
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GOVERNOR
FROM: RILEY
SUBJECT: IHL: NEEDS OFFICE SPACE AND RESOURCES OCCUPIED BY THE GOVERNOR'S OFFICE OF LITERACY
DATE: 1/4/02
CC: RENICK
BOYD

Suzanne Sharpe, IHL's Chief of Staff, has contacted me regarding the Office of Literacy. Basically, IHL needs the office space and the administrative personnel resources that it has been providing to the Office of Literacy via a Memorandum of Agreement with the Office of the Governor. IHL wants to know if we could house the Office here or in another executive agency. The Office's sole funding, a grant from the Corporation for National Services, is in limbo until this decision is made because Dr. Layzell does not want to execute the grant.

Governor Mabus created the Office of Literacy. Governor Fordice housed the office in DFA, but then moved it to DHS and fired all of the staff. Judy Williams, current Executive Director of the Office of Literacy and its single employee, was rehired and placed within DECD's Employment and Training Division. The Office then moved to IHL. Sharpe has provided a copy of the most recent Memorandum of Agreement between the Governor's Office and IHL that Andy Taggart signed on September 23, 1993. The MOA provides that:

- IHL provide office space, related facilities and support on the sixth floor of the Tower Building to the Governor's Office of Literacy;
- IHL provide administrative fiscal management services for the Governor's Office of Literacy as to all funds received by the Office of Literacy;
- The personnel of the Office of Literacy are considered staff of the Governor's Office and they are not IHL employees; and,
- The Governor's Office has full and complete responsibility and liability for the operation of the Office of Literacy and the performance of the Office under any grants or other funding sources, as well as the performance and activities of the Office personnel.

The Office of Literacy has a operating budget of \$35,863 for FY 2002. These funds are provided by a grant from the Corporation for National Services. The majority of the funds (\$29,143) is allocated for the salary of Judy Williams. The remaining \$6,720 is directed towards contractual services. The Corporation for National Services has prepared an extension of this grant through November 2002 for execution and funding, but Commissioner Layzell has not executed this grant, as he is awaiting our decision on housing the Office.

The office has the name of the "Governor's Office of Literacy," yet it does not report to you or your designee. Ms. Williams could make statements that are in direct opposition to your views. In addition, our office has no oversight of the operations of the Governor's Office of Literacy, although we have full and complete responsibility and liability for the operation of the Office and the performance of the Office under any grants.

I recommend that we move Judy Williams to our Office (a cubicle?) and that we closely examine the operations, initiatives and grants of the Governor's Office of Literacy and make any adjustments necessary. This would require our office to assume fiscal management services for the Office of Literacy.

Please advise as to the action you want me to take on this matter.