security & Remediation. |
| *Non-Admin Related Accounts* | | | | |
| Health Agency Restructuring Study | 1001 | 815,000 | 1.06% | Funds are being returned to the general fund in FY 2025. |
| *General Services* | | | | |
| Pendleton Street Safety Upgrades | 1001 | 766,916 | 1.00% | Funds are being held by Admin for a SC Department of Transportation project to improve pedestrian safety & visibility on Pendleton Street. These funds are expected to be transferred to the project in FY 2025. |
| **Subtotal** | | **15,941,790** | **20.71%** | |
| | | | | |
| | | | | |
| **Business Operations Financed by User Charges / State Appropriations** | | | | |
| *Administrative Programs* | | | | |
| General Fund | 1001 | 987,018 | 1.28% | Balance of general funds across all Administrative Shared Service Functions. This balance is anticipated to drop below $200K in FY 2025. |
| *Executive Budget Office* | | | | |
| General Fund | 1001 | 831,421 | 1.08% | Funds are committed to ongoing statewide projects to implement a new capital asset management planning system and a performance management system. |
| *Division of Technology Operations / SCEIS* | | | | |
| SCEIS-Recurring General Funds | 1001 | 12,736,450 | 16.55% | Funds are carried forward pursuant to Proviso 93.17 for the implementation of the next generation SAP platform (S/4 HANA). |
| SCEIS-Nonrecurring General Funds | 1001 | 40,000,000 | 51.97% | Funds are carried forward pursuant to Proviso 93.17 for the implementation of the next generation SAP platform (S/4 HANA). |
| Emergency Management - General Fund | 1001 | 247,722 | 0.32% | The balance in this account is committed to equipment refreshes for the Public Safety Operations Unit within the Office of Technology and Information Services (OTIS). |
| 800 MHz Nonrecurring | 1005 | 18,599 | 0.02% | |
| *Division of Information Security* | | | | |
| Div of Information Security - Recurring | 1001 | 22,814 | 0.03% | |
| *Enterprise Privacy Office* | | | | |
| General Fund | 1001 | 256,212 | 0.33% | Based on forecasted expenditures, the balance in this account if forecasted to drop below $150K in FY2025. |
| *Office of Human Resources* | | | | |
| General Fund | 1001 | 112,459 | 0.15% | Funds are committed to an ongoing project to implement SAP's Onboarding and Recruiting module. |
| *Program Management Office - Shared Services* | | | | |
| General Fund | 1001 | 983,444 | 1.28% | Balance of funds in this account are committed to multiple projects to enhance and secure the digital platform for SC government. |
| Digital Government Nonrecurring | 1005 | 3,937,374 | 5.12% | Balance of funds in this account are committed to multiple projects to enhance and secure the digital platform for SC government. |
| *Developmental Disabilities* | | | | |

| Office / Description | | | | Fund | Balance 6/30/2024 | % | Notes: |
|---|---|---|---|---|---|---|---|
| | | | General Fund | 1001 | 80,864 | 0.11% | Funds are utilized to match federal funds awarded through the Developmental Disabilities Act. |
| | | | *Ombudsman* | | | | |
| | | | General Fund | 1001 | 333,321 | 0.43% | Funds are committed to an ongoing project to implement Salesforce. |
| | | | *Small & Minority Businesses* | | | | |
| | | | General Fund | 1001 | 475,309 | 0.62% | Funds were transferred to L460-Commission for Minority Affairs pursuant |
| | | | | | | | to Proviso 71.6. |
| | | | **Subtotal** | | **61,023,006** | **79.29%** | |
| | | | | | | | |
| | | | **Grand Total** | | **76,964,797** | **100%** | |

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

During FY 2023-24, the South Carolina Department of Administration (Admin) furthered its mission through collaboration, innovation, centralization of services, enhanced security across state systems, improved service delivery, enriched statewide training and support of the executive branch.

