



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEREMIAH W. GAY NIXON  
GOVERNOR

P.O. Box 720  
(573) 751-3222

December 23, 2010

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Office of Administration dated  
December 16, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus  
State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

GOVERNOR

12/23/10

DATE

ATTEST:

SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)

JEREMIAH W. (JAY) NIXON  
GOVERNOR

KELVIN L. SIMMONS  
COMMISSIONER



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
JEFFERSON CITY

STATE CAPITOL, ROOM 1205  
P. O. BOX 609  
JEFFERSON CITY, MO 65102  
PHONE (573) 751-1851  
FAX (573) 751-1212

December 10, 2010

The Honorable Jeremiah W. (Jay) Nixon  
Governor of Missouri  
State Capitol, Room 216  
Jefferson City, Missouri 65101

Dear Governor Nixon:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached updated department plan for the Office of Administration. Changes to the plan update OA's structure to reflect:

- Deletion of the Complete Count Committee, which expired on August 1, 2010 per your Executive Order 09-05.
- Deletion of the Missouri Commission on Intergovernmental Cooperation, per your Executive Order 10-07.
- Transfer of the hearing functions of the PAB to the AHC in accordance with HB 1868 (signed into law June 30, 2010).
- Update of the Office of Supplier of Workforce Diversity name to the Office of Equal Opportunity, per your Executive Order 10-24.
- Update of Division of Personnel's description.
- Clean-up of outdated information regarding various divisions, boards, and commissions.

Please find the attached department plan, organizational chart, and executive salary schedule submitted for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelvin L. Simmons".

Kelvin L. Simmons  
Commissioner of Administration

Enclosures

### Office of Administration

The Office of Administration is the state's service and administrative control agency. Created by the general assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974.

The chief administrative officer is the Commissioner of Administration, who is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints the Deputy Commissioner / Chief Counsel, Assistant Commissioner and the directors of the divisions who report directly to him. The divisions are Accounting; Budget and Planning; Facilities Management, Design and Construction; General Services; Information Technology Services; and Purchasing and Materials Management. The Director of the Division of Personnel is appointed by the Governor and reports to the Commissioner of Administration.

The Office of Equal Opportunity, created by Executive Order EO 10-24, assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services, and operation of facilities.

The Transform Missouri Project was created by Executive Order 09-17 and is charged with maximizing the state's access to, and results from, the American Recovery and Reinvestment Act of 2009 funding. The project will also ensure that the compliance requirements of the Act are met.

#### Division of Accounting

The Division of Accounting (DoA) provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. The DoA publishes annual statewide financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings, and Board of Unemployment Fund Financing, and administers the social security coverage for all employees of the state and its political subdivisions.

#### Division of Budget and Planning

The Division of Budget and Planning (DBP) analyzes state government programs and provides recommendations and information to the Commissioner of Administration, Governor, general assembly, and state agencies regarding fiscal and other policies. The DBP prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analyses. To assist in state government management, the DBP controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The DBP prepares population estimates and projections required by state and local agencies, and is Missouri's liaison to the United States Bureau of the Census.

**Division of Facilities Management, Design and Construction**

The Division of Facilities Management, Design and Construction (FMDC) operates, maintains, and manages state-owned office buildings and other structures at the seat of government and at other locations within the state. The Division oversees leased property for agencies statewide. FMDC is also responsible for design, construction, renovation, and repair of state facilities, and also reviews all requests for appropriations for capital improvements. The division's Operations unit manages space for agencies that conduct business in state owned facilities. The Real Estate Services unit manages leased space for state agencies throughout Missouri. The Planning and Project Management unit is responsible for construction projects at state facilities other than institutions of higher education, state roads and highways, and conservation facilities.

**Division of General Services**

The Division of General Services provides essential support services to state departments and to the Office of Administration. The division's Risk Management section administers the Legal Expense Fund and workers' compensation programs covering state employees, purchases insurance when required, and monitors claims and exposures to loss. The State Printing Center provides agencies with a full range of printing and quick copy services. The Vehicle Maintenance unit operates a central maintenance facility to provide mechanical repairs for state vehicles in the Jefferson City area. The Fleet Management Program establishes statewide policies governing state vehicle operations and management; coordinates a centralized fleet information system; and serves as a resource for fleet management issues. Central Mail Services provides comprehensive mailing services to most state agencies within the Jefferson City area. The Missouri State Employee Charitable Campaign provides an annual opportunity for state employees to donate to any of over 1,200 charities.

**Information Technology Services Division**

The mission of the Information Technology Services Division (ITSD) is to provide technology services and solutions to the state's departments and agencies so that they can efficiently and effectively fulfill their missions. The division provides network, data center, and telecommunication services for most of Missouri State Government. Led by the Chief Information Officer, the division sets a foundation for a unified IT office that delivers superior quality at reduced cost.

**Division of Personnel**

The Division of Personnel (DoP) is responsible for the State's human resource management system, and oversees the Uniform Classification and Pay System, and develops and administers a management training program, as established in the State Personnel Law (Chapter 36, RSMo). The DoP is also responsible for the oversight of the statewide performance appraisal system (PERform).

The Missouri Merit System is based on the principles of merit and fitness as determined by competitive examinations for employment, as well as objective and consistent human resource management policies and procedures. The system also grants employees the ability to appeal disciplinary actions. Approximately 33,000 state employees in six state departments (Office of Administration, Corrections, Health and Senior Services, Mental Health, Natural Resources, and Social Services) and sections of three other departments (Economic Development, Labor and Industrial Relations and Public Safety) comprise the Missouri Merit System.

The Uniform Classification and Pay (UCP) system is designed to promote equity in pay among state employees in most executive branch agencies and to provide coordinated compensation policies. The UCP system covers approximately 36,000 employees of merit system agencies and employees from the departments of Agriculture, Economic Development, Higher Education (excluding colleges and universities), Insurance, Financial Institutions and Professional Registration, Labor and Industrial Relations, Public Safety, and Revenue.

The DoP is comprised of three distinct sections. The Employee Services Section reviews applications for employment; ensures employees are assigned to appropriate job classes; develops and administers position classifications for agencies covered by the UCP; and develops, updates, and administers merit system examinations. The Pay, Leave and Reporting Section provides information on the UCP system pay plan; interprets policies on pay, leave, and hours of work; provides workforce reports and assistance with the SAM II HR/Payroll System; maintains lists of individuals from whom agencies can select for Merit System jobs; ensures personnel transactions are in compliance with state personnel law; coordinates labor relations activities in individual state agencies including participation in negotiations with employee elected unions and approves agreements relating to uniform wages, benefits and those aspects of employment that have a fiscal impact on the state. The Center for Management and Professional Development creates and delivers leadership and professional development workshops and webinars for supervisors, managers and executives in Missouri state government, and to those private or public entities throughout the state to cultivate and enhance the management skills of their current and potential leaders and to promote their long-term business success. The Center also provides administration of statewide employee recognition programs that include the State Employee Suggestion System, the Governor's Award for Quality and Productivity, State Employee Recognition Week and Day, State Employee of the Month, and the new WeSave Employee Discount Program.

#### **Division of Purchasing and Materials Management**

The Division of Purchasing and Materials Management (DPMM) is responsible for the procurement of all state-required supplies, materials, equipment, and professional or general services, except for those agencies exempted by law. The DPMM executes procurement functions in accordance with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best" bidders. The materials management section, the State Agency for Surplus Property (SASP), is responsible for transfers and disposal of state surplus property to obtain the maximum return on investment. The SASP acquires property declared excess by federal government agencies to distribute to eligible Missouri entities. The SASP is also responsible for the statewide in-house recycling program.

**Boards and Commissions housed in the Office of Administration**

There are 18 boards and commissions which are assigned to or housed within the Office of Administration.

**Administrative Hearing Commission**

The Administrative Hearing Commission (AHC) is a neutral, independent administrative tribunal that decides disputes involving state agencies and another party, usually a private person or corporation. The AHC typically decides the cases after a trial-type hearing. It hears evidence and arguments from the state agency and from the other party. Any party, including the state agency, may seek review of the AHC's decision from the judicial branch. The AHC conducts hearings for appeals of dismissals and other disciplinary actions by the Personnel Advisory Board. The AHC consists of not more than five members, appointed by the Governor and confirmed by the Senate, who serve six-year terms.

**Board of Fund Commissioners**

The Board of Fund Commissioners issues and redeems state general obligation bonds and performs other administrative activities related to state general obligation debt as assigned by law. The board is composed of the Governor, Lieutenant Governor, Attorney General, State Auditor, State Treasurer, and Commissioner of Administration. The Governor is president of the board, and the State Treasurer is secretary.

**Board of Public Buildings**

The Board of Public Buildings (BPB) has general supervision and charge of state facilities at the seat of government. The BPB also has the authority to issue revenue bonds for the construction of state office buildings and certain other facilities. The BPB is composed of the Governor, Lieutenant Governor, and Attorney General. The Governor serves as the chair, and the Lieutenant Governor is the secretary. The Speaker of the House of Representatives and the President Pro Tem of the Senate serve as ex officio members of the BPB but do not have the power to vote. The Office of Administration's Division of Facilities Management, Design and Construction and Division of Accounting assist the board in carrying out its responsibilities.

**Board of Unemployment Fund Financing**

The Board of Unemployment Fund Financing is authorized to issue debt or credit instruments to provide funds for the payment of unemployment benefits or maintaining an adequate fund balance in the unemployment fund, and as an alternative to borrowing or obtaining advances from the federal unemployment trust fund or for refinancing these loans or advances. The board is composed of the Governor, Lieutenant Governor, Attorney General, director of the Department of Labor and Industrial Relations, and the Commissioner of Administration. The Governor serves as chair, the Lieutenant Governor serves as vice chair, and the Commissioner of Administration serves as secretary.

**Children's Trust Fund**

The Children's Trust Fund (CTF) is a non-profit organization that works to prevent child abuse and neglect through grant distribution, public education, and awareness. CTF was established by state statute in 1983 as a public-private partnership governed by a twenty-one-member Board of Directors, including seventeen public members appointed by the Governor, twelve upon the advice and consent of the Senate. Unique in its origin and mission, CTF is the only state agency to receive non-general revenue funding for the specific purpose of child abuse and neglect prevention. Funding is obtained from dedicated fees on marriage licenses and vital records, voluntary contributions designated on Missouri state income tax returns, sales of the specialty CTF prevent child abuse license plate, general donations, interest income from the Fund, and other grants. CTF funded programs include strengthening families, positive parenting, parent education and support, home visitation, mentoring, crisis intervention and respite care, fatherhood and grandparent support, prevention of Shaken Baby Syndrome, safe sleep environments for infants, infant nurturing, training, research, and community education.

**Governor's Council on Disability**

The Governor's Council on Disability (GCD) provides education and technical assistance to people with disabilities and the public about civil rights, employment, education, housing, transportation, expands equal access and full participation for all individuals with disabilities in their communities at the local, state, and federal levels. GCD works to ensure that proposed legislation respect the rights of people with disabilities. The Governor appoints 21 members-at-large, representing each Congressional district. The chair is appointed with the advice and consent of the Senate. An executive director and staff serve the council and the public.

**Health and Educational Facilities Authority of the State of Missouri**

The Missouri Health and Educational Facilities Authority provides access to the capital markets in an effort to lower the cost of health and educational services in Missouri by providing high quality, readily available, low cost financing alternatives for Missouri public and private, non-profit health and educational institutions. The authority consists of seven members appointed by the Governor with the advice and consent of the Senate.

**Jackson County Sports Complex Authority**

The authority is authorized under the laws of the State of Missouri to plan, construct, operate, and maintain a sports stadium fieldhouse, indoor and outdoor recreational facilities center, playing fields, parking facilities, and other concessions within Jackson County. The authority is empowered to issue bonds. The bipartisan authority consists of five commissioners who are qualified voters of the State of Missouri and residents of Jackson County. The Jackson County Commission submits a list of candidates to the Governor who appoints members from that list of candidates. The commissioners serve terms of five years.

**Martin Luther King Jr. State Celebration Commission**

The commission considers and recommends to individuals and organizations appropriate activities for the recognition and celebration of Martin Luther King Day in Missouri. The commission consists of nineteen members who serve at the pleasure of the Governor.

**Missouri Citizens' Commission on Compensation for Elected Officials**

The Missouri Citizens' Commission on Compensation for Elected Officials was established to ensure that the power to control the rate of compensation of elected officials of this state is retained and exercised by taxpaying citizens of the state. Every two years, the commission reviews the relationship of compensation to the duties of all elected state officials. The commission's recommendation of a salary schedule shall become effective unless disapproved by the General Assembly. The 22-member commission members serve four-year terms. Twelve members are appointed by the Governor with advice and consent of the Senate, one member is selected at random by the Secretary of State from the registered voters of each congressional district, and one member is a retired judge appointed by the Supreme Court.

**Missouri Ethics Commission**

The Missouri Ethics Commission (MEC) is charged with the enforcement of conflict of interest and lobbying laws and campaign finance disclosure laws. The MEC is composed of six members, appointed by the Governor with advice and consent of the Senate. These members must be from different congressional districts. Not more than two members appointed from the even-numbered congressional districts shall be members of the same political party, and no more than two members from the odd-numbered congressional districts shall be members of the same political party.

**Missouri Minority Business Advocacy Commission**

The Missouri Minority Business Advocacy Commission (MBAC) identifies and assesses the needs of minority businesses throughout the state; initiates aggressive programs to assist minority businesses in obtaining state and federal procurement; makes recommendations regarding state policies, programs, and procedures; and provides a focal point to assist and counsel minority small businesses in their dealing with federal, state, and local governments. The MBAC also initiates and encourages minority business education programs; analyzes current legislation and regulations as they affect minority businesses; and receives complaints and recommendations concerning policies and activities of federal, state, and local governmental agencies which affect minority small businesses. The nine-member commission consists of three minority business persons appointed by the Governor, two state representatives, two state Senators, the director of the Department of Economic Development, and the Commissioner of Administration.

**Missouri Public Entity Risk Management Fund (MOPERM)**

The Missouri Public Entity Risk Management (MOPERM) operates a shared-risk program offering tort liability, property, and other coverages for participating political subdivisions of the state. Membership of the board consists of the Attorney General, the Commissioner of Administration, and four members appointed by the Governor with the advice and consent of the Senate, who are officers or employees of those public entities participating in the fund.

**Missouri State Capitol Commission**

The Missouri State Capitol Commission (MSCC) was established to assure the future preservation, improvement, expansion, renovation, restoration, and integrity of the capitol, and to preserve its historical significance. The commission evaluates the restoration and preservation of the capitol and the history of the capitol, ensures accessibility to the capitol, and approves capitol studies and improvement, expansion, renovation, and restoration projects. In 2009, the commission was assigned the responsibility of initiating planning efforts for a centennial celebration of the laying of the capstone of the capitol building. The MSCC consists of 11 members, including four members appointed by the Governor with advice and consent of the Senate, two state representatives, two state senators, one employee of the House of Representatives, one employee of the Senate, and the Commissioner of Administration.

**Missouri State Employees' Voluntary Life Insurance Commission**

The Voluntary Life Insurance Commission administers a voluntary life insurance plan for state employees. The plan allows state employees to authorize voluntary payroll deductions for the purchase of life insurance products that have been procured through competitive bids. The five-member commission includes one member of the House, one member of the Senate, and three members appointed by the Governor, with the advice and consent of the Senate.

**Missouri State Penitentiary Redevelopment Commission**

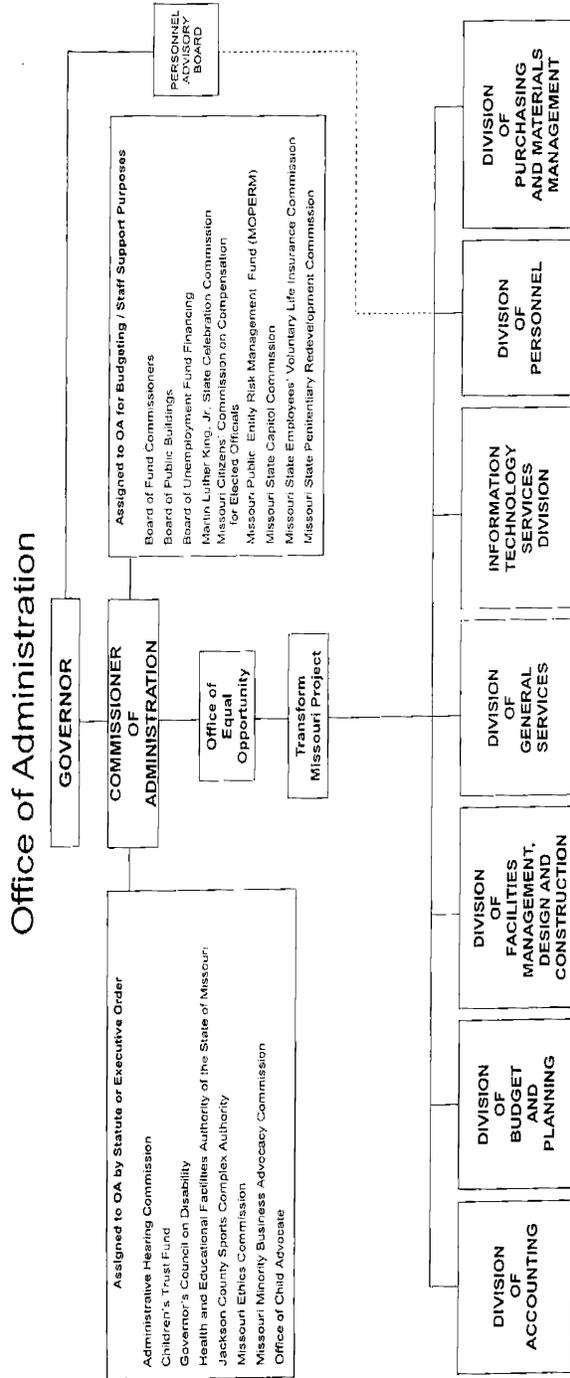
The Missouri State Penitentiary Redevelopment Commission (MSPRC) was established to redevelop the real property which encompassed the grounds of the Missouri State Penitentiary for over 150 years, so as to maintain its historic value for present and future generations of Missourians, and to provide new uses for the property which will benefit the citizens of the City of Jefferson, the County of Cole, and the State of Missouri as a whole. MSPRC is composed of ten members. Three commissioners are residents of Jefferson City and are appointed by the mayor, with the advice and consent of the governing body of that city; three commissioners are residents of Cole County but not of Jefferson City and are appointed by the county commission; and four commissioners, none of whom shall be residents of Cole County or of Jefferson City, are appointed by the Governor with the advice and consent of the Senate.

**Office of Child Advocate**

The Office of Child Advocate (OCA) was established in 2002 as an agent of accountability regarding Children's Protection and Services. The OCA provides an avenue through which citizens are able to obtain an independent and impartial review of disputed decisions, actions and inactions regarding any child at risk of abuse, neglect, or other harm. There are three primary responsibilities of OCA: 1) receive, investigate, and act on complaints, offering recommendations as necessary; 2) provide an annual report to the Governor and Chief Justice of the Supreme Court, including recommendations for improving the system; and educate the public regarding the child welfare process in Missouri, while increasing public awareness of the OCA. The OCA is managed by an ombudsman, who is appointed by the Governor and reports to the Commissioner of Administration.

**Personnel Advisory Board**

The Personnel Advisory Board (PAB) has oversight responsibility for the Missouri merit system and the Uniform Classification and Pay system and has policy-making authority in various areas of human resources administration. Responsibilities also include meeting with appointing authorities regarding human resource management needs and making recommendations to the Governor and the general assembly regarding the state's compensation policy. The PAB consists of seven members, six of whom are appointed by the Governor with the advice and consent of the Senate. Four members are appointed from the public at large, one is a member of executive management in state government, and one is a non-management state employee. The seventh member is the person designated as the state equal opportunity officer, now known as the Director of the Office of Equal Opportunity.



