EFM Updates

Kevin Cook
Interim Director, EFM
Agenda

• EFM Business Process Changes

• Organization Update
Business Process Changes
Business Process Changes

- **P913 Transfers**
  - **Old Process**
    - Balance $\leq$ 25%: Final approval by EFM Supervisor
    - Balance $> 25%$: Final approval by ORA AVC
  - **New Process**
    - Balance $\leq$ 25%: Final approval by EFM Supervisor
    - Balance $> 25%$:
      - Balance $\leq$ $10,000$: Final approval by EFM AD or Director
      - Balance $> 10,000$: Final approval by ORA AVC
  - **Benefit**
    - Quicker approvals for P913 transfers
Business Process Changes

- **Signature Authority**
  - **Change**
    - Added signature authority to additional individuals in EFM
  - **Benefit**
    - Quicker sign off and submission of invoices and reports
    - Allows EFM Supervisors to refocus efforts in other priority areas

- **Invoicing and Reporting**
  - **Change**
    - Invoicing quarterly rather than monthly when sponsor allows
  - **Benefit**
    - Fewer invoices and reports to submit allows EFM frees up capacity to focus on other priority areas
    - Decreased workload increases customer service and response times
Organization Update
Goals of New EFM Team Structure

- Create long term relationships with departments
- Focus points of contact departments have with EFM
- Streamline existing team structure
- Provide opportunities for advancement and outline a clear career path
- Facilitate consistent practices
- Maximize production output
- Create a more robust and independent team structure
New Fund Management Team

- Yoon Lee: Assoc Director
  - Manager (MSP1)
    - Acct IV
    - Acct III
    - Acct II
    - Acct I
  - Manager (MSP1)
    - Acct IV
    - Acct III
    - Acct II
    - Acct I
  - Manager (MSP1)
    - Acct IV
    - Acct III
    - Acct II
    - Acct I
New Cash and A/R Team

Maurice Taylor
Asst Director

Manager
(MSP1)

Acct IV

Sr Admin Analyst

Acct II

Admin Specialist

Acct IV

Acct II

Admin Specialist

Admin Asst. III

Work/Studies

* Draft – For Demonstration Purposes Only