**Shared Services**
- Admin's shared services enable the state's agencies to deliver efficient, reliable services to South Carolina's citizens. Among the shared services Admin provides are human resources (HR), finance and budgeting, procurement, information technology (IT), digital government, training and development, state vehicle fleet oversight and support, and surplus property programs. Admin continued to grow the use of shared services across government and as of June 30, 2024:
  - 39 state agencies adopted IT shared services.
  - 21 state agencies used finance shared services.
  - 23 state agencies used budget shared services.
  - 22 state agencies used procurement shared services.
  - 17 state agencies used HR shared services.
  - 157 active law enforcement agencies participated in the 1033 Program.
  - 687 organizations participated in the Federal Surplus program.
  - 117 state and local government agencies participated in the Lease Fleet Program.
  - 60 state and local government agencies had employees participate in Fleet Safety training classes.
  - 91 state and local government agencies participated in the Commercial Vendor Repair Program (CVRP).
  - 545 state and local government agencies participated in the Fuel Card Program.
  - 1,042 services were provided to 203 state and local government agencies through Digital Government Services.
  - 123 state and local government agencies and 6,062 participants were served through 231 training and development courses offered by Admin in FY 2023-24.

- In FY 2023-24, Admin added the Town of Mount Pleasant, Town of McBee, Aiken High School, Town of Calhoun Falls, Town of Timmonsville, Hampton County School District, Florence-Darlington Technical College and Town of Fairfax as State Fuel Card System customers.

- In the same year, Admin added the Town of Mount Pleasant, Marion-Dillon County Department of Disabilities and Special Needs (DDSN), Department of Natural Resources (DNR) (expanded service), Orangeburg County School District, University of South Carolina (expanded service), *Department of Transportation* (DOT) (expanded service) and Charleston County to its CVRP.

- The Department of Health and Environmental Control (DHEC) was split into two cabinet agencies, the Department of Public Health (DPH) and the Department of Environmental Services (DES). DES opted into Admin's shared IT services. While work will continue on this project, Admin facilitated the split of the DHEC network, the creation of two new agency websites and the split of the email system into to two distinct organizations. Additionally, Admin migrated 110

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

> users into desktop support shared services as food inspection functions moved from DHEC to the Department of Agriculture (SCDA).

- Admin supported several additional agencies' migration to IT shared services including:
    - Department of Employment and Workforce (DEW): shared firewall and network services.
    - Department of Alcohol and Other Drug Abuse Services (DAODAS): desktop support.
    - Department on Aging (DOA): compute and storage, desktop and network support.
    - Department of Motor Vehicles (DMV): compute and storage.
    - Office of the Inspector General (OIG): desktop and network support.
    - Revenue and Fiscal Affairs (RFA): rack space.

- Admin is migrating other agencies to IT shared services, including:
    - Department of Parks, Recreation and Tourism (PRT): virtual co-location and storage.
    - Department of Natural Resources (DNR): compute and storage.
    - Department of Mental Health (DMH): rack space, storage and network.
    - Department of Labor, Licensing and Regulation (LLR): compute, storage, network, firewall and desktop.
    - Department of Juvenile Justice (DJJ): managed firewall services.
    - Department of Disabilities and Special Needs (DDSN): rack space, storage and network.
    - Department of Public Health (DPH): network services.
    - Department of Public Safety (DPS): desktop and network.
    - Department of Employment and Workforce (DEW): compute and storage.

- Admin's Office of Information and Technology Services (OTIS) saved state agencies over $3.4 million by leveraging and negotiating the purchasing of IT hardware and software in support of shared services.

- Admin returned $15.6 million to government agencies through its State Surplus Program.

**Customer Service**
*Customer Input on Statewide Strategies*
- To ensure there is consensus among state agency customers, Admin operationalized a statewide governance structure for information technology (IT). The governance groups, comprised of IT and business leaders from agencies diverse in both size and scope, will set standards in accordance with the Statewide Strategic IT Plan — to include cybersecurity — and drive policy creation on key subject areas such as the responsible use of artificial intelligence. In FY 2023-24 the agency completed a charter and operating model focused on new statewide IT standards and shared services. The governance groups also assisted Admin in the development of constituent services and service management request for proposals (RFPs).

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

- In FY 2023-24, a governance group led by Admin successfully published a statewide artificial intelligence (AI) strategy, putting South Carolina at the forefront of AI governance. The South Carolina's State Agencies' Artificial Intelligence (AI) Strategy, shaped by the foundation to protect, promote and pursue — outlines the state's AI vision, guiding principles, goals and actions necessary for the productive and responsible use of AI for state. It is meant to serve as a guide for state agencies in the adoption of AI technologies. The strategy outlines a number of critical initial steps, including the establishment of an agency-staffed Center of Excellence (CoE) and an AI Advisory Group to assist state agencies as they evaluate the use of AI.