11/15/10

OFFICE OF ADMINISTRATION  
SALARY SCHEDULE

Level	Title	FY 2011 Salary Range	
		Minimum	Maximum
I	Commissioner of Administration	\$85,128	\$123,972
II	Deputy Commissioner of Administration	\$78,012	\$113,424
	Chief Information Officer*		\$110,001
III	Division Director, Accounting	\$71,544	\$103,860
II	Deputy Commissioner of Budget & Planning	\$78,012	\$113,424
III	Division Director, Facilities Management, Design & Construction	\$71,544	\$103,860
III	Division Director, General Services	\$71,544	\$103,860
III	Division Director, Personnel	\$71,544	\$103,860
III	Division Director, Purchasing & Materials Management	\$71,544	\$103,860
IV	Executive Director, MOPERM	\$65,676	\$95,040
V	Executive Director, Children's Trust Fund	\$53,292	\$76,284
V	Executive Director, Governor's Council on Disability	\$53,292	\$76,284
	Administrative Hearing Commissioners*		\$102,431

\* Note - these positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2010.



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEREMIAH W. (JAY) NIXON  
GOVERNOR

P.O. Box 720  
65703 751-3222

December 23, 2010

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Conservation dated October 18, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

  
GOVERNOR

12/23/10

DATE



ATTEST:

  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



## MISSOURI DEPARTMENT OF CONSERVATION

### Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180

Telephone: (573) 751-4115 ▲ [www.MissouriConservation.org](http://www.MissouriConservation.org)

ROBERT L. ZIEHMER, Director

October 18, 2010

Mr. Kelvin Simmons  
 Commissioner of Administration  
 Office of Administration  
 Room 125, State Capitol Building  
 Jefferson City, MO 65101

Dear Mr. Simmons:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, attached herewith for the Missouri Department of Conservation are: an organization plan; an executive pay schedule for top department administrators; and, an organization chart. Please note the Assistant Directors have been retitled to Deputy Directors and Assistant to Director – Governmental Relations. There were several changes in top-level administrators due to retirements. These changes are outlined on the organization chart.

If you require further information, please feel free to contact my office.

Sincerely,

ROBERT L. ZIEHMER  
 DIRECTOR

### Attachments

- c: Commissioners Plattner, Johnson, Bedell, and McGeehan  
 Jeff Harris, Governor's Office Liaison  
 Lori Strong-Goeke, Office of Administration  
 Deputy Director Tom Draper  
 Deputy Director Tim Ripperger  
 Assistant to Director Aaron Jeffries

### COMMISSION

DON C. BEDELL  
 Sikeston

DON R. JOHNSON  
 Festus

CHIP MCGEEHAN  
 Marshfield

BECKY L. PLATTNER  
 Grand Pass

## DEPARTMENT OF CONSERVATION

ORGANIZATION PLAN

The head of the Department of Conservation is a four (4)-member commission appointed by the governor with the advice and consent of the senate. The commission is charged with the control, management, restoration, conservation and regulation of the bird, fish, game, forestry and all wildlife resources of the state.

The commission appoints a director who serves as the administrative officer of the Department of Conservation. The director appoints other employees. Two (2) deputy directors, one (1) assistant to director – governmental relations, general counsel and internal auditor are responsible to the director and facilitate administration of the department. Programs and activities are carried out by the divisions of administrative services, design and development, fisheries, forestry, human resources, outreach and education, private land services, protection, resource science and wildlife. Policy Coordination Unit serves the director's office, divisions and regions by coordinating policy, strategic planning, environmental and cultural resource reviews, public involvement and surveys, and river basin management.

The department carries out its programs through the following major administrative units:

Fisheries Division manages small lakes, large reservoirs and streams for public fishing and aquatic community health; identifies sites for new Department lake and stream areas, negotiates agreements for the cooperative management and development of stream and lake areas owned by other entities and operates hatcheries; conducts an intensive trout management program; provides fishery management advice to other government agencies and private landowners; assists with water pollution investigations; assists with research projects to improve fish populations; evaluates management techniques and determines limiting factors; and sponsors stream and lake improvement and public awareness programs using citizen volunteers involved with Missouri Stream Team and Volunteer Water Quality Monitoring programs.

Wildlife Division is responsible for the management of Missouri's wildlife resources and works to maintain healthy wildlife populations and productive wildlife habitats and natural communities for the sustained benefit and enjoyment of people. The division cares for almost 400 conservation areas and their wetlands, prairies, savannas, forests, glades and streams. These provide homes for plants and animals, and recreation for the public including hunting, wildlife viewing, fishing, and hiking. The division coordinates many of the department's wildlife diversity programs including the natural areas program, endangered species program, invasive species program, wildlife action plan, and major federal grant programs, and works with private citizens, organizations, and other agencies to protect and enhance Missouri's wildlife and biological diversity.

Forestry Division is responsible for the health and sustainability of forest resources covering 14.6 million acres of Missouri's landscape. The division manages over 435,000 acres of forest on 440 conservation areas for forest health and sustainability, while providing for economic benefits and overall social needs. In addition the division provides: advice and technical forestry assistance to private forest landowners; rural wildfire protection, rural and volunteer fire department training, excess federal equipment and wildfire suppression assistance; technical and financial assistance for urban and community forestry projects; forest products utilization, industry technical support and marketing assistance; forest insect and disease surveys; and through the George O. White Forest nursery provides low cost quality tree seedlings for Missouri residents.

Protection Division carries out the department's wildlife law enforcement program, and is heavily involved with a wide range of other programs vital to the mission of the Department of Conservation. These include hunter education and other educational programs, information and media efforts, and fish, wildlife, and forest management services for Missouri citizens.

Outreach and Education Division leads public information and education programs. The goal is to educate young and old about how to sustain a healthy environment, make good use of our fish, forest and wildlife resources and also enjoy nature-based outdoor recreation. Outreach efforts include the department's monthly magazine, books and other publications and video productions, website, ombudsman, interpretive exhibits, news releases and coordination with news media. Education services and programs include operating nature and visitor centers and providing conservation education training and materials to teachers and youth leaders. Outdoor skills services include coordination of the hunter education program, operation and development of shooting ranges, and delivery of outdoor skills training for youth and adults on fishing, hunting, birding, camping, orienteering and other nature-based activities.

Administrative Services Division administers the department's support services of information technology, financial, and business and support. Information technology provides direction and management of the department's information technology assets, including computer hardware and software systems, telephone systems, two-way radio and other telecommunications systems; and coordination of those systems with other state agencies. Financial services collect and process funds received; process accounts payable; and coordinate procurement. Business and support distributes hunting, fishing and special permits; audits permit distributors; maintains inventory records, including the department's real property holdings; provides repair and disposition of fleet, aircraft, marine and other mechanical equipment; maintains a distribution center and warehouse for department publications; and operates offset printing, mailing and sign production services.

Design & Development Division is responsible for providing engineering, architectural, surveying, and construction/maintenance services for the Department. Services include design and construction of engineering and architectural projects as part of implementation of the construction development program of the Department. Surveying services include engineering surveying for construction development projects and land surveying for property boundary delineation. Construction maintenance services include renovation and repair of Department infrastructure and maintenance of Department areas and facilities.

Private Land Services Division provides technical assistance and resource training to private landowners; coordinates with other governmental agencies and private organizations to integrate fish, forest, wildlife and natural community considerations with agriculture and other private land initiatives; provides cost-share to assist landowners with priority resource needs; provides support in major metropolitan areas to incorporate conservation alternatives as development proceeds; provides wildlife damage control assistance; and participates in media and other outreach efforts for resource management.

Resource Science Division is the center of the department's resource inventory, monitoring, evaluation, and research. Information acquired is incorporated into department area, regional, and statewide resource management planning and into resource policy. Other programs administered by this division include statewide fish and wildlife harvest regulations, water pollution impact investigations, geographic information systems, forest health monitoring and response, and database management.

Human Resources Division helps department staff with employee recruitment, selection and retention activities. The division assists with job advertising, applicant interviewing, and final selection administrative details; administers comprehensive medical and life insurance plans, along with other employee benefits, such as leave, workers' compensation, safety and wellness programs; maintains agency compensation and classification structures; provides developmental opportunities through a department-wide competency based training academy; establishes and revises human resources management policies; monitors affirmative action efforts; maintains official personnel records; coordinates service and retirement awards; provides employee counseling and dispute resolution services; and assists supervisory staff with corrective action efforts; manages the Human Resources Information System Program.

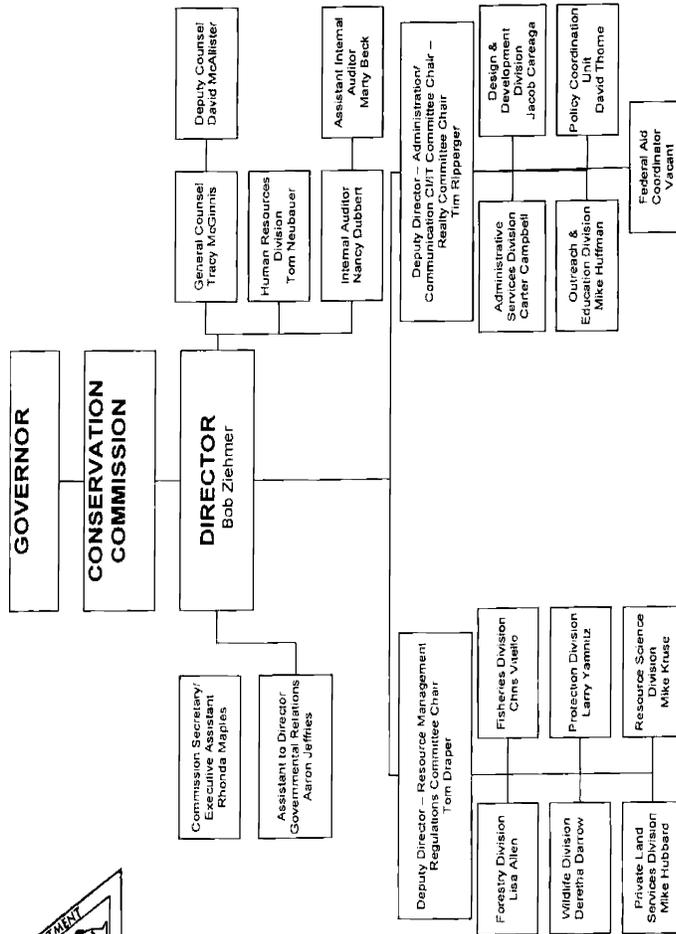
General Counsel provides legal advice to the commission and administrative staff and provides legal counsel in matters of litigation; aids in formulating policy; advises in the formulation of regulations; and performs review of legal documents, agreements, and memorandums of understanding.

Deputy Counsel performs title and document review relating to the acquisition of real property; assists General Counsel as needed; and supervises the Realty Services and Grants and Donations staff.

Internal Auditor reviews operations and programs to assure that resources are used efficiently, and provides the commission and administration with information useful in directing and controlling department operations. Internal Auditor also serves as the Departments' Custodian of Records.

Assistant Internal Auditor assists the Internal Auditor in performing audit responsibilities and also serves as the Departments' Hearing Officer for privilege suspensions associated with wildlife code and various other violations.

MISSOURI DEPARTMENT OF CONSERVATION



10/13/2010

## Department of Conservation

Salary Schedule

<u>Position Title</u>	<u>Salary Range</u>
Director	\$120,000
Deputy Director	\$90,000 – \$94,368
Asst to Director-Govt'l Relations	\$75,120
Division Chief	\$70,812 – \$92,688
General Counsel	\$76,608 – \$87,900
Internal Auditor	\$49,776 – \$78,072
Section/Unit Chief	\$58,212 – \$85,716

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEREMIAH W. CLAYTON  
GOVERNOR

P.O. Box 790  
65703 751-9322

December 23, 2010

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Corrections dated November 3, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

  
\_\_\_\_\_  
GOVERNOR

12/23/10

DATE



ATTEST:

  
\_\_\_\_\_  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)

Jeremiah W. (Jay) Nixon  
Governor



George A. Lombardi  
Director

2729 Plaza Drive  
P. O. Box 236  
Jefferson City, MO 65102  
Telephone: 573-751-2389  
Fax: 573-526-0890  
TDD Available

State of Missouri  
DEPARTMENT OF CORRECTIONS  
*Ad Excelleum Conamur - "We Strive Towards Excellence"*

November 3, 2010

Mr. Kelvin Simmons, Commissioner  
Office of Administration  
State Capitol - Room 125  
Jefferson City, MO 65101

Dear Commissioner Simmons:

In accordance with Section 1.6 (2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised departmental plan for the Department of Corrections.

Since the last departmental plan was submitted in 2009, the Department of Corrections has not had any organizational changes. This plan is being submitted to include information on the Department of Corrections' boards and commissions which was not in the previous department plan. This also reflects a name change to the titles of the Reentry/Women Offender Program and the Constituent Services Section.

I am submitting the department's organizational chart depicting the changes along with the salary schedule for the administrators of the Department. Please advise if you have any questions regarding any of this information.

Sincerely,

A handwritten signature in cursive script, appearing to read "George A. Lombardi".

George A. Lombardi  
Director

cc: Lori Strong-Goeke, Office of Administration

**DEPARTMENT OF CORRECTIONS****Our Mission**

The Missouri Department of Corrections supervises and provides rehabilitative services to adult offenders in correctional institutions and Missouri communities to enhance public safety.

**Our Vision: A Safer Missouri and the Standard of Excellence in Corrections**

The Department desires to be the standard of excellence in the field of corrections. Through innovation and collaboration, we want to embrace changes that better serve Missouri communities impacted by criminal behavior and achieve a safer State.

**Our Values**

- **Staff**  
Our people are important. We value their safety and security. We value their input as subject matter experts. We will be proactive in the recruitment, retention and promotion of qualified personnel. We recognize the importance of professional development and strive to offer opportunities for career advancement. We desire to build a diverse team of individuals who achieve great things together.
- **Offender Success**  
We believe in the ability of people to change. We value the opportunity to work with offenders in our institutions and our communities and to provide them with the tools necessary to become productive, tax-paying, law-abiding citizens. We strive to be firm, fair, and consistent in our institutional management and use effective and appropriate supervision strategies in our communities.
- **Accountability**  
Accountability to each other and all Missourians is a key value for the Department. We strive to create a transparent system of operations that embraces integrity and accountability. Staff are accountable to each other for safety and security and for the continuous improvement of our department. As a department, we are accountable for how we plan, measure, and manage our work as well as what we achieve with the resources we are given. We value investment in programs that are accountable through evidence-based information. Offenders are accountable for the crimes they have committed and for completing their sentence established by the courts.
- **Restored Communities**  
We value our Missouri families and communities that are affected by crime and the role we play in restoring them. We value the rights of crime victims and the role of restorative justice. We value the use of collaborative partnerships to enhance public safety by facilitating effective probation, crime prevention, reduction of recidivism and the provision of reentry services. We strive to work with offenders to repair harms done, and restore the communities to which many will return.

#### **Departmental Overview**

The Department of Corrections is an agency dedicated to public safety through the successful management and supervision of offenders on probation, in prison and on parole. The Department's responsibility is to administer the sentence set by the court in ways that promote public safety at the lowest cost. Offenders assigned to the Department are successfully managed by ensuring they are supervised at correct custody or supervision level. A cadre of over eleven thousand three hundred well-trained correctional professionals committed to the vision, mission, values and professional principles of the Department assess each offender's criminal history, evaluate community and institutional conduct and enforce court orders and department rules. This mixture of on-going assessment, classification, referral to supervision strategies and assignment to basic habilitation interventions are several of the key methods used to promote sober, visible, productive and law-abiding behavior. When offenders are held accountable for their actions, the public's safety is enhanced.

In all, the Department is responsible for the care, custody and supervision of approximately 104,100 adult offenders in Missouri. There are currently more than 31,500 adult felons confined in Missouri's 21 correctional facilities and two (2) community release centers. The Department also supervises 17,800 parolees and 54,800 probationers across the state.

#### **Organizational Plan**

The Department of Corrections is comprised of four divisions: the Division of Human Services, the Division of Adult Institutions, the Division of Probation and Parole and the Division of Offender Rehabilitative Services.

The Office of Information Systems was transferred to the Office of Administration's Information Technology Services Division but still provides direct support to the Department of Corrections.

**Office of the Director**

The Office of the Director consists of the Director, Deputy Director, Public Information, Constituent Services, Legal Services, Inspector General, Restorative Justice, Victim Services, Reentry/ Women Offender Program, Emergency Preparedness/Workplace Violence Coordinator, and Budget and Research. The Director is appointed by the Governor with the advice and consent of the Senate. Public Information, Legal Services, the Inspector General, and the Emergency Preparedness/Workplace Violence Coordinator report directly to the Director. The Constituent Services Section, Restorative Justice Coordinator, Victim Services, Reentry/ Women Offender Program, and Budget and Research Unit all report to the Deputy Director.

**Office of Information Systems**

The Office of Information Systems was transferred to the Office of Administration's Information Technology Services Division in the FY07 budget. The Office of Information Systems will continue to provide information technology-related services to the Department and its staff.

**Division of Human Services**

The Division of Administration became the Division of Human Services through a change in legislation in 1995. This division consists of Human Resources, Staff Training, Employee Health and Safety, the Fiscal Management Unit, General Services, the Planning Section, Religious and Spiritual Programs, and Volunteer Services.

The Human Resources Section is responsible for all personnel issues such as monthly payroll, benefit counseling and enrollment, recruitment and retention, timekeeping and personnel records. Staff Training continues to provide pre-service and in-service training for staff. Employee Health and Safety promotes staff safety and controls the spread of disease through TB screens, communicable disease vaccines and exposure evaluations. The section provides health education and wellness opportunities to employees. The Fiscal Management Unit ensures that the Department's financial obligations are processed and paid in a timely and equitable manner, maintains an inventory tracking system, performs audits of contracts, and oversees the procurement of goods and services, the development of service contracts and the inmate banking program. General Services provides support services to the Department through the commodity warehouse operation and the oversight of all major construction and maintenance projects, building leases, fleet management of all Department vehicles, and coordination of food service operations for all adult institutions including the operation of two cook-chill food preparation facilities. General Services is also responsible for Central Office business functions and warehouse/mailroom operations. The Planning Section provides organizational development assistance in the preparation of the Department's strategic plan. Religious and Spiritual Programming provides religious programming opportunities and pastoral care for the incarcerated offender population. The Volunteer Section oversees the recruitment and training of volunteers and interns that work with our offenders both in correctional institutions and the community.

**Division of Adult Institutions**

The Division of Adult Institutions is responsible for the administration and operation of 21 adult correctional institutions with a projected average daily population of 30,700 incarcerated offenders in FY10. The Division has the overall responsibility of administering the correctional centers and managing incarcerated offenders in a secure, safe and humane manner. All newly committed offenders undergo a full classification analysis at one of the Division's reception and diagnostic centers to determine appropriate custody level and basic treatment needs. In addition, offender reclassification occurs throughout each offender's period of incarceration to ensure that offenders are housed at an appropriate custody level institution. The Division also works to prepare offenders for successful reintegration back to the community through effective case management and providing reentry programming to improve offender cognitive and life skills. The Division establishes work release programs for eligible offenders and provides opportunity for offender visitation with family and friends at each prison.

The Division of Adult Institutions consists of Zone I (Fulton Reception and Diagnostic Center, Jefferson City Correctional Center, Moberly Correctional Center, Northeast Correctional Center, Southeast Correctional Center, and Women's Reception and Diagnostic Correctional Center), Zone II (Boonville Correctional Center, Crossroads Correctional Center, Maryville Treatment Center, South Central Correctional Center, Tipton Correctional Center, Western Missouri Correctional Center, and Western Reception and Diagnostic Correctional Center), and Zone III (Algoa Correctional Center/Central Missouri Correctional Center, Chillicothe Correctional Center, Eastern Reception and Diagnostic Correctional Center, Farmington Correctional Center, Missouri Eastern Correctional Center, Ozark Correctional Center, and Potosi Correctional Center), the Certified Grievance Unit, and the Central Transfer Authority.

**Division of Offender Rehabilitative Services**

The Division of Offender Rehabilitative Services is responsible for the development of treatment programs for offenders. These programs include Offender Healthcare (Medical and Mental Health), Sexual Offender Assessment and Treatment, Adult Education/Workforce Readiness, Library Services, Substance Abuse Services, and Missouri Vocational Enterprises.

