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# MEMORANDUM

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Date: February 6, 2009

To: Presiding Judge, Superior Court  
Elected Officials  
Department Directors

From: C.H. Huckelberry  
County Administrator 

Re: Departmental Consolidations and Reorganizations

Given the difficult financial conditions facing the County in this and future years, it is now appropriate to examine our present organizational structure, and to consolidate and/or streamline this structure, reducing future expenses. I have asked that four areas be examined in the next 30 days for departmental consolidation with central service departments of the County. These areas are:

- Finance, financial transactions, and related activities
- Human Resource functions
- Procurement or contracting services
- Information Technology functions

The principal intent of consolidation would be to improve the efficient and uniform management of these administrative areas and to reduce the administrative burden to the departments. Many departments maintain subsidiary systems to the County's systems, keeping multiple copies of all documents processed, creating redundancy of effort, and creating inconsistent interpretation of County policies and procedures. Additionally, the centralization of the heavily manual and paper-dependent financial and human resource systems should significantly reduce much of this redundancy.

I have asked Tom Burke, Finance and Risk Management Director, to head up the organizational review related to Finance; Gwyn Hatcher, Human Resources Director, to perform the same for human resource functions; George Widugiris, Procurement Director, for procurement activities; and Lionel Bittner, Chief Information Officer, for information technology services.

I have asked these individuals to closely coordinate their review and organization recommendations through the appropriate Deputy County Administrators to which the various departments and/or County agencies report. I have asked that they provide preliminary information on potential organizational redesign within the next 45 days for implementation at the beginning of the 2009/10 fiscal year.

Presiding Judge, Elected Officials, Department Directors  
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Until a determination has been made as to how this consolidation will be implemented, I am directing that no Appointing Authority reporting to me reassign any of the individuals currently performing these functions without my written approval and the recommendation of individuals heading up the organizational review.

CHH/jj

c: Martin Willett, Chief Deputy County Administrator  
Hank Atha, Deputy County Administrator for Community and Economic Development  
John Bernal, Deputy County Administrator for Public Works  
Dennis Douglas, Deputy County Administrator for Medical and Health Services