- Admin continued to enhance customer service by gathering customer input on expected outcomes and defining standard procedures and business process workflows to execute repeatable processes that deliver these customer-desired outcomes. The Office of Administrative Services (OAS) established a detailed listing of services provided by administrative function and established performance metrics to include in memorandum of agreements (MOA) with customer agencies. The new MOA format includes details the services provided in the shared services agreement, expected outcomes and metrics to measure against these outcomes and a detailed schedule of costs to allow for a more comprehensive view of the cost of each function included in the agreement. These updates to the OAS MOAs drive transparency and establish a standard for customer expectations, thereby improving customer service.

*Service Delivery*
- Through Admin's Shared Services and Rates Review project, the Office of Technology and Information Services (OTIS) produced a service catalog to collaborate with customers in promoting and implementing an enterprise approach to state government services and to foster customer service, continuous improvement and innovation. The service catalog will be a single online entry point for all Admin IT shared services with a modern, intuitive, consumable experience designed to meet customer needs. This project has served as a catalyst to standardize and mature service delivery and governance of the services. Rates will be cost-effective for the services with financial transparency for all stakeholders. Next year, the new service catalog will be operationalized for shared services agencies.

- To support shared services customers more effectively, Admin continued its efforts in defining metrics and measuring performance against service level agreements (SLAs).

  - During FY 2024, OAS identified workload and performance metrics that can be used to track the productivity of the agency's major accounting and procurement functions and also measure the success in achieving performance standards established for the team. Within the metrics established, OAS identified 26 metrics to include in the SLAs and established a new MOA template with these metrics. OAS also established a metric summary report that identifies the performance measures and frequency that they are reported and assigns

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

responsibility for recording and reporting those measures against the established standards. Establishing this routine metrics reporting schedule should dramatically enhance accountability within each OAS function and improve performance resulting in enhanced customer service levels.

- o To improve customer service and transparency around work performance for human resources (HR) shared services customers, six key HR metrics were developed to use as the foundation for evaluating SLA performance and workload. These metrics will monitor and track all payroll and benefit actions for HR shared services customers.

- To better serve customers, Admin's OAS created and launched a SharePoint site for budget, finance, human resources and procurement shared services customers. This included establishing over 3,000 subfolders for 26 agencies. Customers now have the ability to securely download specific files and receive notifications when there are updates to their folders. The OAS SharePoint site provides enhanced security by eliminating the need to share files through email and also provides a complete history of budget, finance and procurement files in a centralized location for new employees in customer agencies.

- Admin's OTIS' Emergency Services team is tasked with the mission of ensuring communications interoperability and coordination between law enforcement, fire and emergency medical service responders working events throughout South Carolina. This mission also requires coordination with other state agency partners and with private sector service providers. The team provided communications interoperability support to over 50 different agencies across a variety of events in FY 2023-24.

- The Palmetto 800 radio network public/private partnership continues to be a model across the United States for its statewide adoption rate and its technical capabilities. As of June 30, 2024, the system serves a total of 82,540 users consisting of both primary and interoperability users. Of the 68,540 primary users, 5,566 are state agency radios and 14,000 are interoperability users in adjacent states as well as York and Horry counties.

**Workforce Development**
*Recruitment and Retention (Statewide):*
- To improve the state's ability to recruit and retain employees, Admin's Division of State Human Resources (DSHR) partnered with a vendor to develop a compensation philosophy for the state, perform stakeholder interviews, benchmark approximately 400 classifications to the labor market and recommend changes to the state's more than 20-year-old classification and compensation system. The recommended compensation approach strives to be consistent and clear as it targets the 50th percentile positioning in the marketplace. Compensation is structured to attract, retain, motivate and inspire the level of talent needed to achieve the state's short- and long-term objectives. A report summarizing the findings and recommendations will be

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

> presented to the Governor's Office, legislators and others to determine next steps in implementing the recommendations.

- To streamline processes and improve the recruiting and onboarding process, Admin is implementing an interface between the applicant tracking system and the South Carolina Enterprise Information System (SCEIS), the statewide integrated system to carry out accounting, budget, human resources (HR), treasury, procurement and payroll processes in South Carolina government. The new system offers a modern, intuitive workflow for both employees and employers — replacing current manual processes. The state will be able to offer new features and functionality to make it easier to connect qualified applicants to state agencies. SCEIS, DSHR and the vendor teams have been actively building modules. The next steps include additional builds, system integration testing and user acceptance testing, communications to agencies and training. The new system will fully integrate with SCEIS for a seamless user experience.