Offender Healthcare includes staff to monitor contracted services for inmate medical and mental health services, and to provide oversight of community sex offender treatment services and the Missouri Sex Offender Program. Medical, mental health and sex offender services for offenders are contracted out with oversight by the division. The Adult Education/Workforce Readiness Section helps offenders achieve a high school education and delivers vocational and technical training programs for offenders. Libraries at every correctional institution enhance academic education and serve the informational needs of offenders, including constitutionally mandated "access to courts" through legal resources, reference and self-improvement materials. Substance Abuse Services supervise the substance abuse treatment activities at ten prison facilities which have programs that vary in length from thirty days to twelve months. Missouri Vocational Enterprises (MVE) produces products and services for state agencies, state employees, other governmental jurisdictions, and not-for-profit organizations, helping inmate workers develop marketable skills.

**Division of Probation and Parole**

The Division of Probation and Parole supports the operations of the Board of Probation and Parole and is responsible for field and institutional services for probationers, parolees and conditional releases, as well as community corrections programming, two community release centers and seven community supervision centers. The Division of Probation and Parole assesses and supervises criminal offenders assigned to the division by the Circuit Courts of Missouri, the Parole Board or under the terms of the Interstate Compact.

The division is divided statewide into six geographic regions for the effective management of the offenders assigned to it. Regions are made up of a network of local district offices and, in some instances are supported by satellite offices. The Chief State Supervisor reports directly to the Chair of the Parole Board and oversees the daily operation of the division. An assistant division director is responsible for managing the division's support staff, including the Community Corrections Coordination, Interstate Compact, Quality Assurance, Fiscal Management, Procurement and Personnel Units and the DOC Command Center. The assistant division director reports directly to the Chief State Supervisor.

The Parole Board holds parole hearings at each correctional center monthly, monitors the supervision of offenders in the community and returns those offenders to prison that are a risk to the community. The Parole Board is supported by institutional parole staff who are housed in each of the correctional centers. There is a 24-hour a day, seven day a week Command Center whose staff respond to violations of the conditions of supervision by offenders in the community on electronic monitoring, as well as offenders assigned to community release centers, community supervision centers and contracted residential centers.

The Division of Probation and Parole has implemented the community supervision center concept, an innovative alternative to divert offenders from being sent or returned to prison. It provides the courts and local probation and parole authorities with an additional sanction to deal with offenders in the community through more intensive supervision and treatment services. The Department operates seven community supervision centers at St. Joseph, Farmington, Hannibal, Fulton, Kennett, Poplar Bluff and Kansas City. Construction was completed in September 2008.

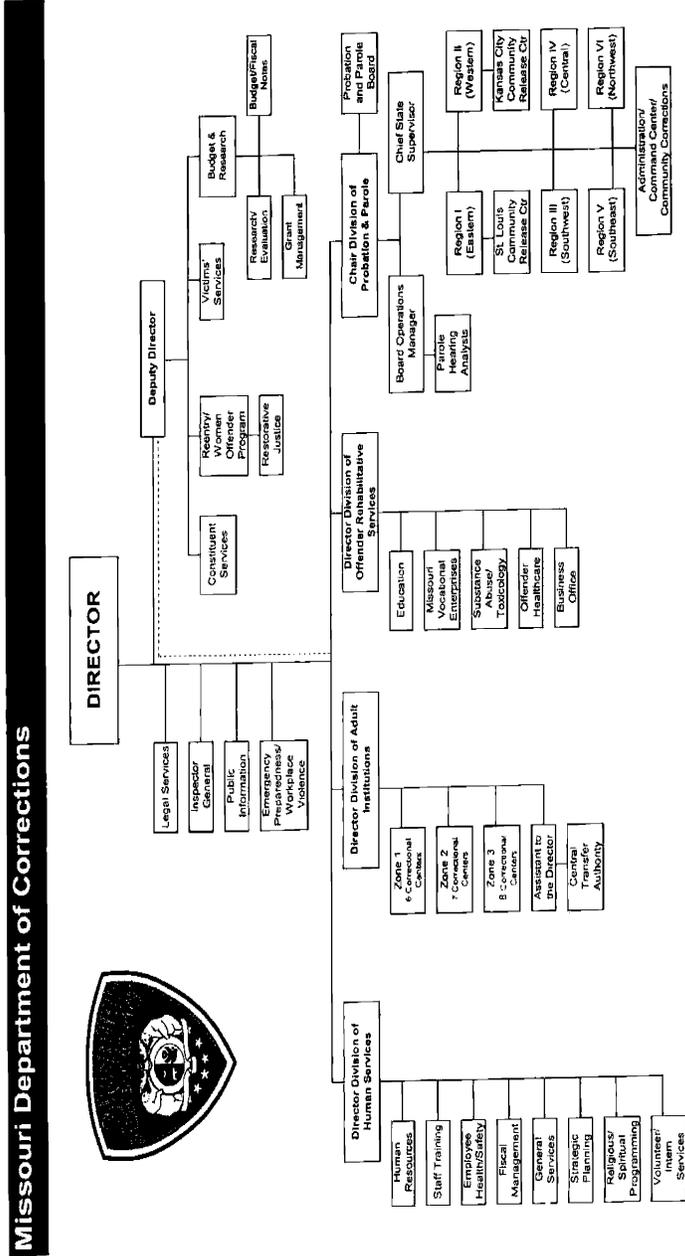
**Boards and Commissions:**

The Department of Corrections works with the following boards and commissions:

- The Board of Probation and Parole (Section 217.655, 217.660 and 217.665 RSMo.) – The Board is comprised of seven full-time members appointed by the Governor, subject to the advice and consent of the Senate. During their six-year terms, members determine the release of individuals from confinement in the Division of Adult Institutions through parole or conditional release. Parole hearings are held at each correctional center monthly. If a release date is set, the board determines whether placement in release strategies such as electronic monitoring, halfway houses and community release centers is appropriate. The board stipulates special conditions in order to help with the offenders' success under supervision. They also monitor the supervision of offenders in the community and return those offenders to prison that are a risk to the community. They also investigate and report to the Governor on all applications for pardons, commutations of sentence, reprieves or restorations of citizenship.
- Citizen Advisory Committee (Executive Order 03-11) - The Department utilizes the Citizens Advisory Committee to evaluate grievances filed by inmates and referred to the Director of the Department. The CAC makes recommendations to the Director for the resolution of those grievances as specified in the Department Inmate Grievance Procedure. The CAC meets on a monthly basis at different correctional institutions and also makes on-site inspections. The committee is comprised of 12 private citizens appointed by the Governor.
- Corrections Officer Certification Commission (Section 217.105 RSMo.) - The Corrections Officer Certification Commission was established to make recommendations to the Department of Corrections, the Legislature, or the Governor concerning the qualifications, training, testing, and certification of corrections officers. The committee may cause a job task analysis to be made of the jobs of corrections officers. The Corrections Officer Certification Commission shall be composed of nine members nominated by the Director and appointed by the Governor with the advice and consent of the Senate. Three members shall be Department of Corrections officers below the rank of lieutenant; of which, at least two will be members of a statewide association of corrections officers with more than one thousand members. Three members shall be corrections officers or supervisors above the rank of sergeant; two of which must be the rank of lieutenant or captain. Of these three, at least one will be a member of a statewide association of corrections officers with more than one thousand members. Two members shall be county sheriffs, at least one of who shall be from a third class county; and one member shall represent the general public.
- Advisory Board of Vocational Enterprises Program (Section 217.555 RSMo.) – The Board shall provide the Department Director advice and counsel on proper planning and programs for the vocational enterprises program within the Department and shall make recommendations concerning the services to be provided and the articles manufactured, including style, design, and quality, as well as for economy and efficiency in their manufacture. New industries and agribusiness operations may be

established or terminated at the discretion of the Director. The Board consists of the Director of the Division of Offender Rehabilitative Services or his designee, who shall serve as chairman, the Assistant Director of Missouri Vocational Enterprises and three members representing organized labor and three members representing manufacturing interests, one member who is qualified by education and experience in criminology, and one member who is qualified by education and experience in vocational rehabilitation. The public board members shall be appointed by the Department Director for a term of four years, with appointments to this board made so that two members' terms expire each year. The Commissioner of Administration or his designee, and the Governor or his designee, shall serve as ex officio members of the board.

- Restorative Justice Boards (Section 217.440 RSMo.) – These boards are comprised of citizens from the community specially trained by department staff to meet with offenders concerning their behavior under supervision. They provide the courts with an assessment of offender needs and recommend how the offender can best repair the damage they have done to the community.
- Missouri State Council for Interstate Adult Offender Supervision (Section 589.512 RSMo) -The Council exercises oversight and advocacy concerning its participation in the Interstate Commission activities and other duties as may be determined by each member state including but not limited to, development of policy concerning operations and procedures of the compact within the state. Section 589.512 RSMo requires that the Council membership will consist of at least the compact administrator, one member of the legislative, judicial and executive branch of government, along with victim group representation.



I:\drive\Bdr\re\Budget FY 2008\Org Charts\2010 ORG CHARTS with No Names and no salaries (3).xld\DOC 11/4/2010

DEPARTMENT OF CORRECTIONS (Agency Code 931)				
Exec Level	UCP Range	Title	Minimum	Maximum
EX I	44	Department Director, Department of Corrections	\$85,128	\$123,972
EX II	42	Deputy Director, Department of Corrections	\$78,012	\$113,424
EX III	40	Division Director, Division of Adult Institutions	\$71,544	\$103,860
EX III	40	Division Director, Division of Offender Rehab Services	\$71,544	\$103,860
EX III	40	Division Director, Division of Probation and Parole	\$71,544	\$103,860
EX III	40	Division Director, Division of Human Services	\$71,544	\$103,860
EX IV	38	Board Member, Probation and Parole Board	\$65,676	\$95,040



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEREMIAH W. GAY NIXON  
GOVERNOR

P.O. Box 720  
(573) 751-3222

December 23, 2010

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Economic Development dated November 1, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

  
GOVERNOR

12/23/10

DATE



ATTEST:

  
SECRETARY OF STATE



November 1, 2010

Mr. Kelvin Simmons, Commissioner  
Office of Administration  
State of Missouri  
Room 125, Capitol Building  
Jefferson City, Missouri 65102

Dear Commissioner Simmons:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, the Department of Economic Development (DED) hereby submits the enclosed 2010 organization and salary structure for approval and filing with the Secretary of State.

Although there have been no significant organizational changes, updates have been made to the narrative portion of our organizational plan and the salary structure to reflect our current operations.

The revised annual report includes the following additions to our boards and commissions:

- Entrepreneurial Development Council - 620.050 RSMo
- Missouri Military Preparedness and Enhancement Commission - 41.1010 RSMo

Thank you for the opportunity to submit these required documents. If you should require any additional information, please do not hesitate to contact me.

Sincerely,

David D. Kerr  
Director

Enclosures

Cc: John Watson  
Doug Nelson  
Lori Strong-Goeke, OA  
Chris Pieper, DED  
Sarah Schuette, DED

301 W. High St. • P.O. Box 1157 • Jefferson City, MO 65102-1157  
[www.ded.mo.gov](http://www.ded.mo.gov) • (573) 751-4962 • Fax (573) 526-7700

Real People. Real Opportunity.

## DEPARTMENT OF ECONOMIC DEVELOPMENT 2010 Organization and Salary Structure

The Missouri Department of Economic Development's mission is to create quality jobs and to boost economic development across the state to help local communities grow and prosper.

DED is committed to keeping Missouri business on the cutting edge through programs to ensure a ready supply of highly skilled and trained workers; to assist communities so they may exhibit an extraordinary quality of life; to support a business environment that offers competitive operating costs; and to support a physical and technological infrastructure with sufficient capacity to ensure continued growth and expansion.

The Department is composed of various agencies that administer policy in the areas of community and economic development, workforce development and tourism; as well as agencies that administer their statutory requirements and work to safeguard public interest.

Programs managed by these agencies provide a wide array of services designed to enhance Missouri's economic growth in the 21<sup>st</sup> century. These services provide direct assistance to businesses and industries; communities and regions; and individuals and organizations by promoting economic and community development, as well as job creation and retention throughout the state.

### OFFICE OF THE DIRECTOR

The Department is administered by a director, appointed by the governor and confirmed by the Senate. The director appoints the management staff and division directors and is responsible for recommendations to the governor for other appointments and nominations.

#### Management Staff

The management staff within the Director's Office includes:

- *Deputy Director and Director of Policy and Finance:* assists the director with department administration and the department in promoting strong partnerships and business relationships.
- *General Counsel:* provides comprehensive legal advice regarding issues affecting divisions within DED.
- *Communications Director:* promotes the department's programs and activities through media and public relations.
- *Legislative Liaison:* serves as liaison between DED and the General Assembly and governor's office with respect to legislation and other policy matters.

#### Administrative Services

The Division of Administration is responsible for the oversight of all administrative functions for the Department including: financial management, budget, human resources, information technology, and general services.

## DEVELOPMENT AGENCIES

### Division of Business and Community Services (BCS)

The division is comprised of sales, marketing, finance, compliance and research teams. BCS promotes Missouri as a great place to do business and helps to create the environment that will stimulate quality jobs and new private investment. The services also include investing in Missouri's communities to allow for future sustainable growth by increasing opportunities for new local and state revenues. The division's goal is to provide a direct access environment focused on the customer. It assures a high quality of service delivery. The structure mimics a business model with measurable results.

### Division of Workforce Development (DWD)

The Division of Workforce Development fosters a skilled workforce in order to improve Missouri's competitiveness in the global marketplace by providing quality skill development opportunities adapted to today's business and industry standards. Job creation and worker skill development play a critical role in Missouri's commitment to have a highly productive, innovative workforce that is second to none. Through the assistance of business representatives and local business services teams, DWD provides human resource assistance to businesses in the state. Business and job seeker services are delivered through Missouri Career Centers, located in cities and towns across the state. Job seekers are assisted in finding employment matching their skills. Workforce investment boards and chief local elected officials determine the types of training needed in their region to improve skill levels and to better match opportunities in the workplace.

### Missouri State Council on the Arts (MAC)

The Missouri State Council on the Arts is dedicated to broadening the appreciation and availability of the arts in the state and fostering diversity, vitality, and excellence of Missouri's communities, economy, and cultural heritage. The Missouri Arts Council, a type II state agency and division of the DED, provides grants to nonprofit organizations to encourage and stimulate the growth, development and appreciation of the arts in Missouri. MAC provides support and leadership to bring the arts to all people of the state.

Through funds from the Missouri General Assembly, Missouri Cultural Trust, and the National Endowment for the Arts, MAC provides grants to make possible quality arts programming to both large and small communities. MAC also is committed to enriching and supporting the individual artist with programs that help spur career development and growth such as technical assistance workshops that teach artists how to become better professionals.

MAC allocates every program dollar based on the recommendations of the Missouri citizens who serve on advisory panels that meet annually to review applications from organizations seeking grants. The panel's recommendations are based on criteria that include artistic excellence, education and outreach, community support, administrative ability and diversity of audience served.

**Division of Tourism**

The Division of Tourism formulates and administers a program that is designed to attract new visitors to Missouri and encourage Missouri residents to visit in-state attractions. The Division and its Welcome Centers throughout the state work closely with civic groups; local, state and federal agencies; and other travel related organizations to provide information for visitors on a wide variety of recreational, cultural, and historical activities as well as other attractions in the state. As a type III agency, the division director is appointed by and reports to the Missouri Tourism Commission.

**REGULATORY AGENCIES****Public Service Commission**

The Missouri Public Service Commission is a type III agency that regulates investor-owned electric, steam, natural gas, water and sewer and telephone companies. Its mission is to ensure Missouri consumers have access to safe, reliable and reasonably priced utility service while allowing those utility companies under our jurisdiction an opportunity to earn a reasonable return on their investment. The PSC also regulates manufacturers and retail dealers who sell new and used manufactured homes and modular units. The PSC is comprised of five commissioners, who are appointed by the governor.

**Office of the Public Counsel**

The Office of the Public Counsel is a type II agency and was established in 1975 to represent the public and the interests of utility customers in proceedings before the Missouri Public Service Commission and in investor-owned electric, natural gas, telephone, water, sewer and steam heat utilities, including safety issues, adequate and quality service, complaints and disputes, connections and disconnections, and billing and collection practices.

**DED RELATED BOARDS AND COMMISSIONS****Entrepreneurial Development Council**

The Entrepreneurial Development Council and the Entrepreneurial Development and Intellectual Property Right Protection Fund were created by Section 620.050, RSMo. The seven member council shall possess specialization in intellectual property matters. The council may provide financial support from the fund, in the form of low-interest loans and grants, to registered entrepreneurs to support product development, manufacturing and marketing of new products. Additionally, the council, upon notification, shall evaluate alleged infringement of intellectual property rights of an entrepreneur and may, based upon need, award grants or financial assistance to subsidize legal expenses incurred in initiating the process necessary to remedy the alleged infringement.

**Hispanic Business, Trade and Culture Commission**

The purpose of the Hispanic Business, Trade and Culture Commission shall be to serve as a statewide advisory body to the Department of Economic Development, Office of International Trade & Investment, on trade and investment issues of importance and relevance to the Hispanic business community in Missouri.

**Missouri Community Service Commission**

The Commission's mission is to build stronger communities by fostering an ethic of service in all Missourians through empowering communities and citizens from all walks of life to address educational, public safety, human and environmental needs through volunteer service programs; supporting those programs that demonstrate a lasting impact on communities, and instilling in participants a sense of community and civic responsibility while nurturing personal development and self-esteem. The Commission serves as the administrator for AmeriCorps funding in Missouri by awarding monetary grants and providing technical assistance and support to its grantees.

**Missouri Development Finance Board (MDFB)**

The mission of the MDFB is to assist infrastructure and economic development projects in Missouri by providing the critical component of the total financing for projects that have a high probability of success, but are not feasible without the Board's assistance.

MDFB was created in 1982 as a body corporate and politic by Section 100.250 to 100.297, RSMo and Section 100.700 to 100.850, RSMo. MDFB has nine employees and is comprised of twelve (12) voting members. Eight (8) are volunteer members appointed by the governor and confirmed by the Senate. The lieutenant governor and the director for the Department of Economic Development, Department of Natural Resources and Department of Agriculture serve as ex-officio voting members.

**Missouri Film Commission**

The Missouri Film Commission was created in 1983 to recruit and assist motion media productions, creating jobs and revenue; to develop, nurture and grow the motion media industry in Missouri; and to provide education about the real economic value of this non-traditional industry.

**Missouri Housing Development Commission**

The Missouri Housing Development Commission (MHDC), created by the 75<sup>th</sup> General Assembly functions as a bank, providing financing directly to developers of affordable rental properties. MHDC provides funding for home loans to qualified, first-time buyers through a network of certified, private mortgage lenders. The funds for mortgage financing are provided through the sale of tax-exempt notes and bonds that the commission is authorized to issue. The Commission administers the federal and Missouri Low Income Housing Tax Credit (LIHTC) programs, federal HOME funds, the U.S. Department of Housing and Urban Development (HUD) Project-Based Section 8 rental assistance contracts, the direct MHDC funding of several housing assistance programs and the Affordable Housing Assistance Tax Credit. Additionally, the Commission administers the Missouri Housing Trust Fund to help prevent homelessness and to provide emergency housing assistance for very low-income Missourians. The commission participates with the Department of Economic Development in preparing the state's Consolidated Plan for HUD.

**Missouri Humanities Council**

This Council exists to develop and encourage new avenues to find and tell the story of Missouri's people, to learn about our rich culture and history, and to identify and discuss our common values. The Council also partners with museums, libraries, historical societies, schools and other institutions so that they may better serve communities and foster high levels of public interest and involvement. It provides technical, managerial and financial support to communities, organizations and educational institutions to ensure their ongoing role in promoting the humanities.

**Missouri Life Sciences Research Board**

The purpose of the Board is to enhance research capacity in life sciences to better serve the health and welfare of Missouri citizens; promote Missouri as a center of life science research and development; create and attract new research and development institutions; and transform research into commercial life science technology.

**Missouri Military Preparedness and Enhancement Commission**

The Military Preparedness and Enhancement Commission was created by Section 41.1010, RSMo. The Commission's purpose is to design and implement measures intended to protect, retain, and enhance the present and future mission capabilities at the military posts or bases within the state. The eleven-member commission consists of two members of the Missouri Senate, two members of the Missouri House of Representatives and five members appointed by the governor. The chairman of the Missouri Veterans' Commission or designee and the director of the Department of Economic Development or designee serve ex officio.

