

STATE OF DELAWARE



EXECUTIVE DEPARTMENT DOVER

EXECUTIVE ORDER
NUMBER TWELVE

TO: HEADS OF ALL STATE DEPARTMENTS AND AGENCIES

RE: ESTABLISHMENT OF AN OFFICE OF STATE PLANNING AND
COORDINATION

WHEREAS, State policies and programs should be coordinated to maximize efficiency and productivity; and

WHEREAS, many State services have similar goals or address related needs and must be coordinated to achieve program objectives; and

WHEREAS, many issues and needs cannot be completely addressed by a single State agency or department, requiring some inter-agency mechanism to manage these issues and respond to these needs; and

WHEREAS, the State must be prepared to respond to emerging issues or trends in order to maintain state-of-the-art services and productivity; and

WHEREAS, the State should establish priorities and plans to guide program development and service delivery so as to maximize the use of the State's limited resources; and

WHEREAS, Delaware, unlike most states, currently is not dedicating resources to policy coordination or State-wide planning.

NOW, THEREFORE, I, MICHAEL N. CASTLE, by virtue of the authority vested in me as Governor of the State of Delaware do hereby declare and order as follows:

1. There is hereby established within the Executive Department an Office of State Planning and Coordination (hereinafter referred to as "the Office"). The Office shall be headed by a Director, who shall be appointed by the Governor to serve at his pleasure.
2. The Office shall have as its primary goal the coordination of policies, programs and planning for the State. Under the general policy guidance of the Governor, to whom the Office shall be directly responsible, the Office shall specifically have the following duties:
 - a. Identify emerging issues and trends, especially those occurring in other states, and determine their potential impact on State government. Such information shall be shared with appropriate State officials and agencies on a timely and appropriate basis.
 - b. Identify programmatic, administrative or organizational initiatives which may benefit the State, and, based on thorough research and analysis in conjunction with appropriate agency staff, develop such initiatives for possible implementation.

- c. Establish State-wide priorities and plans to guide program development and service delivery. On an annual basis the Office shall develop policy guidelines which identify the Governor's State-wide and agency-level priorities and policy goals. These guidelines shall be developed in a cooperative manner with Cabinet agencies through the Governor's Cabinet Councils and shall be coordinated with the annual budget development process. A comprehensive analysis of issues, needs and alternative solutions shall be conducted by the Office as part of this work. Both General Fund and special-funded programs shall be reviewed for this purpose.
- d. Coordinate through the Cabinet Councils the development and implementation of policies and programs which impact more than one agency. The Director of the Office shall serve as Coordinator of the Cabinet Councils, and the Office shall, with Cabinet agency assistance, provide staff support to the Councils. The Office shall direct each Council to identify issues on an on-going basis and develop appropriate recommendations for the Governor's review. Issues having inter-agency impact of an administrative, programmatic or policy nature shall be addressed in this process. The Office shall be responsible, in cooperation with the Councils, for developing necessary legislation, plans or budgets to implement recommendations approved by the Governor.

- e. Manage selected projects or issues at the Governor's direction which cannot be addressed by any single Cabinet agency or which do not fall under the jurisdiction of any existing Cabinet agency.
 - f. Review, analyze and make recommendations at the Governor's direction, on proposals, plans or policies requiring the Governor's approval. This may include, but is not limited to, proposed legislation, regulations or administrative initiatives.
3. State agencies and departments are directed to provide assistance and to cooperate fully with the Office as necessary to enable the objectives and responsibilities outlined in this Executive Order to be fulfilled. State agencies and departments are specifically directed to share with the Office information pertaining to new program initiatives, program plans and organizational or administrative proposals, so that appropriate review and analysis may be conducted.

APPROVED this 22nd day of
August, 1985

Richard A. Pate
Governor

ATTEST:

Mull
Secretary of State