**Training and Development**
- Following a successful pilot, Admin launched the South Carolina Executive Institute 2023-2024 program. In March 2024, the Executive Institute graduated 29 participants representing state and local government. Through this program, these executive leaders were empowered to meet the increasingly complex challenges they experience in their current roles while engaging in activities to gain cutting-edge leadership techniques to support strategic decision-making and build better, more efficient organizations.

- Admin's Division of Information Security (DIS) developed and implemented a training plan for IT professionals employed in state government who were seeking security certifications to enhance their awareness and skills in cybersecurity. Several professional security courses were offered with a total of 75 employees completing at least one of the following courses: ISACA Certified Information Security Manager (CISM), CompTIA Pentest+, CompTIA Security+ and Certified Cloud Security Professional (ISC2 CCSP).

- Admin's Enterprise Privacy Office (EPO) hosted five different privacy training and awareness events in FY 2023-24. There were over 365 attendees registered for these programs. These events included a two-day privacy basics conference, privacy in communications, International Association of Privacy Professionals (IAPP) Certified Information Privacy Manager (CIPM) certification, Certified Information Privacy Professional (CIPP) United States study session and Privacy Day. These trainings benefit state government by increasing knowledge of general privacy principles and tailored approaches to specific data privacy issues.

**Continuous Improvement**
*Promote Consistent Business Processes Across State Government*
- Admin continues to encourage state agencies to come together to create a safe, secure and seamless user experience for the state's citizens. To accomplish this, Admin worked with vendors and other agencies to design, populate and test the Next Generation SC.GOV website.

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

The new website includes enhancements such as a personalized user account, allowing users to subscribe to events and notifications, store documents and make payments. Functionality was established to integrate government entity services with the personalized account. Following extensive testing and agency and citizen feedback, launch was delayed allowing for additional government integrations, an improved user experience and additional functionality to provide the most value to the citizen at deployment. The new SC.GOV, which launched in August 2024, makes it easier for South Carolina citizens to interact and engage with government.

- The South Carolina Enterprise Information System (SCEIS) Modernization Program is a series of strategic projects and applications to create more modern, user-friendly, self-service solutions with many new features and benefits. The ongoing goal of SCEIS is to ensure the state maintains a modern technology posture to simplify statewide administrative functions so agencies can focus on their core missions. A major project in the modernization program is updating the legacy SCEIS Systems Applications and Products (SAP) software — which reaches end-of-life in 2027 — with SAP S/4HANA.

  The four-year modernization program started in FY 2024 and will finish in FY 2027. During FY 2024, the program partnered with the State Fiscal Accountability Authority (SFAA) and focused on the procurement process and is using the state's competitive negotiation process to select the key suppliers. Admin is in the negotiation and award process and will complete the procurement phase of the program and start the system modernization phase in FY 2025.

- In an effort to standardize business processes, Admin's Facilities Management and Property Services (FMPS) division explored expanding the tool it uses for financial tracking of permanent improvement projects. Collaborating with Admin's Division of Enterprise Architecture (DEA), it was determined that the tool can be further developed to track all agency capital projects, including those costing less than $100,000, and track project milestones and other deliverables that would enhance overall project management. In FY 2025, the tool will be expanded and all permanent improvement and capital projects will be tracked and their associated reports generated from the SCEIS. Implementing project milestone tracking within the SCEIS system will allow for enhanced reporting that will show the progression of programmatic requirements in conjunction with budgeted expenditures, thus creating greater accountability for contractors.

- Admin engaged a third-party vendor to perform a security assessment of the SCEIS Vendor Management portal. The goals of the assessment were to develop an understanding of the current security posture, identify opportunities for improvement in the organization's security program, identify security risks and develop a register of the identified security concerns. This assessment led to 32 findings for remediation recommendations. Based on the information gathered during this assessment, strategic, technical and process recommendations were developed to assist Admin in remediating the discoveries. All recommendations in the assessment were remediated, ensuring system reliability, enhanced security posture and agency

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

awareness.

- SCPro, a collaboration between SFAA and Admin, is the state's eProcurement initiative. SCPro is a new web-based procurement system that will result in greater purchasing efficiencies statewide and will improve access to business opportunities by suppliers and small businesses. It will replace the current SCEIS Supplier Relationship Management (SRM) tool and will include a virtual marketplace that consists of online supplier catalogs which state agencies can access to purchase goods and services.

  SCPro will launch with an initial group of agencies July 1, 2025. The design completion for Wave 1 implementation is 90% complete and build work is in progress for Wave 1 implementation. Admin is working on a transition plan for the SCPro project to fully support the operational phase of the project, post implementation.