**Missouri Seed Capital Investment Board**

The Board's function is to carry out the requirements of the Missouri New Enterprise Creation Act, Section 620.635-620.653, RSMo. It oversees the investments of the seed capital fund and the fund manager to ensure the investments are made in accordance with the requirements set forth by NECA.

**Missouri Small Business Regulatory Fairness Board**

The purpose of the Board is to independently review complaints brought by small businesses concerning state agency regulations that have a disproportionate impact on the conduct of small businesses in the State of Missouri. The Board also promotes awareness of state agency rulemaking as it affects small business, identifies issues in state agency rulemaking that disproportionately and adversely affect small businesses, identifies issues for the governor and the Missouri General Assembly to act upon, and monitors state agency compliance with requirements for filing small business impact statements. The Department of Economic Development provides staff support for the board.

**Missouri Technology Corporation**

The Missouri Technology Corporation is a public-private partnership created by the Missouri General Assembly to lead efforts to promote entrepreneurship and foster the growth of new and emerging high-tech companies. MTC focuses on bioscience industries related to Missouri's rich history in agriculture. It is governed by a board of directors appointed by Missouri's governor, speaker of the house, and president pro tem of the Missouri Senate, and includes the president of the University of Missouri system and the director of the Department of Economic Development.

**Missouri Tourism Commission**

The Tourism Commission determines all matters relating to policy and administration of tourism promotion, thus creating jobs, additional payroll, tax revenue, and economic development for the State of Missouri.

**Missouri Women's Council**

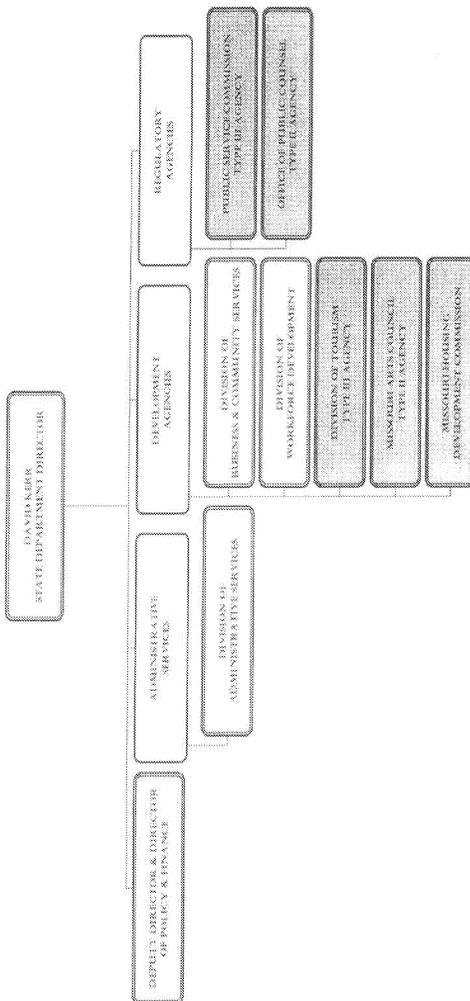
The Missouri Women's Council promotes and increases women's economic and employment opportunities through education and training; occupational mobility; non-traditional careers; promotion of women in small business; access to managerial jobs; and support service for families, such as child care.

**Missouri Workforce Investment Board**

The Missouri Workforce Investment Board is mandated to recommend a proposed statewide training and employment policy to the governor, the Missouri General Assembly and the director of the Department of Economic Development which addresses public and private participation toward achieving Missouri's objective of full employment; methods to improve federal and state resources in providing job training services; and coordination of training and employment activities with other related activities.



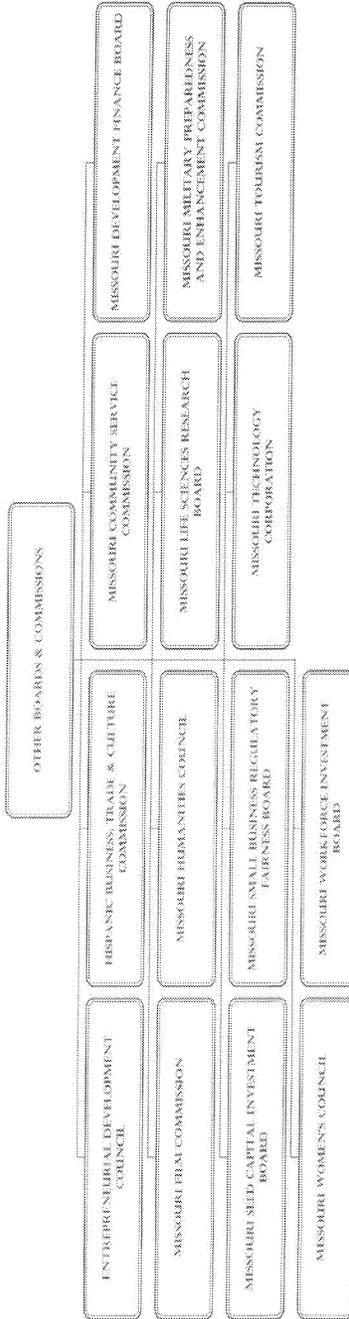
DEPARTMENT OF ECONOMIC DEVELOPMENT  
1 of 2



Last Modified 10/26/2010



DEPARTMENT OF ECONOMIC DEVELOPMENT  
Missouri



Last Modified: 11/07/09

**2010 - DED SALARY STRUCTURE**

POSITION	LOW SALARY RANGE FY2010 - FY2011	HIGH SALARY RANGE FY2010 - FY2011
Department Director	\$85,128	\$123,972
Deputy Director	\$78,012	\$113,424
Director, Division of Administration	\$65,676	\$95,040
Director of Business and Community Services	\$71,544	\$103,860
Director, Division of Workforce Development	\$71,544	\$103,860
Executive Director, Public Service Commission	\$65,676	\$95,040
Commissioner, Public Service Commission	--	\$105,070
Director, Office of Public Counsel	\$65,676	\$95,040
Executive Director, State Council on the Arts	\$65,676	\$95,040
Executive Director, Women's Council	\$47,184	\$69,948
Executive Director, Missouri Housing Development Commission	--	\$145,000
Director, Division of Tourism	\$65,676	\$95,040



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEFFERSON W. CLAYTON  
GOVERNOR

P.O. Box 720  
JEFFERSON CITY, MISSOURI 65102

December 23, 2010

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Health and Senior Services dated October 29, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

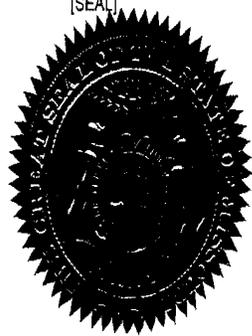
APPROVED

  
\_\_\_\_\_  
GOVERNOR

12/23/10

DATE

[SEAL]



ATTEST:

  
\_\_\_\_\_  
SECRETARY OF STATE



Missouri Department of Health and Senior Services  
 P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-8400 FAX: 573-751-8010  
 RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466  
 Margaret T. Donnelly  
 Director



Jeremiah W. (Jay) Nixon  
 Governor

October 29, 2010

Kelvin Simmons, Commissioner  
 Office of Administration  
 State Capitol Building, Room 125  
 Jefferson City, MO 65101

Dear Commissioner Simmons:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached update to the Missouri Department of Health and Senior Services (DHSS) departmental plan. Revisions to the plan update the department's structure to reflect the following organizational changes:

- Creation of an Office of Performance Management within the DHSS Director's Office. The new office is required to be established pursuant to receipt of a federal grant from the Centers for Disease Control and Prevention. The office will help strengthen the public health infrastructure and improve health outcomes in Missouri through a continuous monitoring and improvement system.
- Transfer of the Special Investigations Unit from the DHSS Director's Office-Office of General Counsel to the Division of Senior and Disability Services (DSDS)-Section for Adult Protective and Community Services. The Special Investigations Unit works closely with DSDS personnel in investigating cases of elder abuse, neglect, and financial exploitation. It also provides educational outreach programs, informational training seminars and related program activities to seniors, law enforcement agencies, prosecuting attorneys, and other governmental entities and community groups to increase awareness of the threat of exploitation and abuse of seniors.

The updated department plan, organizational chart and executive salary schedule are enclosed for your approval.

Sincerely,

Margaret T. Donnelly  
 Director

MD:BF:tm

Enclosures

c: John Watson, Chief of Staff  
 Gail Vasterling, Governor's Office Liaison  
 Lori Strong-Goeke, Office of Administration

[www.dhss.mo.gov](http://www.dhss.mo.gov)

Healthy Missourians for Life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER. Services provided on a nondiscriminatory basis.

**Department of Health and Senior Services****2010 Department Plan**

The Department of Health and Senior Services was created by the passage of House Bill 603 in May 2001. The bill transferred the roles and responsibilities of the Division of Aging in the Department of Social Services to the Department of Health, creating the Department of Health and Senior Services. The Department of Health and Senior Services is committed to:

- increasing commitment to and investment in public health;
- improving health and health care delivery;
- ensuring that Missourians are healthy and safe; and
- operating department programs efficiently and effectively.

The **State Board of Health** and **State Board of Senior Services** serve as advisory bodies for activities of the Department of Health and Senior Services. These boards advise the department director in planning for and operating the department, and act in an advisory capacity regarding rules promulgated by the department. Both boards consist of seven members appointed by the Governor with the advice and consent of the Missouri Senate.

**Departmental Support Services** is responsible for management of the department and administration of its programs and services. It provides a variety of support services for the department, and includes the following units:

- Division of Administration;
- Office of General Counsel;
- Office of Governmental Policy and Legislation;
- Office of Human Resources;
- Office of Public Information; and
- Office of Performance Management.

The **Division of Senior and Disability Services** serves as the designated State Unit on Aging, working in partnership with the ten Area Agencies on Aging. It investigates allegations of elder abuse and administers programs designed to maximize independence and safety for adults who are at risk of abuse, neglect and financial exploitation or have long-term needs that can be safely met in the community. Programs under this division include:

- Bureau of Senior Programs;
- Central Registry Unit;
- Office of Long Term Care Ombudsman; and
- Section for Adult Protective and Community Services.

The **Division of Regulation and Licensure** ensures the quality of a variety of entities including child care facilities; hospitals and ambulatory surgical centers; medical and industrial sources of radiation; home health and hospice providers; long-term care facilities including residential care, intermediate care and skilled nursing facilities; emergency medical services; and pharmacies and persons authorized to prescribe or dispense controlled substances. Programs under this division include:

- Board of Nursing Home Administrators;
- Certificate of Need Program;
- Family Care Safety Registry;

- Section for Child Care Regulation;
- Section for Health Standards and Licensure; and
- Section for Long Term Care Regulation.

The **Division of Community and Public Health** is tasked with overseeing the health and welfare of Missourians. Division responsibilities include improving maternal and child health; preventing and controlling the spread of infectious disease; preventing and reducing the rates of chronic disease; reducing the spread of sexually transmitted disease; assuring access to healthy environments in homes, child care centers, schools, restaurants, and lodging facilities; increasing access to food and nutrition resources and promoting healthy living; and coordinating public health emergency preparedness efforts. The division is also the principal unit responsible for the issuance of certified vital records (death, birth and marriage); and the collection, analysis, storage and dissemination of health data. Programs under this division include:

- Center for Emergency Response and Terrorism;
- Center for Health Policy Integration;
- Office of Financial and Budget Services;
- Section for Chronic Disease Prevention and Nutrition Services;
- Section for Disease Control and Environmental Epidemiology;
- Section for Epidemiology and Public Health Practices;
- Section for Healthy Families and Youth; and
- State Public Health Laboratory.

The following **Boards and Commissions** are assigned to the Department of Health and Senior Services by statute or executive order:

- State Board of Health;
- State Board of Senior Services;
- Advisory Committee on Childhood Immunization;
- Advisory Committee on Lead Poisoning;
- Advisory Committee on Women's Health;
- Alzheimer's State Plan Task Force;
- Arthritis Program Review Committee;
- Board of Nursing Home Administrators;
- Chronic Kidney Disease Task Force;
- Commission on the Special Health, Psychological and Social Needs of Minority Older Individuals;
- Governor's Advisory Council on Physical Fitness and Health;
- Home Health Services Advisory Council;
- Infection Control Advisory Panel;
- Missouri Area Health Education Centers Council;
- Missouri Arthritis Advisory Board;
- Missouri Genetic Disease Advisory Council;
- Missouri Head Injury Advisory Council;
- Missouri Health Facilities Review Commission;
- Missouri State Advisory Council on Pain and Symptom Management;
- Nursing Advisory Panel;
- Organ Donation Advisory Committee;
- Osteoporosis Advisory Council;
- State Advisory Council on Emergency Medical Services;

- State Hospice Advisory Council;
- State Hospital Advisory Council; and
- Technical Advisory Committee on the Quality of Patient Care and Nursing Practices.



## DHSS EXECUTIVE SALARY SCHEDULE

Exec. Level	Range	Salary Range		Title
		Minimum	Maximum	
I	44	\$85,128	\$123,972	Department Director
II	42	\$78,012	\$113,424	Deputy Department Director
III	40	\$71,544	\$103,860	Director, Division of Community and Public Health
III	40	\$71,544	\$103,860	Director, Division of Senior and Disability Services
III	40	\$71,544	\$103,860	Director, Division of Regulation and Licensure
IV	38	\$65,676	\$95,040	Director, Division of Administration
V	33	\$53,292	\$76,284	Director, Certificate of Need

Prepared by DHSS, Office of Human Resources.



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEFFERSON W. GAYNIXON  
GOVERNOR

P. O. Box 720  
65733 751-8222

December 23, 2010

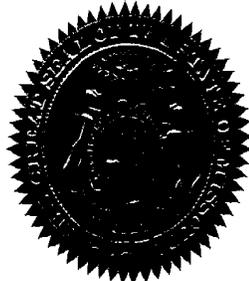
The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

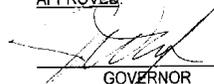
The attached revised departmental plan for the Department of Higher Education dated October 21, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

  
GOVERNOR

12/23/10

DATE

ATTEST:

  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



Building Missouri's future...by degrees

October 21, 2010

Kelvin Simmons  
Commissioner  
Office of Administration  
State Capitol Building, Room 125  
Jefferson City, MO 65102

Dear Commissioner Simmons:

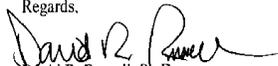
I am submitting herewith our update to the Missouri Department of Higher Education's departmental plan, in accordance with the Omnibus State Reorganization Act of 1974 and Ms. Lori Strong-Goeke's recent request. The update includes a revised narrative description of the department's major function, a revised organizational chart, and updated salary information for all major positions.

Nearly all the changes to the narrative document are the result of simply providing a more detailed description of current functions. The exception is in the category of "Financial Aid" in which the number of grant and scholarship programs is changed from 10 to 12. One of the additions, the scholarship portion of the A+ Schools Program, was transferred to this Department from the Department of Elementary and Secondary Education by Executive Order 10-16. The second, the Veteran's Survivor Grant (Section 173.234 RSMo) was added because this was the first year that funds were appropriated for it.

The changes in the organizational chart reflect a reallocation of responsibilities due to personnel reductions that were the result of a decrease in appropriations and budget withholdings. Those changes include the elimination of the Assistant Commissioner (General Counsel & Legislative Liaison) and the transfer of that position's legislative liaison and fiscal affairs responsibilities to the Deputy Commissioner and the transfer of that position's contracts and compliance functions to the Assistant Commissioner (Missouri Student Loan Program). The responsibility for departmental administration remains under the General Counsel. Additionally, a new unit for data analysis was created by consolidating some department personnel into a data group also reporting to the Deputy Commissioner.

Please do not hesitate to contact me if you have any questions or need additional information.

Regards,



David R. Russell, Ph.D.  
Interim Commissioner

[www.dhe.mo.gov](http://www.dhe.mo.gov) • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

3515 Amazonas Drive, Jefferson City, MO 65109 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

Enclosures as stated

cc: John Watson, Governor's Office, Chief of Staff  
Mike Nietzel, Governor's Office, MDHE Liaison  
Lori Strong-Goeke, Division of Budget and Planning, Assistant Director

[www.dhe.mo.gov](http://www.dhe.mo.gov) • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

3515 Amazonas Drive, Jefferson City, MO 65109 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

#### Missouri Department of Higher Education

The Missouri Department of Higher Education (MDHE) carries out the goals and administrative responsibilities for the state system of higher education. A board made up of citizens from each of the state's nine congressional districts—the Coordinating Board for Higher Education—oversees the Department of Higher Education.

The MDHE serves about 569,000 students through 13 public four-year campuses, 20 public two-year colleges, one public two-year technical college, 25 independent colleges and universities, and 145 proprietary and private career schools.

#### Major Public Policy Functions

##### *Fiscal*

- Coordinate and submit a unified higher education budget request
- Oversee implementation of the Higher Education Student Funding Act (commonly referred to as "tuition stabilization")

##### *Planning*

- Develop and implement a coordinated plan for higher education
- Collect and analyze data
- Establish state and institution-specific performance measures
- Conduct institutional mission reviews
- Develop and promote P-20 initiatives
- Develop policy options for the CBHE

##### *Academic Programs*

- Review public and independent institutions' academic programs and approve public institutions' programs
- Approve off-site programs offered by public institutions
- Set competencies for first courses in major subject areas
- Develop student transfer guidelines
- Promulgate rules to ensure faculty credentials and student evaluations are posted on institutional websites

##### *Institutional Relationships*

- Coordinate reciprocal agreements, which create opportunities for students to attend programs at institutions in other states for a reduced cost.
- Approve establishment of residence centers
- Conduct binding dispute resolution
- Impose fines on institutions that willfully disregard state policy

- Encourage cooperative agreements between public institutions that do not offer graduate degrees and those that do for purposes of offering graduate degree programs on campuses of those public institutions that do not otherwise offer graduate degrees
- Establish admission guidelines consistent with institutional missions
- Establish guidelines to help institutions with decisions relating to residence status of students
- Establish standards for the organization of community colleges

*Financial Aid*

- Administer 12 grant and scholarship programs for undergraduate and graduate students, nine of which disbursed \$98.7 million to 57,246 students in FY2010.
- Ensure institutional compliance with the tuition limitation provisions for returning combat veterans
- Determine eligibility for tuition and fee waivers for certain students who have been in foster care or other residential care under the department of social services

*State Guaranty Agency for Student Loans*

- Administer Missouri Student Loan Program. Guaranteed \$656.4 million for 89,584 students in FY2010
- Provide counseling to over 70,000 student loan borrowers with delinquent student loans totaling over \$868 million.
- Administer the Missouri Department of Higher Education Default Prevention Grant Program, which in FY 2010 distributed over \$550,000 in grants to eligible Missouri post-secondary institutions to use for campus-based default prevention activities.
- Review, approve and pay lender insurance claims, which in FY 2010 numbered over 13,600 claims totaling over \$130 million
- Collected from defaulted student loan borrowers, which in FY 2010 amounted to over \$73 million

*Early Awareness*

- Administer the federal College Access Challenge Grant, which distributed approximately \$900,000 to higher education institutions and non-profit organizations in FY 2010, to help improve the information provided to high schools students about postsecondary opportunities and increase the state's college going rate.
- Provide Missouri families with information and assistance regarding planning and paying for college, which in FY 2010 involved over 130 in-person presentations across the state, distributing over 350,000 informational brochures and publications, and offering a toll-free information line.

