

TO: All Staff

FROM: Director Harvey Reed, Ohio Department of Youth Services
Director Gary Mohr, Ohio Department of Rehabilitation and Correction

DATE: December 11, 2017

SUBJECT: A Shared Services Update for Our Staff

All state agencies have the responsibility to deliver the highest quality services to Ohioans while increasing operation efficiencies and collaboration across state government whenever possible. As part of our shared obligation to do this, we have been working to find new opportunities to elevate to the next level the regular collaboration that has traditionally existed between the Departments of Youth Services (DYS) and the Department of Rehabilitation and Correction (DRC).

Earlier this year, six employee-led work teams, composed of 41 staff from both agencies, spent approximately 75 hours in more than 40 internal meetings developing detailed strategies for how DRC and DHS can better share services in finance, human resources, information technology, quality assurance/research, records management and religious and volunteer services. Through this effort, both agencies will be able to better focus on their separate and distinct core missions.

We are writing to update you on the progress our colleagues have made, as well as to direct you to updated information on our shared services [website](#).

What's Happening Now?

Office Colocation

A key to successful shared services and collaboration between our agencies will be working in closer proximity to each other. Agency leadership is recommending both agencies move their central office headquarters to one location at 4545 Fisher Road in Columbus. The goal is to have this move completed by September 2018. While the details are still being finalized, we should be able share more information and estimated timelines with you by the end of the year. A summary of the colocation proposal is available on the "recommendations" section of our website.

Administrative Structure

Ensuring a strong and effective governance structure to support collaboration in these back-office areas for two distinct agencies is also a critical component to our success. We have developed a simple and effective method for collaboration through Memorandums of Understanding (MOUs) for the identified service areas. Each MOU will designate one of the two agencies to serve as a senior partner in the collaboration area. This senior partner will service as the home agency (or Appointing Authority) for the staff. We will work carefully to ensure compliance with laws, rules and labor agreements.

Additionally, Dave “Doc” Blackburn, with extensive experience with both DYS and DRC, will serve as shared services project manager to ensure a smooth transition.

You can learn more about the proposed administrative structure by visiting the “recommendations” section of our website.

Communications and Outreach

Strengthening the ability for each agency to perform its separate, core mission is the top priority of this effort. DRC and its institutions will continue to focus exclusively on *adults* convicted of felonies, and DYS and its facilities will continue to focus exclusively on youth adjudicated and committed by juvenile courts as well as parole services.

We look forward to scheduling small group meetings for agency staff to learn more and ask questions. Look for more details on these in-person meetings in the upcoming weeks.

We also want to hear from you about these recommendations. Visit our [website “contact us”](#) page to comment or ask questions.