  SCPro will increase transparency of state procurements, improve state tracking and evaluation of procurement performance and increase supplier participation and competitiveness.

*Transparency and Accountability*
- To enhance the public's awareness of the use of state's resources, the EBO collaborated with Admin's Enterprise Information Management (EIM) team and the Division of Technology Operations (DTO) to build a new Budget Planning dashboard. This dashboard provides transparency of the state's budget process by displaying agency budget requests and budget recommendations. Key stakeholders and South Carolina citizens can use this dashboard to inform decision-making and view data relating the funding needs of the state.

*Information Security and Privacy*
- Admin developed a statewide risk governance strategy to enhance cybersecurity. This strategy will use seven existing programs to collect and coordinate data on agency risks and security efforts. Beginning in FY 2025, the Risk Governance program will integrate these data sources to assess and manage cybersecurity risks, creating a Statewide Risk Dashboard and Risk Reporting system. This approach aims to provide a unified and proactive method for managing cybersecurity risks across the state.

- To continue to address the state's cybersecurity risk profile to mitigate cybersecurity risks identified in agency assessments, Admin's Division of information Security (DIS) operationalized creating a POAM for agencies to support remediation efforts identified in statewide assessments. If there are findings, or security weaknesses, identified in a statewide assessment of key controls, Admin's DIS will now create a POAM for the agency. Admin uses a governance, risk and compliance tool to store and track assessment findings and to mitigate the risks associated with these findings using the POAM management process. Tracking these POAMs for each agency allows Admin to continuously improve the state's cybersecurity risk profile by mitigating related risks and effectuating an ongoing operationalized solution for remediation.

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

- Admin's DIS conducted two security assessments in FY 2024, an Office 365 assessment with the Department of Juvenile Justice (DJJ) and a ransomware assessment for Admin's IT shared services offerings. These two assessments were selected in FY 2024 based on the potential impact on the state enterprise. The results of each of the assessments and the required mitigation recommendations were delivered and reviewed with each agency to resolve identified issues. From the two assessments, Admin identified 103 opportunities for improvement in the Office 365 assessment and 46 opportunities for improvement from the ransomware assessment. A POAM was created to implement these opportunities for improvement.

**Provide Leadership and Guidance to Others in the Executive Branch**

- In accordance with Act 60, Admin oversaw the restructuring of Department of Health and Environmental Control (DHEC) into two agencies, the Department of Public Health (DPH) and the Department of Environmental Services (DES). This also included the transition of program(s) from DHEC to the Department of Agriculture (SCDA), Department of Natural Resources (DNR) to DES, and Department of Mental Health (DMH) to the Department of Veterans' Affairs (DVA). As required by the Act, Admin provided a report to the General Assembly in December 2023 with specific recommendations of statutory changes needed throughout the South Carolina Code of Laws to reflect the restructuring and transfer of the health-related programs, services, duties and authority of DHEC to the DPH and to reflect the restructuring and transfer of the environmental related programs, services, duties and authority of DHEC to the DES.

  Admin worked with each agency to identify and establish the appropriate infrastructure needed at each impacted agency to effectuate the transfer, including personnel, split budget and finance, procurement, information technology and SCEIS requirements for DPH, DES, SCDA and DVA. The agencies and their appropriate transfers were successfully split and operating on July 1, 2024. Ongoing work will continue to fully separate the IT infrastructure of DPH and DES through FY 2025, including Office365 migration, DES cutovers and application separations.

- Following the solicitation process, Admin worked closely with a national vendor to do a thorough analysis of the missions and delivery models of all state agencies concerned with the overall public health of the state. The final report included recommendations based on the analysis, including structural changes necessary to improve health services delivery in the state, recognize operational efficiencies and maximize both public and private resource utilization. The final report was submitted to the President of the Senate, the Speaker of the House of Representatives, the Chairman of the Medical Affairs Committee, the Chairman of the Medical, Military and Municipal Affairs Committee, the Chairman of the Finance Committee, the Chairman of the Ways and Means Committee and the Governor April 1, 2024.