*Proprietary Schools*

- License and oversee all for-profit schools, some not-for-profit Missouri postsecondary education institutions, and out-of-state private higher education institutions offering instruction in Missouri

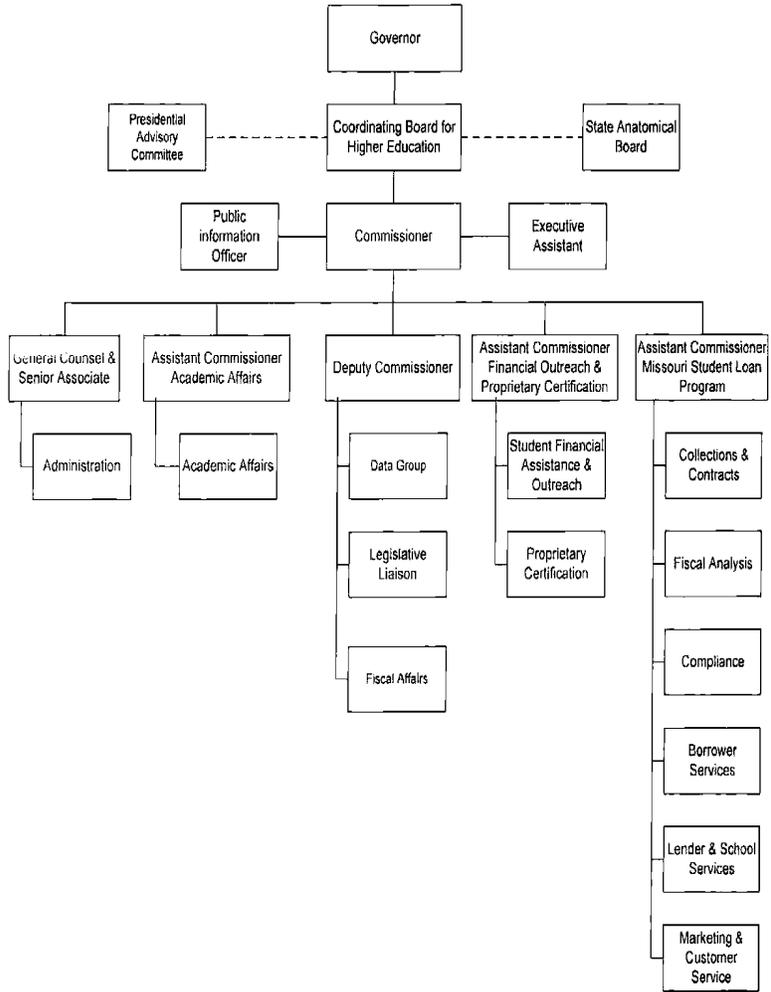
**Missouri State Anatomical Board**

- Receives "unclaimed" human bodies requiring burial at public expense and distributes them for scientific study to certain qualified schools
- Operates under state law (RSMo. 194.120-180)
- Daily activities handled through local anatomical boards or secretaries in Columbia, Kansas City, Kirksville and St. Louis
- Annual meeting of the entire board is in May in Columbia
- Officers elected for two-year terms

**Presidential Advisory Committee**

- Consists of 32 members, who are the presidents or chancellors of the state's public four-year and two-year institutions and representatives of five accredited private institutions selected biennially under the supervision of the CBHE by presidents of all of the state's privately supported institutions, but always to include at least one representative from one privately supported community college, one privately supported four-year college and one privately supported university
- The committee meets at least four times annually with the CBHE
- The committee advises the CBHE of the institutions' views on matters within the purview of the CBHE

Department of Higher Education  
October 2010



APPENDIX C — DEPARTMENTAL PLANS

Department of Higher Education  
Current Salary Schedule

Title	FY2011 Salaries
Commissioner of Higher Education*	\$155,004
*Note: salary set by the Coordinating Board for Higher Education	
Deputy Commissioner	\$97,174
Assistant Commissioner - Academic Affairs	\$76,284
Assistant Commissioner-Financial Outreach & Proprietary Certification	\$76,284
Assistant Commissioner-Missouri Student Loan Program	\$76,284
General Counsel & Senior Associate	\$60,324



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. JAY NIXON  
GOVERNOR

P.O. Box 720  
65791-751-0222

December 23, 2010

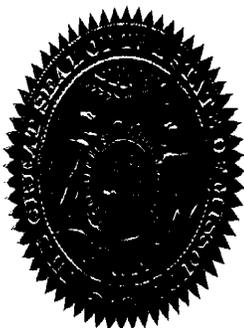
The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Insurance, Financial Institutions and Professional Registration dated November 1, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

  
GOVERNOR

12/23/10

DATE

ATTEST:

  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

## Memo

To: Kelvin L. Simmons, Commissioner  
Office of Administration

From: John M. Huff, Director   
Department of Insurance, Financial Institutions and Professional Registration

Date: 11/01/2010

Re: Department Organization Structure Update

---

Please find attached the organizational plan for the Department of Insurance, Financial Institutions and Professional Registration. There were no organizational changes made since the submittal of the organizational plan last year.

If you have any questions about this plan, please contact Grady Martin at 751-7223.

Attachment

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

#### ORGANIZATION PLAN AND CHART

The Department of Insurance, Financial Institutions and Professional Registration (“DIFP”) is charged with the administration and execution of laws relating to insurance in chapters 325 and 374 through 385, RSMo, health service organizations and health maintenance organizations in chapter 354, RSMo, insurance-related provisions in the workers’ compensation law in chapter 287, the tort laws in chapter 537, RSMo, laws relating to finance in chapters 361 through 369 and 371, RSMo, credit unions in chapter 370, RSMo, and the regulation of numerous professions under chapters 209, 214, 256, 324, 326 through 346, 436 and 620, RSMo.

The head of DIFP is a director appointed by the Governor with the advice and consent of the Senate under the authority of section 374.020, RSMo. The director is assisted by a deputy director and by seven division directors carrying out various regulatory and administrative responsibilities.

Three divisions primarily relate to the monitoring of insurance markets and the functional regulation of participants in those markets:

*Consumer Affairs Division* – This division assists the general public in resolving complaints against insurance companies and producers, providing information to consumers and investigating complaints of insurance fraud and unfair claims settlement practices.

*Insurance Market Regulation Division* – This division protects the interests of Missouri’s insurance-buying consumers by routinely reviewing insurance contracts and examining insurance offices to ensure companies are conducting business in compliance with state laws and regulations.

*Insurance Company Regulation Division* – This division administers the admission of insurance companies into the Missouri market and monitors the financial condition of all Missouri based insurance companies.

These three divisions are led by division directors appointed by the DIFP director. The primary responsibility of the deputy director is the administration of the three insurance-related divisions.

Two of these divisions relate to the function of regulating participants in the business of finance:

*Division of Finance* – This division is responsible for the incorporation and regulation of state-chartered banks, trust companies, savings banks and other entities in the Missouri finance market and monitors the activity of participants in the finance markets.

301 West High Street, Room 530, P.O. Box 690 • Jefferson City, Missouri 65102-0690 •  
Telephone 573/751-4126 • TDD 1-573-526-4536 (Hearing Impaired)  
<http://www.difp.mo.gov>

Division of Credit Unions— This division administers the entry of credit unions into the Missouri finance market and monitors the activity of those participants in the finance markets.

The sixth division is the Division of Professional Registration. Professional Registration is charged with protecting the public by licensing qualified professionals, enforcing professional standards and maintaining communication with the licensed professionals. The division coordinates the efforts of 39 regulatory boards and commissions.

The seventh division in DIFP is the Resource Administration Division. This division is responsible for the general operation and support within the department, including budgeting, human resources, fiscal management and strategic planning. This division is led by a division director appointed by the DIFP director.

The Director of DIFP also receives assistance from a public information officer; a legislative coordinator; a legal section which provides legal advice to the director and prosecutes administrative and civil enforcement actions; and a receivership section that supervises insolvent insurance companies placed into court receivership.

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

Division of Professional Registration Board/Commission Listing

Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape

Architects

Board for Respiratory Care

Board of Accountancy

Board of Chiropractic Examiners

Board of Cosmetology and Barber Examiners

Board of Embalmers & Funeral Directors

Board of Examiners for Hearing Instrument Specialists

Board of Geologist Registration

Board of Nursing

Board of Occupational Therapy

Board of Optometry

Board of Pharmacy

Board of Podiatric Medicine

Board of Private Investigator Examiners

Board of Registration for the Healing Arts

Board of Therapeutic Massage

Committee for Professional Counselors

Committee for Social Workers

Committee of Dietitians

Committee of Interpreters

Committee of Psychologists

Dental Board

Interior Design Council

Missouri Acupuncturist Advisory Committee

Missouri Advisory Commission for Anesthesiologist Assistants

Missouri Advisory Commission for Clinical Perfusionist

Missouri Advisory Commission for Dental Hygienists

Missouri Advisory Commission for Physician Assistants

Missouri Advisory Commission for Professional Physical Therapists

Missouri Advisory Commission for Speech-Language Pathologists & Audiologists

Missouri Athletic Trainer Advisory Committee

Office of Athlete Agents

Office of Athletics

Office of Endowed Care Cemeteries

Office of Tattooing, Body Piercing & Branding

Real Estate Appraisers Commission

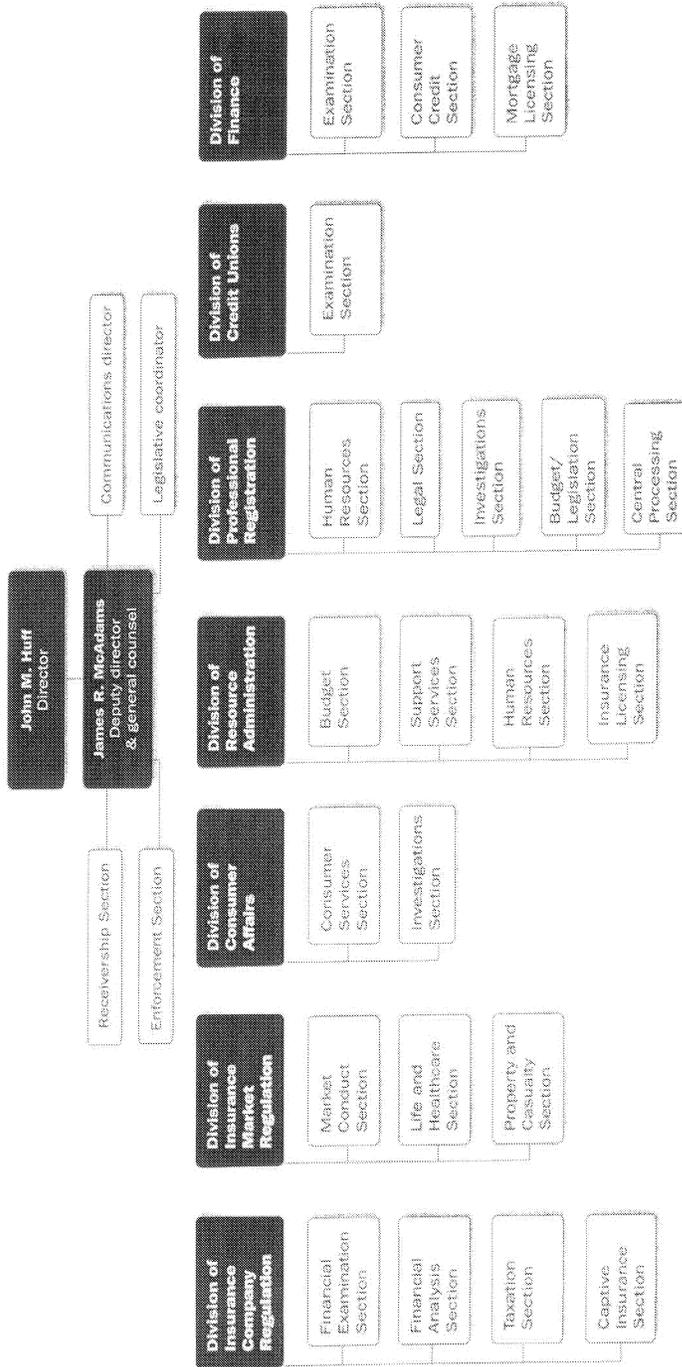
Real Estate Commission

State Committee of Marital & Family Therapists

Veterinary Medical Board

301 West High Street, Room 530, P.O. Box 690 • Jefferson City, Missouri 65102-0690 •  
Telephone: 573/751-4126 • TDD 1-573-526-4536 (Hearing Impaired)  
<http://www.dfp.mo.gov>

# DIFP's organizational chart



Nov. 3, 2010

DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND  
PROFESSIONAL REGISTRATION  
SALARY SCHEDULE

Executive Level	Title	FY2011 Salary Range	
		Minimum	Maximum
I	Department Director	\$85,128	\$123,972
II	Deputy Director / General Counsel	\$78,012	\$113,424
IV	Division Director, Consumer Affairs	\$65,676	\$95,040
	Division Director, Credit Unions*		\$95,991
	Division Director, Finance*		\$100,451
IV	Division Director, Insurance Company Regulation	\$65,676	\$95,040
IV	Division Director, Insurance Market Regulation	\$65,676	\$95,040
IV	Division Director, Professional Registration	\$65,676	\$95,040
IV	Division Director, Resource Administration	\$65,676	\$95,040

\*These positions are exempt from the Uniform Classification and Pay System (UCPS), pursuant to enactment of House Bill 379 and Senate Bill 318 (TAFP 2006)

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JOHN CORLISS W. JAY NIXON  
GOVERNOR

P.O. Box 720  
(573) 751-3222

December 23, 2010

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Mental Health dated October 19, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:  
  
GOVERNOR

12/23/10  
DATE

ATTEST:  
  
SECRETARY OF STATE

[SEAL]



JEREMIAH W. (JAY) NIXON  
GOVERNOR  
KEITH SCHAFER, Ed.D.  
DIRECTOR



MENTAL HEALTH COMMISSION

DAVID L. VLACH, M.D.  
CHAIRPERSON  
JOANN LEYKAM  
SECRETARY  
PATRICIA J. BOLSTER, M.D.  
KATHY CARTER  
DENNIS TESREAU  
NEVA THURSTON

STATE OF MISSOURI  
DEPARTMENT OF MENTAL HEALTH

1706 EAST ELM STREET  
P.O. BOX 687  
JEFFERSON CITY, MISSOURI 65102  
(573) 751-4122  
(573) 751-8224 FAX  
[www.dmh.mo.gov](http://www.dmh.mo.gov)

October 19, 2010

Mr. Kelvin Simmons  
Commissioner  
Office of Administration  
Room 125, State Capitol  
Jefferson City, MO 65102

Dear Kelvin:

Enclosed please find the Department of Mental Health's current organizational chart and salary schedule for executive and administrative positions.

Due to the consolidation of programs and oversight responsibilities, retirements, and reductions in funding, several organizational changes have been made since the last reorganization plan was filed with the Secretary of State. Specifically:

- Establishment of a sole Chief Clinical Officer. Previously, this position also served as the Director for the Division of Comprehensive Psychiatric Services.
- The Office of Transformation was moved organizationally under the Director of CPS, rather than the Department Director.
- Program oversight changes were made within the Deputy Department Director's Office:
  - The DMH Office of Administration is now directly supervised by the Deputy Department Director, rather than the Department Director.
  - Fatality Review was moved from the oversight of the Deputy Director to our Chief Clinical Officer.
  - Oversight of the Department's Housing Program was transferred to the Division of CPS from the Deputy Department Director's office.

Sincerely,

Keith Schafer, Ed.D.  
Director

Enclosures

cc John Watson  
Gail Vasterling

Doug Nelson  
Lori Strong-Goeke

## Department of Mental Health

The Department of Mental Health was officially established on July 1, 1974 as a cabinet-level state agency by the Omnibus State Government Reorganization Act; however, its functions date back to 1847. The Department serves as the state's Mental Health Authority, establishing philosophy, policy and standards of care.

State law provides three principal missions for the Department: (1) the prevention of mental disorders, developmental disabilities, substance abuse, and compulsive gambling; (2) the treatment, habilitation, and rehabilitation of Missourians who have those conditions; and (3) the improvement of public understanding and attitudes about mental disorders, developmental disabilities, substance abuse, and compulsive gambling.

The vision for the Missouri Department of Mental Health is that "Missourians shall be free to live their lives and pursue their dreams beyond the limitations of mental illness, developmental disabilities, and alcohol and other drug abuse."

Missourians must know that mental illness is treatable, that persons with substance abuse problems can triumph over their addictions, and that persons with developmental disabilities can be productive citizens and good neighbors in their communities.

### Mental Health Commission

The Commission, composed of seven members, appoints the Director of the Department of Mental Health with confirmation of the Senate. Commissioners are appointed to four-year terms by the Governor, again with the confirmation of the Senate. Commissioners serve as policy advisers to the Department Director. The Commission, by law, must include an advocate of community mental health centers, a physician who is an expert in the treatment of mental illness, a physician concerned with developmental disabilities, a member with business expertise, an advocate of substance abuse treatment, a citizen who represents the interests of consumers of psychiatric services and a citizen who represents the interests of consumers of developmental disabilities services.

### Office of the Director

The seven-member Missouri Mental Health Commission serves as the principal policy advisory body to the Department Director. The Director's duties include planning, supervising and evaluating the provision of services for Missourians with mental illness, developmental disabilities and addiction disorders. The Department of Mental Health (DMH) is comprised of three program divisions; the Division of Alcohol and Drug Abuse, Division of Comprehensive Psychiatric Services, and the Division of Developmental Disabilities, and several support offices.

DMH serves approximately 170,000 Missourians annually through state-operated facilities and contracts with private organizations and individuals. The state-operated psychiatric facilities include inpatient psychiatric care for adults and children, and services provided for court appointed offenders to the Sexual Offender Rehabilitation Treatment Services unit. In addition, 6 habilitation centers and 11 regional centers serve individuals with developmental disabilities. Other services are purchased from a variety of privately operated programs statewide through approximately 1,800 contracts managed annually by DMH.

**Deputy Director**

The Office of the Deputy Director provides the leadership and direction for a variety of department-wide and statewide functions that support program operations and services to DMH consumers. These include supervisory responsibility for the department's Office of Administration, General Counsel, Human Resources, Deaf Services and the Investigations Unit. The Deputy Director also co-supervises the Assistant to the Director position in relation to the oversight of Consumer Safety and Disaster Readiness. The Deputy Director also leads special projects at the Department Director's discretion.

**Division of Alcohol and Drug Abuse**

The Division of Alcohol and Drug Abuse was created in 1975 and established in statute in 1980 (RSMo 631.010) as part of the Department of Mental Health, with responsibility for ensuring that quality alcohol and drug abuse prevention, evaluation, treatment, and rehabilitation services are accessible to all Missourians.

The Division provides services in four program areas: substance abuse prevention, substance abuse treatment, compulsive gambling counseling, and the Substance Abuse Traffic Offenders Program. Services are delivered through a network of contracted providers. The Division promotes access, quality treatment, accountability, and consumer safety through its administrative standards and policies; ensures that its service providers are implementing evidence-based practices; monitors, evaluates and provides technical assistance to its network of providers; and collaborates with other state and federal agencies to stay abreast of the latest developments in the field and coordinate the delivery of services across multiple entities.

**Division of Comprehensive Psychiatric Services**

The Division of Comprehensive Psychiatric Services directly operates seven adult psychiatric hospitals, as well as a small number of community residential beds and apartments. In addition, the Division operates one children's psychiatric hospital and one children's residential treatment center.

The seven adult inpatient hospitals provide intermediate stay and long-term stay hospital level treatment on a regional basis and are located in St. Louis, St. Joseph, Fulton, El Dorado Springs, Kansas City and Farmington. The Division also operates five psychiatric group homes in Kansas City, three of which serve individuals who are dually diagnosed and DD Waiver eligible, and a supported apartment program. Services include ongoing assessment and treatment of individuals with serious mental illness whose recovery can be prolonged due to complications of treatment resistant illness, drug and/or alcohol dependence, developmental disabilities, brain trauma and legal issues. In addition to traditional psychiatric and medication services, treatment programs include cognitive behavioral therapy, social learning therapy, dialectic behavioral therapy, treatments specific to those with co-occurring mental illness and development disability, competency restoration and treatment specific to sexual predation.

Services for children and youth up to the age of 18 years with serious emotional disturbances are provided in two Division-operated facilities. Hawthorn Children's Psychiatric Hospital in St. Louis provides both acute hospitalization and residential treatment services. Cottonwood Residential Treatment Center in Cape Girardeau provides residential treatment services.

In addition, the Division contracts with not-for-profit community mental health centers to provide services for persons with mental illness in each of 25 geographic service areas. The agency responsible for service provision in each service area is designated as the Division's administrative agent. The administrative agents are responsible for assessment and service delivery to eligible individuals in their geographic service area. This includes responsibility to provide follow-up services to persons who have been discharged from state-operated inpatient services. Children and their families are also served by administrative agents.

