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MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Brad C. Smith
Chief Executive Officer

DATE: May 7-8, 2015

DISCUSSION: USOE/USOR Memorandum of Agreement (MOA)

Background: The assessment of the Interim Executive Director of the Utah State Office of Rehabilitation (USOR) and Associate Superintendent of Business and Operations is that clearly written agreements between the Utah State Office of Education (USOE) and USOR will help mitigate against the risk of USOR falling back into the current situation regarding the structural imbalance. A detailed MOA between the designated state agency (USOE) and the designated state unit (USOR) will also ensure clearly defined roles and responsibilities of the two agencies in their support of one another. The MOA, effective July 1, 2015, will establish whether particular services are paid for out of the Indirect Cost Pool, Direct Bill, or Fee for Service.

Key Points: The scope of the MOA for the May Board meeting is generic. More time is required for the two agencies to ensure accuracy and reliability of the agreement. Therefore, the first MOA for review by the Board is informational and presented for further guidance and direction from the Board.

The MOA will focus on these key operational and functional areas at a minimum:

1. Superintendent
2. Associate Superintendents
3. Support Services
4. Human Resources (DHRM considerations)
5. Internal Accounting
6. Internal Computer Services (Technology)
7. Print Services
8. Public Information
9. Internal Audit
10. Law and Licensing
11. Other areas deemed necessary

Anticipated Action: No anticipated actions for the May Board meeting other than further guidance and direction; final approval of the MOA between USOR and USOE by the Board is tentatively scheduled for the June 2015 Board meeting.

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