- In accordance with Proviso 118.22 of the FY 2023-24 Appropriations Act, in the summer of 2023, Admin conducted a request for proposals (RFP) for the purposes of relocating one or all of the state agencies or their successor agencies currently located on Bull Street in Columbia. The

**5.3 Data or metrics highlighting efficiency and successes for the last FY with all the funds provided to the agency**

results, including a recommended lease for DES for rental space at 1200 Colonial Life Boulevard in Columbia, and a recommended lease for DPH, DMH, the Department of Disabilities and Special Needs (DDSN) and the Department of Alcohol and Other Drug Abuse Services (DAODAS) for rental space located at 400 Otarre Parkway in Cayce, were presented to the Joint Bond Review Committee (JBRC) Nov. 1, 2023, as required. The JBRC subsequently approved both leases at its Nov. 14, 2023, meeting. The lease proposal for space at 1200 Colonial Life Boulevard for DES was subsequently withdrawn. DPH, DMH, DDSN and DOADAS have executed the lease for rental space located at 400 Otarre Parkway in Cayce, with a commencement date of July 1, 2024. Relocating these agencies will provide them with space that prioritizes large group meetings, amenities to support agency missions, amenities and conditions conducive to employee health and recruitment, employee and visitor safety and security and ease of access from the interstate. Additionally, locating these particular agencies together will help improve the delivery of health care services for the citizens of South Carolina. While the proviso was removed from the FY 2024-25 Appropriations Act, at its May 28, 2024, meeting, the JBRC directed Admin to continue seeking space for the remaining agencies currently located on Bull Street in accordance with its original intent.

- As required by Proviso 117.160 of the 2023-24 General Appropriations Act (H. 4300) Admin developed a plan merging the Human Affairs Commission and Commission for Minority Affairs. The plan included a proposed organizational structure, a proposed program structure and proposed budgetary and human resources changes to perform the functions of the two existing agencies in the event of a merger of the two agencies. The plan included transitioning Admin's Division of Small and Minority Business Certification and Contracting Office to the merged agency. The report detailing this plan was submitted to the Chairman of the Senate Finance Committee, the Chairman of the House Ways and Means Committee and the Governor Nov. 30, 2023. The report also provided a plan to consolidate these two agencies should legislation be enacted requiring them to merge.

- In accordance with Proviso 117.176 of the 2023-24 General Appropriations Act, Admin and the Department of Education (SCDE) developed a plan for First Steps to operate independently from SCDE. This plan was completed and submitted to the Chairman of the Senate Finance Committee, Chairman of the House Ways and Means Committee and the Governor Nov. 29, 2023.

- Through budget transfers and to comply with Proviso 117.176 of the 2023-24 General Appropriations Act, Admin assisted DHEC and SCDE in transitioning Abstinence-Until-Marriage Emerging Program and Abstinence-Until-Marriage Evidence-Based Program to SCDE. DHEC submitted the Abstinence Transfer report Nov. 28, 2023, and Admin's Executive Budget Office (EBO) obtained coding and effectuated necessary budget movement for FY 2025.