Supported community living programs are provided to individuals with mental illness who require financial subsidies to support their housing needs or need more structured services to live in the community. Living arrangements in this program range from nursing homes to apartments, and other settings that are integrated into the community. Persons in these programs are provided support through case management and community psychiatric rehabilitation program services provided by administrative agents. During Fiscal Year 2010, the Division provided inpatient services to 3,842 adults and 302 youth; outpatient and community support (includes residential) to 58,692 adults and 15,838 youth; and supported community living services to 4,931 adults and 331 youth.

#### Division of Developmental Disabilities

The Division of Developmental Disabilities (DD), established in 1974, serves persons with developmental disabilities such as mental retardation, cerebral palsy, head injuries, autism, epilepsy and certain learning disabilities. Such conditions must have occurred before age 22 with the expectation that they will continue. To be eligible for services from the Division, persons with these disabilities must have substantial functional limitations in two or more of the following six areas of major life activities: self-care, receptive and expressive language development and use, learning, self-direction, capacity for independent living or economic self-sufficiency and mobility.

The Division's focus is on improving the lives of persons with developmental disabilities and their families through programs, supports and services to enable persons with developmental disabilities to live independently and productively. In 1988, the Division began participation in the Medicaid home and community-based waiver program designed to help expand needed services throughout the state.

Specialized services are either provided directly or purchased through contracts by 17 entities operated by the Division. The Division's 11 regional offices are the primary points of entry into and exit from the system. The regional offices determine eligibility, provide service coordination and work with individuals, families and contract with Senate Bill 40 Boards, Affiliated Community Service Providers (ACSP) and private providers for the provision of a comprehensive array of services in the following areas: Albany, Central Missouri, Hannibal, Joplin, Kansas City, Kirksville, Poplar Bluff, Rolla, Sikeston, Springfield and St. Louis. There are also six state operated habilitation centers— Bellefontaine Habilitation Center, Higginsville Habilitation Center, Marshall Habilitation Center, Nevada Habilitation Center, Southeast Missouri Residential Services, and St. Louis DDTC, which primarily provide residential care and habilitation services to persons who are medically and behaviorally challenged, or court committed. All habilitation centers are Title XIX certified as Intermediate Care Facilities for the Mentally Retarded (ICF/MR).

**Assigned Boards and Commissions**

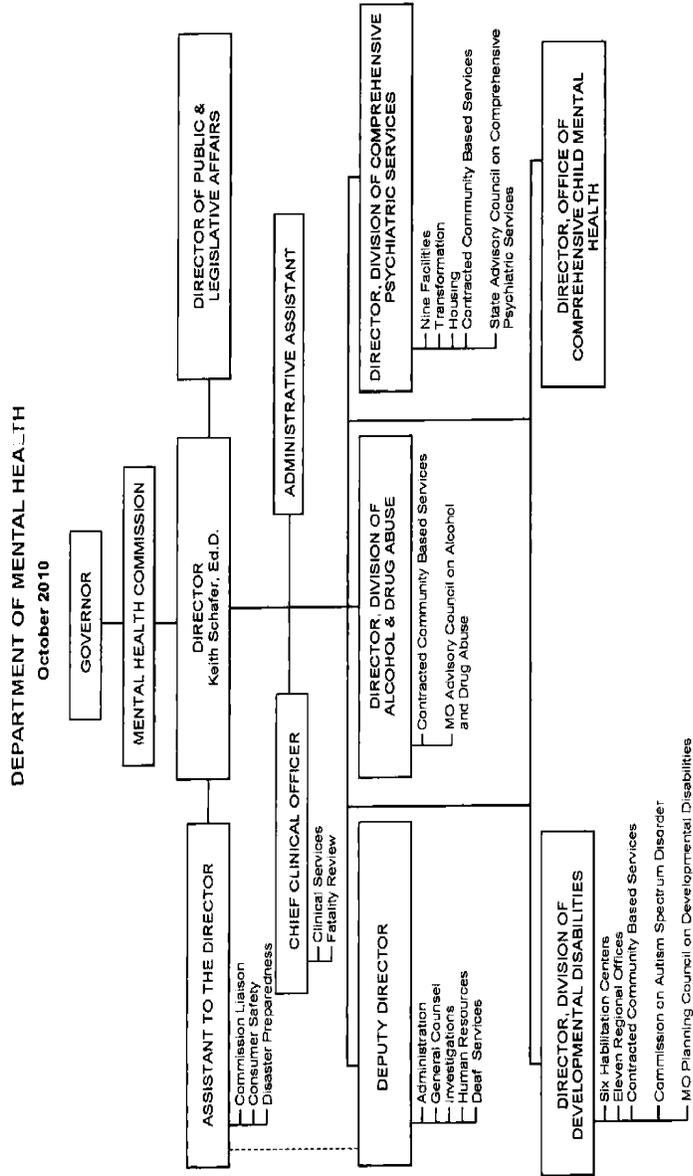
The *Commission on Autism Spectrum Disorders* was established in August 2009 per RSMo 633.200. The Commission is housed within the Department of Mental Health (with direct oversight from the Division of Developmental Disabilities). The Commission shall advise and make recommendations to the Governor, General Assembly, and relevant state agencies regarding matters concerning all state levels of autism spectrum disorder services, including health care, education, and other adult and adolescent services. The Commission is comprised of 24 members and shall consist of a broad representation of Missouri citizens, both urban and rural, who are concerned with the health and quality of life for individuals with autism spectrum disorder. The members of the Commission, other than the members from the General Assembly and ex-officio members, are appointed by the Governor with the advice and consent of the Senate.

The *Missouri Advisory Council on Alcohol and Drug Abuse* was established in state statute in 1980 to serve as an advisory body to the Division of Alcohol and Drug Abuse on policy, prevention, and treatment activities in the state of Missouri. The council is comprised of up to 25 members appointed by the Division Director. Members have professional, research, and/or personal interest in the delivery of substance abuse prevention and treatment services.

The *State Advisory Council for Comprehensive Psychiatric Services* was first established in 1977 by Governor's executive order. Members are appointed by the Director of the Division of Comprehensive Psychiatric Services. The Council is comprised of 25 members who advise and make recommendations on the development and coordination of a statewide interagency/interdepartmental system of care for children/youth with serious emotional disorders and persons with mental illness and their families. Council members are primary consumers, family members, service providers and state agency representatives. The Council by-laws state the Council will 1) Advise the Division in the development of models of services, long range planning and budgeting priorities; 2) Identify statewide needs, gaps in services, and movement toward filling gaps; 3) Provide education and information about mental health issues; and 4) Monitor, evaluate, and review the allocation and adequacy of mental health services within the state.

The *Missouri Planning Council for Developmental Disabilities* was created in 1971 under federal legislation. The Council's federal mandate is to plan, advocate for, and give advice concerning programs and services for persons with developmental disabilities that will increase their opportunities for independence, productivity and integration into communities. The Council also serves, under Missouri statute, as the Missouri Advisory Council on Mental Retardation and Developmental Disabilities, providing advice to the Division and its Director. The council consists of up to 25 members that are appointed by the Governor.

Additionally, Missouri statute allows the Director of the Division of DD to establish Regional Developmental Disabilities Advisory Councils in any of the regions of the state to advise and participate in the development of regional plans of programs and supports and services for persons with developmental disabilities. The regional councils may have up to 20 members who reside in the region and serve staggered three-year terms. The council members are appointed by the Division Director.



## EXECUTIVE PAY RANGES

<u>DEPARTMENT OF MENTAL HEALTH</u>	Executive Pay Level	FY 2011 – July 1, 2010 Salary Range	
		Low	High
Department Director (Non-Physician)*	I	\$85,128	\$123,972
Deputy Department Director	II	\$78,012	\$113,424
Director, Division of Alcohol and Drug Abuse	III	\$71,544	\$103,860
Director, Division of Comprehensive Psychiatric Services	III	\$71,544	\$103,860
Director, Division of Developmental Disabilities	III	\$71,544	\$103,860
Chief Clinical Officer (Board Certified Psychiatrist)			\$174,383
Deputy Director for Administration	IV	\$65,676	\$95,040
Deputy Director for Human Resources	IV	\$65,676	\$95,040

\*Appropriated amount – State Mental Health Commission sets salary.

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEREMIAH W. CLAY NIXON  
GOVERNOR

P.O. Box 720  
(573) 751-3222

December 23, 2010

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

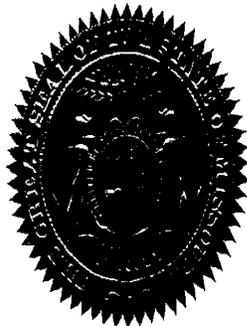
Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Natural Resources dated November 1, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:  
  
GOVERNOR

[SEAL]



12/23/10  
DATE

ATTEST:  
  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)

STATE OF MISSOURI  
 DEPARTMENT OF NATURAL RESOURCES

Jeremiah W. (Jay) Nixon, Governor • Kip A. Stetzler, Acting Director

www.dnr.mo.gov

NOV 1 2010

Mr. Kelvin L. Simmons, Commissioner  
 Office of Administration  
 State Capitol Building, Room 125  
 Jefferson City, MO 65101

Dear Commissioner Simmons:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I respectfully submit the attached departmental plan for the Department of Natural Resources. As you know a search for a new department director is underway, with the appointment of a new director, there is a possibility of changes to the department's organization.

A revised organization chart which includes our boards and commissions, along with the salary schedule for the department is also attached. If you have any questions, please feel free to contact me.

Sincerely,

DEPARTMENT OF NATURAL RESOURCES

  
 Kip A. Stetzler  
 Acting Director

KAS:lgk

Enclosures

- c: John R. Watson, Governor's Office Chief of Staff
- Doug Nelson, Governor's Office Liaison
- Lori Strong-Goeke, Assistant Director, OA Division of Budget and Planning
- Bill Bryan, Principal Deputy Director, DNR
- Davis Minton, Deputy Director, Operations, DNR
- Dru Buntin, Deputy Director Policy, DNR
- Mike Wells, Deputy Director Water Resources, DNR
- Lori Gordon, Acting Director, Division of Administrative Support



**DEPARTMENT OF NATURAL RESOURCES****Organizational Plan**

The goal of the Department of Natural Resources is to provide a unified organizational structure for the management of Missouri's natural resources.

The Director, appointed by the Governor and confirmed by the Senate, is the chief executive officer and appointing authority of the Department of Natural Resources. The Director is empowered to allocate and reallocate duties and functions to create an organization which promotes the economical and efficient administration of the agency's duties.

Councils and Commissions assigned to the Department of Natural Resources by Type II transfers retain certain of their policy-making authorities. Included are the Air Conservation Commission, the Clean Water Commission, the Land Reclamation Commission, the Soil and Water Districts Commission, the State Inter-Agency Council for Outdoor Recreation and the State Oil and Gas Council. The Department of Natural Resources is composed of the Office of Director, Division of Administrative Support and programmatic divisions. These programmatic divisions are the Division of Energy, the Division of Environmental Quality, the Division of State Parks, and the Division of Geology and Land Survey.

**OFFICE OF THE DIRECTOR**

The Office of Director is the central management unit within the Department of Natural Resources. Responsibilities include coordinating, developing, and implementing the department's strategic planning efforts, policy research, legislative initiatives, communication and employee relations activities of the department. The Director's Office is responsible for providing overall direction for the department.

**DIVISION OF ADMINISTRATIVE SUPPORT**

The Division of Administrative Support includes the functions of budget development, financial resource allocations, internal audit, accounting, human resources, procurement, grants management and general services.

**DIVISION OF ENERGY**

The Division of Energy is a non-regulatory state entity that helps ensure adequate energy supplies, promotes energy efficiency and advocates for the use of Missouri indigenous energy resources, especially renewable energy. In the Division of Energy staff manage projects and subgrants, oversee large contracts and provide technical assistance to deliver energy efficiency services and programs to Missourians, including energy-efficiency improvements to existing housing, improved energy-efficient building techniques and technologies for new homes, training for public and private sector facility managers and industrial energy efficiency opportunities. The Division of Energy participates in utility regulatory cases to encourage utility investments in energy efficiency programs for their customers and helps utilities design these customer programs. In addition, the Division of Energy monitors energy supplies and prices, conducts special assessments in response to potential or actual supply disruptions or shortages and coordinates mitigation efforts with state and federal agencies and decision-makers. The Division of Energy encourages the use of Missouri's indigenous energy resources and

technologies through various initiatives. The Division advances development of Missouri's wind resources and collected new data that helped lead to the development of Missouri's first three utility-scale wind-generation projects. The Division also works extensively in the biomass arena, which includes promotion of ethanol and biodiesel production and use in the general marketplace; increased use of biofuels in state-owned vehicles; and technical assistance and analysis focused on the use of various biomass materials for energy.

#### DIVISION OF ENVIRONMENTAL QUALITY

The Division of Environmental Quality oversees the state's environmental management in the areas of water pollution and drinking water, air pollution control, hazardous waste management, solid waste management, and mining reclamation. The division also includes environmental services and regional office functions and activities.

**Water Protection** helps ensure clean and safe water for all Missourians. To help ensure safe **drinking water**, Water Protection provides financial and technical assistance to public drinking water supplies, sets standards for safety and testing, issues permits and conducts compliance efforts, where necessary. **Clean water** is vital to a healthy economy. Water Protection protects Missouri's surface and groundwater for drinking water, recreation, farming and industrial uses including fishing, swimming, livestock watering and irrigation. To help ensure clean water, Water Protection classifies water bodies, establishes safe levels to protect the uses of each, issues permits to wastewater treatment discharges and provides technical and financial assistance to improve water quality. Water Protection also monitors the water quality of streams and lakes and develops strategies to restore impaired waters; permits large concentrated animal feeding operations; and administers low-interest loan and grant programs to help ensure Missouri communities develop adequate water infrastructure at an affordable cost. Water Protection also trains and certifies operators at Missouri's water supply and wastewater treatment plants.

**Air Pollution Control** strives to maintain and improve the quality of Missouri's air to protect public health, general welfare and the environment. Air Pollution Control operates according to the Clean Air Act, Missouri Air Conservation Law and State Implementation Plans and Rules. Air Pollution Control issues construction and operating permits to help ensure facilities are built in compliance with the laws and rules and not operating in a manner to cause violations of federal and state, health-based air quality standards. Air Pollution Control, working with the department's regional offices, identifies facilities that are not in compliance and works with them to reach compliance. If those efforts are unsuccessful, Air Pollution Control will start enforcement action.

By collecting air monitoring and emission inventory information, Air Pollution Control provides benchmark data and measures collected data against that benchmark to provide an indicator of whether air pollution control in Missouri is successful. When EPA promulgates an air quality standard for a pollutant, it triggers a process to evaluate each county in the state and determine what areas of the state violate the new standard. EPA then designates those areas found to "cause or contribute" to the violation as "nonattainment" areas. This designation then triggers a 3-year time frame for the state to submit a State Implementation Plan, which is a plan to detail what measures the state will implement to improve air quality in the nonattainment area to the

level necessary to achieve the standard. Three areas within the state are currently designated non-attainment including St. Louis Ozone, St. Louis PM2.5 (fine particles), and Herculaneum Lead non-attainment areas. The department is working to attain these federal standards, while maintaining air quality for the rest of the state. In addition, new standards for ozone, lead, sulfur dioxide and nitrogen dioxide are expected to result in several additional nonattainment areas for these various pollutants.

**Solid Waste Management**, through oversight of solid waste facilities, ensures groundwater remains safe and clean and that land is restored to a community friendly state. To assist in producing these desired outcomes, Solid Waste Management operates a federally authorized regulatory program (40 CFR Part 258, Subpart D) overseeing solid waste facilities and their operations and administers the solid waste management district grant program and scrap tire program.

**Solid Waste Management:**

- Permits, inspects, and provides technical assistance to solid waste facilities (e.g., landfills, transfer stations, and scrap tire facilities) to help ensure they are designed and operated to protect public health, safety, and the environment, and enforces solid waste laws and regulations.
- Consults with the community on solid waste decisions.
- Provides grant funding to solid waste management districts to fund their operations and community-based waste reuse, reduction and recycling projects.
- Reviews, evaluates, and approves district grants and provides training for the solid waste district executive board and staff, as needed.
- Monitors progress of grant projects and provides technical assistance to districts or district subgrantees, as needed.
- Conducts performance audits (via independent contractors) for each of the solid waste districts every three years, subject to the availability of resources, to ensure compliance with laws and regulations.
- Promotes recycling and alternatives to disposal by developing guidance materials, conducting outreach efforts, and providing technical assistance.
- Encourages use of scrap tire materials and expansion of end markets for such materials and products.
- Investigates and pursues the cleanup of illegal dumps.
- Provides landfill operator certification and recertification training.
- Develops, maintains and updates a statewide solid waste plan, including data on types of wastes and information on innovative technologies.

The three major functions of **Hazardous Waste** are:

Hazardous Waste is responsible for ensuring compliance with laws and regulations designed to prevent pollution. Hazardous Waste works with businesses that generate and transport hazardous wastes to ensure safe handling and disposal by issuing identification numbers, certifications and permits to companies that treat, store and dispose of hazardous wastes. In reporting year 2009, Missouri companies generated about 253,900 tons of hazardous waste. Approximately 78% of this was treated or disposed of in Missouri; the remainder was shipped

out of state or out of country. During this same period, Missouri received approximately 124,000 tons of hazardous waste from outside the state. About 85.7% of this imported waste was burned by Missouri cement kilns in their cement making operations as a substitute for coal. Hazardous Waste also oversees the operation of over 3,600 underground storage tank sites.

Hazardous Waste is responsible for ensuring cleanup of contamination that is not caused by nature. Hazardous Waste implements laws that require responsible parties to be accountable for the contamination they cause. They also work with parties seeking to voluntarily clean up contamination. In all cases, the department provides oversight for investigating and remediating contamination to bring these sites back into beneficial reuse for economic benefit and sustainable communities. Where appropriate, Hazardous Waste performs operation and maintenance activities to help assure that remedial actions taken at a site continue to be protective of human health and the environment. Examples are: Brownfields, gas stations, major oil refineries, abandoned lead mine sites, major industrial areas, wood treaters, Superfund sites, drycleaners, federally owned sites and many others.

Because most cleanups leave some residual contamination, Hazardous Waste implements long-term stewardship measures to ensure that cleanup decisions result in safe and productive reuse of properties for future generations. Examples of long-term stewardship tools include: engineered controls to isolate contamination, property controls to limit activities, governmental controls such as zoning or permits, informational devices and regular inspections.

For coal and industrial minerals (barite, tar sands, clay, limestone, sand and gravel, granite, trap rock, etc.), **Land Reclamation** ensures that all exploration and surface mining operations are conducted in a manner that will not be detrimental to public health or safety, or cause environmental pollution. Land Reclamation issues permits and conducts inspections for all surface mining operations. To obtain a permit from Land Reclamation, mine operators must submit operation and reclamation plans that demonstrate the land will be returned to productive use. Issues such as blasting etc. are often concerns, but there is little remedy in Missouri mining law. Quarries and coal mines create concern related to blasting and truck traffic, noise, hours of operation, and water runoff. Gravel mines create concern due to the impacts to Missouri streams and farmlands. Many of these concerns can be addressed through public meetings allowing an exchange of information, public hearings, or permit conditions.

The metallic minerals function implements the Metallic Minerals Waste Management Act (lead, iron, zinc, copper, gold and silver), which only regulates the metallic mineral waste disposal areas of the mining operations. Missouri has the largest lead mining district in the United States. The key issue for our state is to ensure that these areas are properly reclaimed. Land Reclamation confers with all other environmental areas to ensure that all appropriate environmental laws are met in the construction and reclamation of these waste disposal areas.

**Environmental Services** provides sampling, monitoring and analysis for water, air and drinking water efforts, environmental emergency response and management of the Clandestine Drug Lab Collection station program for clean up of controlled substances (primarily wastes associated with methamphetamine production).

The **Regional Offices** provide interaction with regulated facilities and citizens at the local level. Staff of the Regional Offices conduct environmental inspections, investigate citizen concerns, provide technical assistance, issue water pollution and open burning permits, and are responsive to inquiries and requests for assistance from multiple sources, including the public, legislators, other department entities, various federal and state agencies, various media outlets, and other DNR staff.

