



**CLYDE L. REESE, III, Esq.**  
**COMMISSIONER**

**OFSS LEADERSHIP:**

**Jim Bricker**  
Director

## OFFICE OF FACILITIES AND SUPPORT SERVICES

The Office of Facilities and Support Services (OFSS) provides an enterprise-wide, cross-divisional approach to the management of facilities, office space and assets, response to emergencies, records management, risk management, fleet management and transportation services for the department. OFSS increases efficiency, eliminates duplication of effort, reduces costs, provides consistency and technical expertise across all Department of Human Service (DHS) Divisions and Offices and enables the department and its employees to be more responsive to customer needs.

### **BUSINESS OPERATIONS & SUPPORT**

OFSS provides the following services for the department regarding the State Office Building: employee card/access control and security coordination; space allocation and management, and space planning and design; records management; and mail processing for all agencies in the 2 Peachtree Building, through Memorandum of Agreement.

### **EMERGENCY MANAGEMENT AND SAFETY**

This office provides coordination of Emergency Support Function 6 – Mass Care, Housing & Human Services under the Georgia Emergency Operations Plan along with the American Red Cross; serves as the primary department emergency contact for the Georgia Emergency Management Agency (GEMA) and the Federal Emergency Management Agency (FEMA); provides State Office Building emergency evacuation planning and coordination; and coordinates Risk Management and loss prevention programs for the department.

### **FACILITY MANAGEMENT**

OFSS manages the department's assets (personal property and equipment) and the surplus and disposal of assets; manages approximately 300 department property leases; coordinates with the Georgia Building Authority (GBA) regarding management of the State Office Building; and manages the DHS building in Albany.

### **FLEET MANAGEMENT**

This office is responsible for managing the vehicle fleets for both DHS - approximately 300 vehicles; and for the Georgia Department of Behavioral Health & Developmental Disabilities (DBHDD) - approximately 2,700 vehicles (through a Memorandum of Agreement).

### **TRANSPORTATION SERVICES**

OFSS provides management and administration of the coordinated client transportation system for human services in Georgia, which includes DHS, DBHDD, the Georgia Department of Labor, and the county governments of Clayton, DeKalb, Fulton, and Gwinnett; the office also provides coordination with the Georgia Department of Transportation (GDOT) and the Federal Transit Agency (FTA); and financial management & grants management for three Federal transportation grants.