**Department of Administration**
**Filled Vs Vacant FTEs**
**As of December 31, 2024**
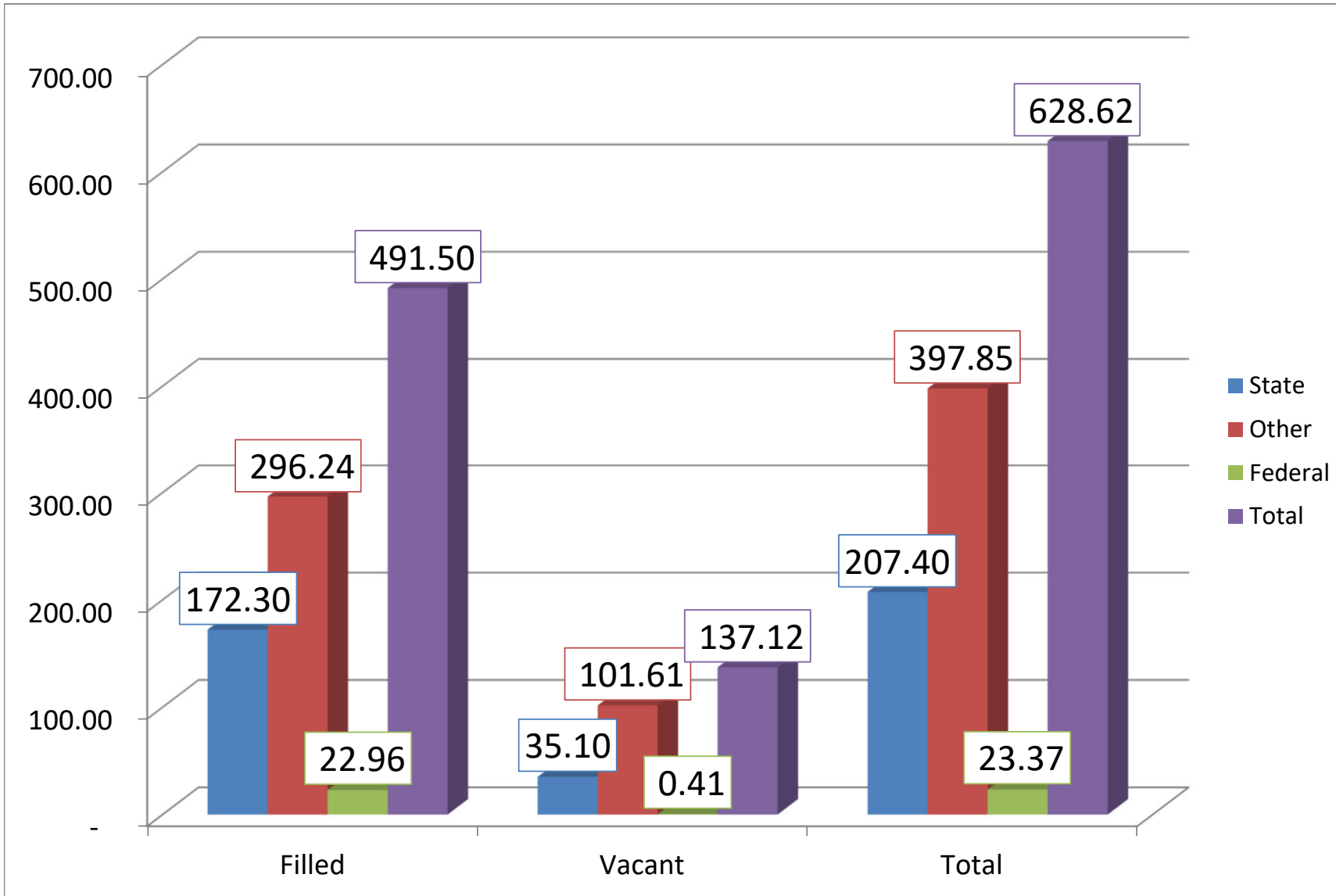
# Budget Briefing: Fiscal Year 2026 Request

Marcia Adams, Executive Director

Paul Koch, Chief of Staff

South Carolina Department of Administration

# Agency Attendees

► Marcia Adams, Executive Director

► Paul Koch, Chief of Staff

► Lindsey Kremlick, Deputy Chief of Staff

► Katie Phillips, Director of Governmental Affairs

► Jason Epting, Director of Administration

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# FY26 Budget Requests

# Budget Requests

Priority #1 – Division of Information Security

▶ $6.3M recurring General Fund request

Priority #2 – Executive Budget Office

▶ $1.35M recurring General Fund request and seven General Fund FTEs

Priority #3 – Office of Technology & Information Services – Non-Recurring

▶ $9M non-recurring General Fund request

Priority #4 – Office of Technology & Information Services – Recurring

▶ $2M recurring General Fund request

Priority #5 – Division of State Human Resources

▶ $500K recurring General Fund request

Priority #6 – Agency FTE Realignment

▶ Adjust the source of funding for eleven Full-Time Equivalent (FTE) positions

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# Budget Request – Priority #1

**Division of Information Security (DIS):**

► $6.3M recurring General Fund request

**Enhance Information Security Monitoring & Protection Tools:**

1.  **Enhance statewide monitoring solution for all state agencies ($2.3M).**

    ► Enhancements for the state's auditing, logging and monitoring solution.

        ► Migrates to a cloud platform which allows for the enhancement of the state's ability to identify and respond to emerging cyber threats.

        ► Improvements would allow additional data collection and improve archiving/retention of security log data.

        ► Enhancements would expedite DIS's detection and response time for the state.

        ► Request represents the balance of funds requested in FY24. Admin requested $4M in FY24 and received $1.75M.

2.  **Standardized statewide endpoint protection solution for all state agencies ($1M).**

    ► Implementation of a standardized statewide endpoint protection solution

        ► Allows for real-time and immediate action on an endpoint when malicious activity is detected, even if Admin doesn't manage the agency's devices.

        ► Protects sensitive data and streamlines security operations.