#### **DIVISION OF STATE PARKS**

The Division of State Parks manages the many recreational, cultural, and historical resources of the Missouri state park system. State Parks also administers programs to promote outdoor recreation statewide. These activities are accomplished through grant programs. The mission of the Division of State Parks is to preserve and interpret the state's most outstanding natural features; to preserve and interpret the state's most outstanding cultural landmarks; and to provide compatible recreational opportunities in these areas. The division manages 85 state parks and historical sites plus the Roger Pryor Pioneer Backcountry. These state parks and historic sites are scattered throughout the state, each containing unique and diverse natural and cultural resources. The park system also includes five district offices, and five support functions.

#### **DIVISION OF GEOLOGY AND LAND SURVEY**

The Division of Geology and Land Survey's mission is to investigate the state's geology and apply technical knowledge to environmental decisions and geologic hazards; to determine the character and availability of the state's energy and mineral resources; to oversee the proper construction of all wells, including water, exploration, heat pump and monitoring wells, and to restore and maintain the original land survey monuments and maintain a repository of land survey records. Another major responsibility of the division is to maintain the United States Public Land and Survey System (USPLSS). The corners of the USPLSS are the framework from which all surveyors and property owners must rely for the determination of all land boundaries.

#### **WATER RESOURCES**

Water Resources serves as the state's lead agency dealing with water quantity issues such as interstate water management, statewide water use and planning, water resources monitoring and assessment, drought assessment, and flood coordination. Water Resources also is responsible for the regulation of nonfederal dams through the Dam and Reservoir Safety Program. Staff hydrologists and engineers perform complex analyses to determine the benefits or adverse impact of interstate river operations and resultant water quantity impacts for the state of Missouri. Staff provides analytical support on legal challenges and is involved in negotiations with other states on water quantity issues. This effort has been intensified due to the authorization of the Missouri River Authorized Purposes Study that is intended to justify changing the management of the river to benefit upper basin states at the expense of Missouri.

**SOIL AND WATER**

Soil and Water Conservation implements the policies of the Soil and Water Districts Commission. Services are provided through Soil and Water Conservation and local soil and water districts throughout the State of Missouri. In addition, grants and loans are provided to landowners for land practices that reduce soil erosion in the State of Missouri. Soil and Water Conservation administers voluntary programs developed by the Soil and Water Districts Commission and funded by the Soil and Water Sales Tax to conserve Missouri's soil and water resources for agricultural production. The Soil and Water Conservation staff assist the 114 soil and water conservation districts throughout the state in the reduction of agricultural erosion and sediment runoff to maintain the land's agricultural productivity.

**ENVIRONMENTAL IMPROVEMENT AND ENERGY RESOURCES AUTHORITY**

The Environmental Improvement and Energy Resources Authority (EIERA), under Chapter 260, RSMo is an independent, self-supporting, quasi-governmental agency assigned to the Missouri Department of Natural Resources.

Due to the special independent status as "a body corporate and politic," the authority is able to issue tax-exempt bonds and utilize fees charged for issuance of its bonds and notes. The authority is empowered to conduct environmental and energy research and development activities, develop alternative methods of financing environmental and energy projects, and assist Missouri communities, organizations, and businesses in obtaining low-cost funds and other financial assistance for projects related to the authority purpose.

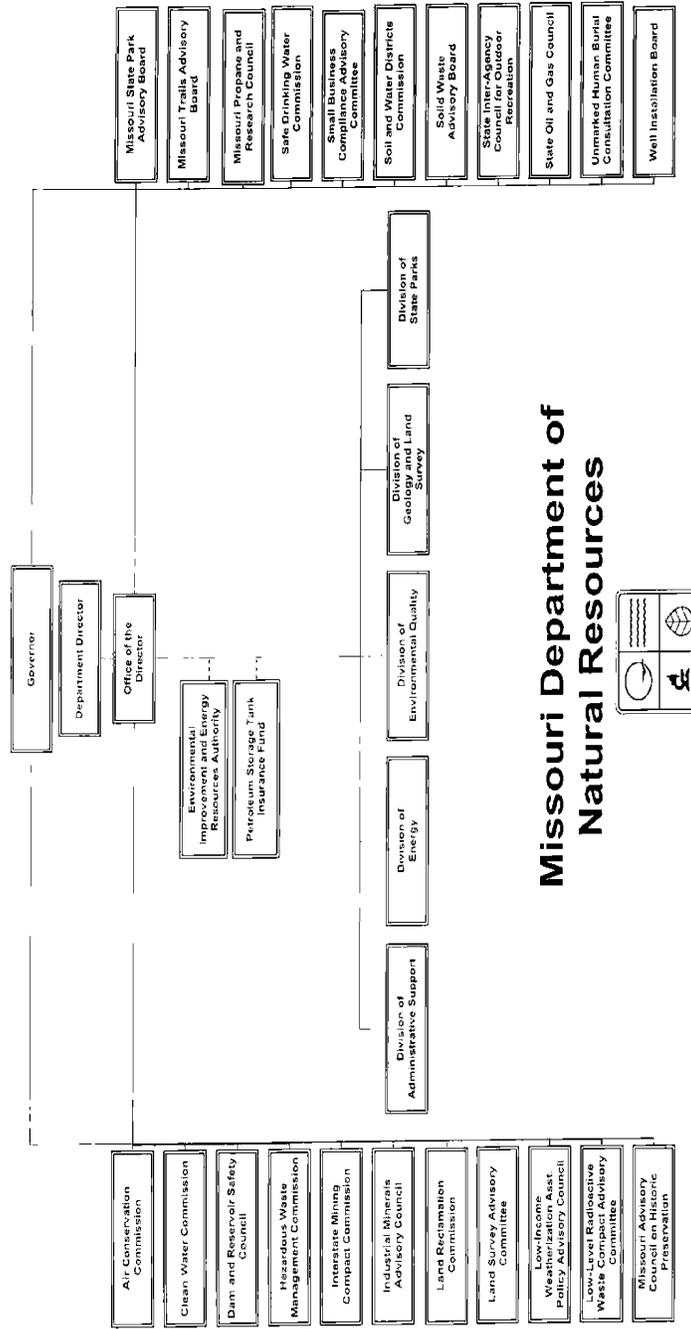
**PETROLEUM STORAGE TANK INSURANCE FUND**

The Petroleum Storage Tank Insurance Fund authorized by RSMo 319.129-319.133 and 319.138 provides a means for underground tank owners to maintain a financial responsibility mechanism to pay for costs to clean up the environment and damages to third parties which result from leaks and spills. The fund is also required to pay for clean up of old tank sites meeting certain criteria.

Assigned Boards and Commissions:

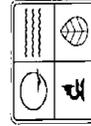
- Air Conservation Commission
- Clean Water Commission
- Dam and Reservoir Safety Council
- Env. Improvement and Energy Resources Authority
- Hazardous Waste Management Commission
- Interstate Mining Compact Commission
- Industrial Minerals Advisory Council
- Land Reclamation Commission
- Land Survey Advisory Committee
- Low-Income Weatherization Asst. Policy Advisory Council
- Low Level Radioactive Waste Compact Advisory Committee
- Missouri Advisory Council on Historic Preservation
- Missouri State Park Advisory Board

- Missouri Trails Advisory Board
- Missouri Propane Education and Research Council
- Petroleum Storage Tank Insurance Fund
- Safe Drinking Water Commission
- Small Business Compliance Advisory Committee
- Soil and Water Districts Commission
- Solid Waste Advisory Board
- State Inter-Agency Council for Outdoor Recreation
- State Oil and Gas Council
- Unmarked Human Burial Consultation Committee
- Well Installation Board



11/01/1010

**Missouri Department of  
Natural Resources**



DEPARTMENT OF NATURAL RESOURCES  
EXECUTIVE PAY PLAN  
October 28, 2010

	Exec Level	FY11 Salary Range	
		Min	Max
Director	I	\$85,128	\$123,972
Deputy Director	II	\$78,012	\$113,424
Director, Division of Environmental Quality	III	\$71,544	\$103,860
Director, Division of State Parks	III	\$71,544	\$103,860
Director, Division of Administrative Support	IV	\$65,676	\$95,040
Director, Division of Geology and Land Survey	IV	\$65,676	\$95,040
Director, Division of Energy	IV	\$65,676	\$95,040
Staff Director, Air Quality Control Commission	IV	\$65,676	\$95,040
Staff Director, Water Pollution Control Commission	IV	\$65,676	\$95,040
Staff Director, Hazardous Waste Commission	IV	\$65,676	\$95,040
Staff Director, Land Reclamation Commission	V	\$53,292	\$76,284
Staff Director, Solid Waste Mgt District Exec Board	V	\$53,292	\$76,284
Staff Director, Soil & Water District Commission	V	\$53,292	\$76,284
Principal Assistant Board/Commission, Public Drinking Water	V	\$53,292	\$76,284



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEREMIAH W. JAY NIXON  
GOVERNOR

P.O. Box 780  
15703 751-3222

December 23, 2010

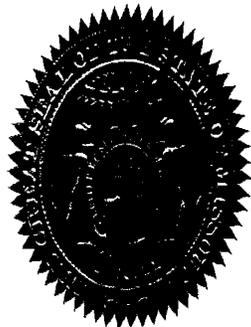
The Honorable Robin Carnahan  
Secretary of State  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Social Services dated November 1, 2010 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

GOVERNOR

12/23/10

DATE

ATTEST:

SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



JEREMIAH W. (JAY) NIXON, GOVERNOR • RONALD J. LEVY, DIRECTOR

P.O. BOX 1527 • BROADWAY STATE OFFICE BUILDING • JEFFERSON CITY, MO 65102-1527  
WWW.DSS.MO.GOV • 573-751-4815 • 573-751-3205 FAX

November 1, 2010

Kelvin L. Simmons  
Commissioner of Administration  
State Capitol, Room 125  
Jefferson City, Missouri 65102

Dear Commissioner Simmons:

In accordance with the Reorganization Act of 1974, I respectfully submit for approval the attached revised departmental plan for the Department of Social Services (DSS).

Major changes to the plan include updating DSS' narrative to reflect the assignment of the Missouri Office of Health Information Technology (MO-HITECH) to DSS and incorporating information about boards and commissions assigned to the department.

Please find attached for your approval an updated department plan narrative document, including a listing of the boards and commissions assigned to the department; an updated salary schedule; and an updated organization chart.

Sincerely,

A handwritten signature in black ink that reads "Ronald J. Levy". The signature is written in a cursive, flowing style.

Ronald J. Levy  
Director

Attachments

RJL/km

C: John Watson  
Daniel Hall  
Lori Strong-Goeke

RELAY MISSOURI  
FOR HEARING AND SPEECH IMPAIRED  
1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

In Equal Opportunity Environments, services provided to individuals with disabilities.

**DEPARTMENT OF SOCIAL SERVICES**

The Missouri Department of Social Services is charged with the following broad responsibilities by the Missouri Constitution and state statute. In founding the Missouri Department of Social Services, Article IV, Section 37 of the Missouri Constitution states, the health and general welfare of the people are matters of primary public concern; and to secure them there shall be established a department of social services . . .

State statute charges the department to provide appropriate public welfare services to promote, safeguard and protect the social well-being and general welfare of children and to help maintain and strengthen family life, and to provide such public welfare services to aid needy persons who can be so helped to become self-supporting or capable of self-care.

The Department of Social Services has four program divisions (Children's Division, Family Support Division, MO HealthNet Division and the Division of Youth Services); and two support divisions (Division of Finance and Administrative Services and Division of Legal Services) that provide administrative and support services to the entire organization.

The department partners with government at all levels, faith communities, service delivery communities, private organizations, businesses and individuals to carry out its mission of delivering services to Missourians.

**OFFICE OF DIRECTOR**

The Director of the Department of Social Services is responsible for the overall administration of programs within the department. In this leadership role, the director coordinates and monitors division's operational plans and major policy initiatives; identifies emerging issues and formulates the department's response; ensures appropriate and effective use of public funds; creates public/private partnerships to address issues facing children and families and is Missouri's voice in national human services forums.

Executive Order 09-27 assigned the Missouri Office of Health Information Technology (MO-HITECH) to DSS to promote the development and application of an effective health information technology (IT) and health information exchange (HIE) infrastructure for the State of Missouri. The MO-HITECH initiative is dedicated to utilizing health IT and HIE to: Improve the quality of medical decision-making and the coordination of care; Provide accountability in safeguarding the privacy and security of medical information; Reduce preventable medical errors and avoid duplication of treatment; Improve the public health; Enhance the affordability and value of health care; and Empower Missourians to take a more active role in their own health care.

The Center for Management Information (CMI) provides an overarching approach to data management and reporting. CMI brings together departmental resources for data collecting, analysis, coordination and reporting. This nexus of resources gives the department tools to standardize data collection and reporting, leading to meaningful management information. Policymakers, armed with better information, are better prepared to optimize organizational performance, which ultimately leads to improving the lives of the people we serve. The Center is responsible for the department's performance management system; fiscal note preparation; strategic plan coordination, development and tracking; and DSS Intranet and Internet web site statistical and research information.

Missouri's State Technical Assistance Team (STAT) has evolved from implementing Missouri's Child Fatality Review Program (CFRP) in 1992 to providing comprehensive integrated services to the entire child protection community. From data collection and interpretation to prevention facilitation, training and complex criminal investigations, STAT provides support and expertise to professionals responsible for the protection of children at risk.

The Human Resource Center (HRC) guides the overall human resources management for the department. HRC coordinates activities in the areas of administrative policies, labor relations, recruitment, selection, background checks, discipline, performance, classification, compensation, workforce diversity, civil rights investigations, employee recognition, training, union negotiations and resolution administration, employee grievance administration, mediation and workforce planning.

**DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES (DFAS)**

DFAS provides budgeting, financial and support services to all divisions within the department. Responsibilities include: accounts payable, payroll, purchasing, receipts and grant management, audit services, budget, emergency management, fleet vehicle management, office coordination and safety, mail processing, voice telecommunications, supplies/warehouse and inventory management.

**DIVISION OF LEGAL SERVICES (DLS)**

DLS provides comprehensive legal support to all programs and divisions within the department. DLS represents the department, its divisions and the state. DLS is organized into three major sections: Litigation, Administrative Hearings and Investigations.

The Litigation Section provides legal advice to all divisions within the department in all aspects of their operations. This section: Represents the DSS divisions before administrative tribunals and in the circuit courts; Represents the Children's Division (CD) in proceedings involving child abuse and neglect, licensure and revocation of foster homes, minor guardianships, permanency planning for children including, as appropriate, termination of parental rights; Provides legal advice and representation to the Division of Youth Services (DYS) in dual jurisdiction and other types of cases to achieve DYS' mission of restoring youth to productive citizenship; Provides legal support services to the Family Support Division and the MO HealthNet Division to implement their mission of administering the Missouri Medicaid program and other income maintenance programs; Provides legal support services to the Child Support Enforcement system; and Provides advice on contracts and the drafting, review and implementation of administrative regulations for all divisions.

Administrative Hearings is comprised of hearing officers who conduct hearings related to child support enforcement and public benefits under Chapter 208, 210, 454, 536 and 660, RSMo. [Administrative hearings include enforcing, establishing and modifying child support orders. This ensures the obligation to provide child support is current and reflects the parents' ability to provide financial and medical support to their children in accordance with Supreme Court Rule 88.01.] The Administrative Hearings Section also provides hearings to thousands of public assistance applicants and recipients as mandated by federal law. These due process hearings provide the forum for determining if denial or termination of public benefits is justified.

The Investigation Section is divided into four units: Welfare Investigations Unit, Medicaid Investigations Unit, Claims and Restitution Unit and General Assignment Unit. The Welfare Investigations Unit investigates allegations of fraud and abuse committed by public assistance recipients. The Medicaid Investigations Unit investigates allegations of fraud and abuse committed by recipients. The Claims and Restitution Unit (C&R) operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts for all losses associated with public assistance programs administered by DSS. The unit locates persons owing monies to DSS, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts. C&R has oversight for and manages the Federal Treasury Offset Program (TOP). The General Assignment Unit conducts criminal, internal and personnel investigations, background investigations and associated research in support of DSS investigations, as well as background checks on prospective DSS employees. This unit is also responsible for the collections of debts owed to DSS by state employees and initiates collection actions, monitors payments and takes appropriate action on delinquent accounts.

**CHILDREN'S DIVISION (CD)**

Child welfare services are provided under federal and state laws to help each eligible child and family function at their maximum potential, both personally and socially. The Division has a legal mandate to provide services in three primary areas – child abuse and neglect investigations and family assessments; treatment and placement services to children and families; and provision of child care. Services provided to children and families may be provided directly by CD staff or through contractors.

**Child Abuse and Neglect Investigations and Assessments**

The Division is responsible for receiving reports of alleged child abuse or neglect and responding to protect the child. The goals of child abuse or neglect investigations and assessments are to determine the level of risk to the child; protect the child from harm; establish if abuse or neglect occurred as reported; and provide services to the family.

Under the provisions of the Child Abuse and Neglect Law (Sections 210.110, 210.167, RSMo.) a "child" is any person under 18 years of age. "Abuse" includes both actual and threatened physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his or her care, custody and control. Discipline, including spanking, administered in a reasonable manner, shall not be construed to be abuse. "Neglect" is failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education, as required by law, or medical, surgical or any other care necessary for the child's well-being. "Persons responsible for the care, custody and control of the child" include, but are not limited to, the parents or guardian of the child, other members of the child's household, or those people exercising supervision over a child for any part of a 24-hour day.

Two categories of reporters of child abuse or neglect are established in the law: mandated and permissive. Mandated reporters include physicians, medical examiners, coroners, dentists, chiropractors, optometrists, podiatrists, residents, interns, nurses, hospital and clinic personnel and other health practitioners, psychologists, mental health professionals, social workers, day care center workers or other child care workers, juvenile officers, probation or parole officers, teachers, principals or other school officials, Christian Science practitioners, peace officers or law enforcement officials or other persons with responsibility for the care of children. Permissive reporters are others who may report when they have reasonable cause to suspect that a child has been, or may be, subjected to abuse or neglect.

All reporting is handled by the central office of the Division, through a required toll-free statewide telephone service (1-800-392-3738). The Division is responsible for responding with investigations or family assessments for all reports and for offering protective services on a multi-disciplinary basis in cooperation with the juvenile court and other public and private agencies.

**Family-Centered Services**

The overriding goal of family-centered services is to prevent child abuse or neglect and the removal of the child from the home by stabilizing the family and improving family functioning. This case management model requires a comprehensive assessment of family functioning to develop a treatment plan with the family, in which services are then offered in a preventive and protective capacity. Protective case management services are provided to families when a finding of child abuse and neglect (CA/N) was determined by a preponderance of evidence in an investigation. Preventive family-centered services are offered when an investigation of abuse or neglect is unsubstantiated or when a family assessment detects family problems that might lead to abuse or neglect. Preventive services are contingent on the family's willingness to accept services. Families may also self-refer for services. Services may be provided by Children's Division staff and/or purchased on behalf of the family.

**Intensive in-home services**

Intensive in-home services, also known as family preservation services, is a short-term, crisis-intervention service. These services are aimed at stabilizing a crisis that otherwise might put the child at imminent risk of being removed from the home. Intensive in-home service specialists serve small caseloads and are available to families 24 hours a day for up to six weeks. The goal of these services is to prevent children from being removed from their homes, while ensuring the safety of the child in the home.

**Alternative Care Services**

Alternative care services (family-centered out-of-home services) are provided on behalf of children determined by the juvenile court to need care in a setting other than their biological family homes. These children are cared for in substitute family care or non-familial group care. Any one of three types of licensed settings

provides alternative care: foster family homes, foster family group homes, and residential treatment facilities. Transitional Living Services and Independent Living may also be utilized for older youths who may not return home, and for whom adoption or guardianship is not deemed appropriate. Child safety and permanency for children is the overriding goal of all services and integrates the principles of permanency planning – reuniting the child with the biological family when possible and, when necessary, finding other permanent family relationships for children.

#### **Adoption and Guardianship Subsidy and Services**

Adoption/Guardianship Subsidy and Services is a financial assistance program available to assist families with the expenses of adopting or providing guardianship to special needs children who were in the legal custody of the Division. This program helps cover maintenance, child care, medical expenses, legal expenses, and other services which may be needed to provide care to the children who were once in foster care. Families enter into agreements with the Division which are reviewed periodically and adjusted based upon the current need of the child.