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# Budget Request – Priority #2

## Executive Budget Office (EBO)

► $1.35M recurring General Fund request and seven General Fund FTEs

**Enhance the Services Provided by the Executive Budget Office:**

1. **One new Grants Analyst and six additional Budget Analysts ($1,065,600).**

   ► Admin is requesting recurring funding for salaries and employer contributions for 7 additional positions to increase the level of assistance with agency budget issues and improve the service level for decision-makers in the budget process.

2. **Retention funding for existing staff ($150,000).**

   ► Admin is requesting recurring general funds for salaries and employer contributions for existing staff to reward our top performers and incentivize retention.

3. **Operating costs and new internship program ($134,400).**

   ► Additional funding is needed for operating support for supplies, rent, training and a new internship program.

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# Budget Request – Priority #3

**Office of Technology and Information Services (OTIS):**

► $9M non-recurring General Fund request

**Modernized IT Service Management Platform:**

1. **Non-recurring funds to prepare, plan and develop strategies for new and evolving technologies ($4M).**

   ► Funding is needed to effectively govern evolving and emerging technologies like artificial intelligence (AI), cloud and disaster recovery services and service management.

   ► Collaboration with agencies to promote and execute standardization of technology results in additional costs that Admin does not recover through current shared service offerings.

   ► When agencies utilize the same strategy and standards, cost savings can be achieved when going to the market to procure.

2. **Modernized information technology service management (ITSM) platform ($5M).**

   ► ITSM platforms operate as a central work management system for IT services provided to state agencies.

   ► Modernizing the way in which IT services are delivered, allows state agencies the ability for self-service options for IT requests, tracks times to resolve issues, and produces performance metrics to manage service delivery and can be provided to each customer.

   ► The one-time funding will be used to establish a managed ITSM environment.

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# Budget Request – Priority #4

## Office of Technology and Information Services (OTIS):

► $2M recurring General Fund request

## Statewide Information Technology Coordination:

1. **Recurring funds to provide statewide coordination and oversight for large information technology and security related projects.**

   ► OTIS often provides coordination and oversight for large information technology projects such as agency consolidations, the physical relocation of an agency, large agency application replacements and technology system investments.

   ► Extensive project management is critical to keeping large initiatives on time, in scope and within budget.

   ► Funding will allow Admin to scale project management operations for statewide coordinated efforts and hire leading technology vendors to advise on project strategy and industry best practices.

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# Budget Request – Priority #5

## Division of State Human Resources (DSHR):

► $500K recurring General Fund request

### E-Recruitment and Onboarding System and Compensation Management Software:

1. **E-Recruitment and onboarding system ($300K).**

   ► The state's current contract for its e-recruitment and onboarding service provider ends in FY 2025.

   ► Admin received $300K toward the modernization of the State's system in FY23-FY24.

   ► The new platform – SAP SuccessFactors – that was procured to replace the existing system is targeted to go live in FY 2025.

   ► New funding is needed to cover the actual licensing cost for the new platform which was $300K more than originally estimated.

2. **Compensation management software ($200K).**

   ► Admin received $500K in FY21-FY22 to engage a partner to develop recommendations for establishing a draft compensation philosophy for the state, a new recommended compensation structure and benchmarking current state positions to the proposed revised compensation structure.

   ► The state has worked with Mercer to develop a new compensation system that will be tied to market and increase the competitiveness of the state.

   ► Funding is needed to procure compensation and market data analysis software to enable Admin to maintain the new proposed compensation structure.

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# Budget Request – Priority #6

## FTE Realignment:

1. **Realign eleven FTE positions between Admin programs.**

    ▶ Annually, Admin evaluates FTE positions to determine whether a realignment is necessary.

    ▶ The intent of realigning positions is to fully utilize existing vacant FTE positions before requesting new positions.

    ▶ Admin is shifting 11 positions from Facilities Management to programs that have the revenue, federal funding, and/or state appropriations to fund those needed positions.

# Proviso Requests

# Proviso Requests

**Amend**

► **93.14 (DOA: SCEIS Carry Forward Authorization)** Notwithstanding any provision of state law, for Fiscal Year ~~2024-25~~ 2025-26, unexpended funds appropriated for the SC Enterprise Information System may be carried forward from the prior fiscal year and used for the same purpose.

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# Proviso Requests

**Delete**

▶ 93.16 (DOA: State Treasury Forensic Accounting Review Audit)

▶ 93.17 (DOA: Savannah River Site Funds Redirect)

▶ 93.18 (DOA: Allendale County)

▶ 93.19 (DOA: State House Complex Improvements)

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