#### **Licensing Program**

The Division inspects and licenses foster care homes, residential care facilities, and child-placing agencies. In addition, the licensing staff monitors licensed facilities to assure that the facilities maintain requisite standards, conduct public education programs, and consult with facility personnel in the development and implementation of services to the children being served, as well as residential program development.

#### **Early Childhood and Prevention Services**

The Early Childhood and Prevention Services section administers early childhood/child care and child abuse prevention programs and services. These programs provide child care subsidies to low-income families and quality improvement and professional development activities for child care programs and their staff. Staff also administer grants to community-based organizations and individuals for early childhood and child abuse/neglect prevention services. Examples are Early Head Start/ State Child Care Partnership, grants to start or expand quality child care programs for infants and toddlers, accreditation services for child care providers, early childhood development and educational supports for parents of infants and toddlers, crisis nurseries, and home visitation programs.

#### **FAMILY SUPPORT DIVISION (FSD)**

FSD is responsible for the administration of these programs and services: Temporary Assistance (TA), Food Stamps; Community Services Block Grant; Low-Income Home Energy Assistance; Rehabilitation Services for the Blind and the Visually Impaired; Medical Assistance; Supplemental Nursing Care; and, Child Support Services. FSD maintains an office in each county and in St. Louis for the administration of the Income Maintenance Programs. The Division maintains 22 offices across the state for the administration of the Child Support Program. Administration of the Rehabilitation Services for the Blind is managed by seven offices throughout Missouri.

#### **Income Maintenance Programs**

The determination of an individual's financial need is basic to the granting of TA, Food Stamps, Child Care, Blind Pension, Supplemental Aid to the Blind, Medical Assistance, and Nursing Care benefits. The Division has a legal requirement to consider all facts and circumstances in determining eligibility for public assistance, including the applicant's earning capacity, income, and resources from whatever source received. The amount of benefits, when added to all other income, resources, support and maintenance, shall provide such person with reasonable subsistence. If the applicant is not found to be in need, assistance is denied.

The federal Social Security Amendments of 1972 provided that the adult assistance programs of Old Age Assistance, Permanent and Total Disability and Aid to the Blind be taken over by the Social Security Administration on January 1, 1974. The primary intent was to make a nationwide, uniform minimum payment to eligible adults and the handicapped. The law further provided that any state may, or in some instances, must supplement federal payments. The Division administers this state supplementation program in Missouri.

**Temporary Assistance**

Temporary Assistance (TA) provides assistance on behalf of needy children who have been deprived of parental support and who are living in homes maintained by parents or close relatives. This program provides temporary financial assistance for a period of time, up to five years, while the adult transitions to self-sufficiency.

**MO HealthNet Family Health Care**

The MO HealthNet program provides healthcare coverage to children under age 19, parents, and pregnant women. Family income is compared to the applicable percentage of the federal poverty guidelines. The applicable income limit is dependent on the age of the children and the individual's insurance status. MO HealthNet is funded by Medicaid and the Children's Health Insurance Program (CHIP).

**Supplemental Aid to the Blind and Blind Pension**

FSD administers two separate programs for the blind; the Supplemental Aid to the Blind and the Blind Pension Program. The programs differ slightly in eligibility requirements. Funds are provided from a Missouri constitutionally established Blind Pension fund with no matching federal funds.

**Supplemental Nursing Care**

The Supplemental Nursing Care Program in Missouri provides cash assistance and medical services coverage to eligible aged, blind or disabled individuals who reside in non-Medicaid, licensed skilled nursing, intermediate care, assisted living residential care facilities.

**MO HealthNet for the Aged, Blind and Disabled**

The Medical Assistance Program provides medical services for aged, blind or disabled individuals whose income and resources fail to meet medical needs. An individual must have limited resources. Income is compared to 85% of the federal poverty level. Persons whose income is below this maximum would receive the medical services covered by Missouri. Persons with income above the maximum may gain eligibility for medical services by incurring medical expenses equal to the amount of income which exceeds 85% of the federal poverty level. Additional persons receive Medical Assistance based on being a Qualified Medicare Beneficiary, treatment of breast or cervical cancer, being a child in the custody of DYS or a juvenile court, or receipt of short-term Refugee Assistance.

**Food Stamp and Food Distribution Programs**

The Food Stamp Program is designed to help low-income families increase their purchasing power for buying food for their families. Depending upon the adjusted income and the number of persons in the household, a family receives a monthly benefit amount. The Division is responsible for determining the eligibility of Food Stamp applicants according to guidelines established by the U.S. Department of Agriculture.

The Division also administers a number of food distribution programs providing USDA-donated commodities to charitable and residential child care institutions, summer food service programs for children, emergency food providers and disaster relief agencies.

**Low Income Home Energy Assistance Program**

The Low Income Home Energy Assistance Program (LIHEAP) is a federally funded program established in April 1980 with enactment of the Crude Oil Windfall Profits Tax Act. Eligibility for assistance is based on household income and the number of persons residing in the household. Benefit amounts vary based on income, family size, and type of fuel utilized. Missouri provides two programs with the LIHEAP grant: Energy Assistance/Regular Heating (EA) and Energy Crisis Intervention Program (ECIP). EA begins in October and runs through the month of March (as long as funding is available). ECIP (crisis) has two seasons: winter (October through May as long as funds are available) and summer (June through September as long as funds are available).

**Community Services Block Grant Program**

The Community Services Block Grant (CSBG) Program is a federally funded program implemented in October 1981 pursuant to the enactment of the Community Services Block Grant Act. The CSBG makes funds available to impact causes of six poverty conditions: unemployment, inadequate housing, inadequate education, malnutrition, poor use of income and unmet emergency needs. The program provides for a flexible local partnership of elected public officials, business and civic interests and low-income citizens. The partnership identifies and implements programs within the general areas of community coordination/resource development and family development. CSBG programs are usually operated locally by community action agencies and serve individuals whose family income falls within the federal poverty guidelines.

**Blind and Visually Impaired Services Program**

Rehabilitation Services for the Blind administers six service programs to blind and visually impaired persons; vocational rehabilitation, prevention of blindness, independent living rehabilitation, Independent Living for Older Blind Services, children services, and the Blind Enterprise Program (BEP).

Vocational rehabilitation services are supported by both federal and state funds. Services include: assessment and evaluation, counseling and guidance, physical and mental restoration, college and other types of vocational training, job related services including placement and services after employment, when needed. All vocational rehabilitation services are designed to assist an eligible individual to prepare for, secure, retain, or regain employment consistent with the applicant's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choices.

Prevention of Blindness services are funded with state funds. Services are for the purpose of early detection of eye disease that may lead to blindness and, when indicated, providing treatment to eligible persons. Services include diagnostic examinations, surgery, hospitalization, glasses, prostheses and certain medications that are not available through other sources. Outreach vision screening clinics are conducted in conjunction with schools of ophthalmology in Missouri. The Prevention of Blindness Program conducts glaucoma screening clinics throughout the state. All services, except those available at outreach vision screening and glaucoma screening clinics, are conditional upon the financial need of the individual.

Independent living rehabilitation services are supported by both federal and state funds. Services are for the purpose of enabling that person to function independently in the home and community. Services include assessment and evaluation, adjustment to blindness services, alternative techniques in the areas of daily living activities, physical restoration, home-making, communication and orientation to and travel within the home and community. Older Blind Services (OBS) assist blind and visually impaired seniors over age 55 to function independently and remain in their homes and communities.

The children services program provides educational advocacy, parent education referral and resource information and counseling services to families with visually impaired children ages 0 to 14.

The federal/state Randolph-Sheppard Blind Enterprise Program provides employment opportunities for legally blind persons who have participated in special training and are licensed by the Division to manage a vending facility. Located in federal, state and private industry and in rest areas along the interstate highway system, vending facilities range from full food service cafeterias to banks of vending machines.

**Child Support Program**

Missouri's Child Support Enforcement Program began in 1977 and operates pursuant to Title IV-D of the federal Social Security Act and Chapter 454 of the Revised Statutes of Missouri (RSMo). The Child Support Program responsibilities include location of parents, paternity establishment, establishing child and medical support orders, monitoring and enforcing compliance with support orders, reviewing and modifying support orders for modification and distributing child support collections. FSD collects child support on behalf of families receiving public assistance, not only to eliminate their dependence on assistance programs, but also to reimburse the state for the benefits provided to these families. In addition, individuals not receiving public

assistance benefits may apply for child support services. Federal funds available under the Social Security Act assist state and local jurisdictions in financing the costs of program operations. Currently the federal matching rate is 66 percent. In addition to federal funds, the state is entitled to retain approximately 34 percent of the collections it receives for families who receive public assistance.

The program partners with county prosecuting attorneys through cooperative agreements to assist with child support activities. All counties that have entered into a cooperative agreement with FSD receive reimbursement for their activities as provided by state and federal law. The program partners with the State Attorney General through cooperative agreement to assist with child support enforcement and modification activities.

Pursuant to Section 454.530, RSMo, FSD, together with the Missouri Department of Revenue, operates the state disbursement unit known as the Family Support Payment Center (FSPC) which receives and disburses support on behalf of families. The FSPC forwards to the state collections received for families receiving public assistance. When a family is not receiving public assistance, the FSPC sends payments directly to the family.

Child support enforcement experiences a high volume of customer inquiries. To help ensure quality service and timely responses to inquires, FSD contracts with a private agency for a specialized child support call center. The call center manages child support customer inquiries from custodial and non-custodial parents.

#### **MO HEALTHNET DIVISION**

The MO HealthNet Division improves the health status of Missourians by purchasing medical services for eligible participants. The program operates in somewhat the same way insurance companies provide coverage for their policyholders. The division strives to increase access to quality health care services while containing costs.

The services provided to participants are within the defined program benefit and include those required by the federal government such as hospital and physician services. Also included are services such as pharmaceutical and personal care services authorized by the Missouri General Assembly and identified in RSMo 208.152.

MO HealthNet administers a mandatory managed care program for certain eligible participants in the eastern, central, and western areas of the state. Children, eligible families, pregnant women, and children in state care and custody receive their medical care through Managed Care health plans, allowing the state to ensure access to health care and control costs at the same time.

The Division also oversees a program which provides health insurance coverage for eligible uninsured low-income children. Authority for this program is found in RSMo 208.631.

MO HealthNet has included specialized services for specific populations within the state by receiving waiver authority from the federal government. Home and community-based waivers for the elderly, certain mentally retarded, developmentally disabled beneficiaries as well as patients with AIDS were obtained and allow the state Medicaid program to pay for otherwise non-covered home care as an alternative to more expensive institutional care. These services are restricted to those beneficiaries who would otherwise require institutionalization. Home care can be no more expensive than the cost of institutionalization.

#### **DIVISION OF YOUTH SERVICES (DYS)**

The mission of the Division of Youth Services is to enable youth to fulfill their needs in a responsible manner within the context of and with respect for the needs of the family and community.

Youth judged to be delinquent and in need of rehabilitation and education are committed to DYS by the state's 45 juvenile (circuit) courts until prepared for return to the community under supervision or discharge. DYS provides an array of services, including 32 residential care and 11 day treatment centers throughout the state.

community-based nonresidential services, and a case management system.

DYS embraces a balanced approach that relies on community partnerships for the development and enhancement of services for the prevention of delinquency. Chapter 219.041, RSMo outlines the Division's responsibility to include prevention of delinquency, incentive subsidy to juvenile courts, consultative and information services to non-DYS agencies upon request, and technical assistance to local communities.

Based on 219.046, RSMo a 15 member Statewide DYS Advisory Board reviews the activities of the Division, visits facilities as necessary, and files periodic reports with the department director. In addition, DYS residential facilities maintain Community Liaison Councils that engage the local communities in activities of the Division. Various components of the DYS system are detailed below.

#### **Case Management**

Case management is a planning and service delivery process administered by the Division's service coordinators to determine needs and risk of each youth committed to the Division; facilitate case planning associated with treatment and community safety; work with the family and community to develop resources and supports; monitor progress on goals and objectives; and coordinate the transition of youth back to the community and productive citizenship.

At the point of Juvenile and/or Family Court commitment to DYS, a service coordinator (case manager) is assigned to the youth and remains as a primary worker with the youth and family through the youth's entire length of stay with the Division. Close proximity of service coordinators to communities they serve helps in resource development, family engagement, civic involvement, and community interaction.

#### **Non-Residential Care**

##### **Day Treatment**

Day treatment programs provide an alternative for low-risk youth so they may remain in the community and avoid placement in residential programs, and for other youth as they transition from residential care to community placement. Day treatment provides structured alternative educational programming, and treatment interventions which include social and emotional competence, traditional academic courses, career planning, and job seeking skills. Training toward the General Educational Development (GED) or high school diploma is also offered for some students. Day treatment programs operate year round and ensure the proper level of supervision and intervention for youth.

##### **Intensive Case Supervision**

Intensive Case Supervision provides "community-based mentors to keep in close contact with juvenile offenders, and other support services necessary to ensure productive community involvement of youth in the division's care. Community mentors are commonly college students studying in the area of social work or related fields, community resource persons, or individuals who have retired from juvenile justice or related professions. The mentors call or visit throughout the day and evening to monitor the youth's behavior and activities and to provide support and counseling if needed.

Community mentors serve as mentors and role models and ensure youth are abiding by program conditions, such as attending school and being home by curfew. In addition, they may provide tutoring and help in job searches. In some cases, these services are contracted through Missouri's Community Partnerships in order to leverage additional supports and services through community resources.

##### **Foster Care and Independent Living**

Foster Care is provided for younger youth who are under 16 and need a family living experience. The Division evaluates each foster parent to ensure the foster home will meet the needs of the youth. The foster parent assumes responsibility for the youth's physical care and well being and agrees to make every effort to create a family environment and appropriate parenting of the youth.

Independent Living is a living arrangement for youth 16 or older who do not have a family to live with and for whom independent living is appropriate. The Division may provide a short-term subsidy to youth who are living on their own to get them started.

**Family Therapy**

DYS family therapists provide counseling to adjudicated and non-adjudicated youth and their families. In addition, the family therapy unit accepts referrals from juvenile courts, child welfare agencies, mental health agencies, schools and other sources. DYS family therapists also provide training to other state agency staff and court personnel.

**Junior Staff/Work Experience Program**

The Junior Staff/Work Experience Program provides DYS youth with the opportunity to develop job readiness; gain work experience in a DYS facility, non-profit organization, or the private sector; and prepare for a productive adulthood.

**Aftercare**

Almost all residential and community based youth are placed on aftercare status when they leave an intensive treatment program. Release to aftercare is made when a youth has successfully completed the treatment plan goals or received maximum benefit from the program placement. The youth has been determined to have the ability to function in the community and has the stability and supportiveness of their family or suitable alternative placement. In aftercare, service coordinators provide supervision and ensure services are provided to help the youth successfully return to life in the community. Youth are expected to be productively engaged in continuing education, work, or a combination.

**Residential Care**

In order to provide safety and security to the community while meeting the individual treatment needs of committed youth, residential care is provided for youth who by past behavior or offense have demonstrated an inability to function satisfactorily in a community setting. The Division operates three levels of residential programs: Secure Care, Moderate Care, and Community Based.

Regionally based residential centers serve youth and their families as close to their home communities as possible and enhance the Division's ability to encourage parental participation in the treatment process. Residential centers are staffed to provide 24-hour security, treatment, and care to youth 365 days per year. Although some centers may have 30 youth or more, all are organized into treatment groups of ten to twelve youth.

Each residential program includes extensive counseling, life-skills training and an in-house education program approved and accredited by the Missouri Department of Elementary and Secondary Education.

The Division assures the special education needs of disabled youth are met through the provisions of the Division's Compliance Plan for Special Education as required by PL 94-142, and Individuals with Disabilities Education Act, Part B. An Individual Education Plan including both youth goals and staff strategies is developed for each special needs youth. Following is a description of the various types and levels of residential care.

**Reception and Diagnostics**

DYS contracts with juvenile courts that operate county government operated secure detention centers to provide reception, detention, and diagnostic services. These services are necessary to obtain diagnostic information for youth considered to be high risk to the community or themselves. This allows youth to remain in secure detention until placement occurs in a DYS program.

**Dual Jurisdiction**

The Division operates a secure care program in Montgomery City which serves youth sentenced under the

dual jurisdiction provisions in Chapter 211.073, RSMo. This alternative sentencing provision allows certified youth to receive an adult and juvenile sentence with a suspended execution of the adult sentence. Treatment and educational services are provided to youth whose length of stay is significantly longer than other DYS students.

**Secure Care Treatment Centers**

The Division operates seven highly structured secure care programs in locked facilities. Secure care residents tend to be more serious and sophisticated offenders with longer offense histories, which may include crimes against people. As a group, these offenders tend to be older and may also include those who have been unsuccessful in moderate care programs. These youth require a higher degree of structure and supervision.

**Moderate Care Treatment Centers**

The Division operates eighteen programs which provide a moderate care environment. The programs include three park camps located within state parks and operated in conjunction with the Department of Natural Resources. The target group for these programs is youth who cannot function as well in community environments and require a more structured setting. Typically, these youth have participated repeatedly in property offenses. They are not considered to be dangerous offenders, but instead require continuous structure.

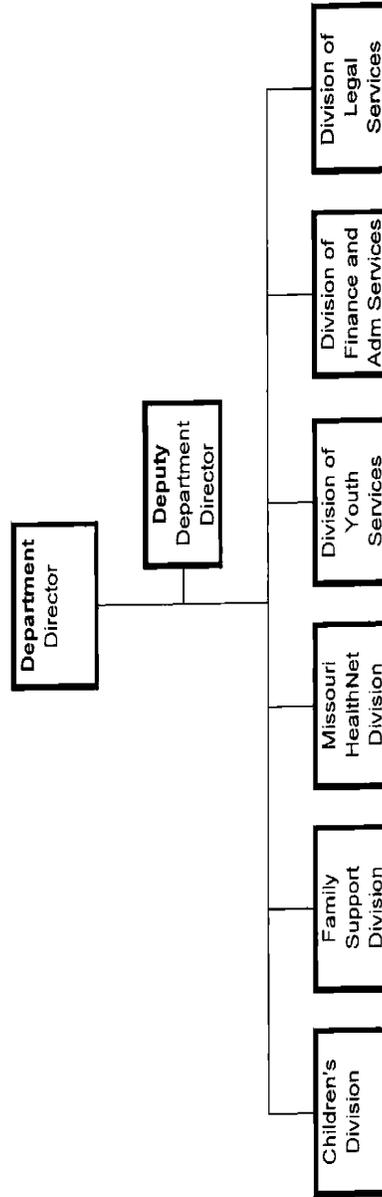
**Community Based Treatment Centers**

The Division operates seven group homes as our least restrictive residential programs. The group home setting is typically in a residential area with a capacity for ten to twelve youth. Staff provides 24-hour supervision in a homelike setting. The target group for these programs is youth who are able to function in a community setting but require a more structured "home" environment. Typically, the youth are status or misdemeanor offenders.

**Contractual Residential Services**

The Division utilizes contracts with private residential care providers within the state to provide residential care to DYS youth. Youth served through contractual care are those who require specialized services such as severely emotionally disturbed offenders. Youth for whom it is generally perceived could benefit from a specific contractual care setting may be placed in contractual care when an appropriate DYS bed space is not available. DYS has a specialized contract for severely emotionally disturbed offenders, as well as access to existing Children's Division contracts for a limited number of appropriate youth.

**DEPARTMENT OF SOCIAL SERVICES**  
Organizational Structure



**DEPARTMENT OF SOCIAL SERVICES  
FY2011 Salary Schedule**

Exec Level	Title	FY11 Exec Salary Range	FY11 Exec Salary Range
I	Department Director, Department of Social Services	85,128	\$123,972
II	Deputy Director, Department of Social Services	78,012	\$113,424
III	Division Director, MO HealthNet Division*		\$167,376
III	Division Director, Division of Family Support	71,544	\$103,860
III	Division Director, Division of Legal Services	71,544	\$103,860
III	Division Director, Division of Youth Services	71,544	\$103,860
III	Division Director, Children's Division	71,544	\$103,860
IV	Division Director, Division of Finance and Administrative Services	65,676	\$95,040

\* Actual Salary - currently over the Executive Level III range due to the incumbent being a physician. An exception to the executive pay plan assignment was approved by the Personnel Advisory Board and the Commissioner of Administration.