

MiScorecard Performance Summary

Business Unit: Michigan Gaming Control Board
Executive/Director Name: Richard Kalm
Reporting Period: Jan 2014
Date Approved: 2/14/2014

Green >90% of target
Yellow >= 75% - 90% of target
Red <75% of target
 Scorecard Status: **Final**

Metric ID	Metric	Status	Progress	Target	Current	Previous	Frequency	Metric Definition
Internal Business Process								
P-20-LR	Renewal Vendor applications will be reviewed by a Supervisor and submitted to management for final approval once a month.			80.00%	0.00% Jan 1 - Jan 31, 2014		Monthly	Monthly vendor renewal application submissions will be provided during the last 5 business days of the month and will include all renewal applications submitted since the prior months submission, with the exception of applications submitted for supervisory review within the last 5 business days.
P-22-AD	Purchasing orders processed within established timeframes.			95.00%	100.00% Jan 1 - Jan 31, 2014		Monthly	Orders are to be placed for purchasing requests within 7 business days of the Financial Services Section receiving the Supply Requisition.
P-23-AD	Security access audit completed within established timeframes.			100.00%	100.00% Jan 1 - Jan 31, 2014		Monthly	Audit of the security system user access log within 5 days of the start of every new month. The purpose of the audit is to verify appropriateness of users who have access to the security system and ensure the level of access for each user is consistent with what was approved by executive management.
Customer/Constituent								
C-1-GHRR	Complete Patron Disputes (PDs) investigations within established timeframes.	Yellow		90.00%	80.00% Jan 1 - Jan 31, 2014	90.91%	Monthly	Investigation of patron disputes involving winnings and losses or the conduct of gaming at a casino will be completed within 33 days of the receipt of the complaint.
C-2-GHRR	Tournament review investigations completed within established timeframes.	Green	=	90.00%	100.00% Jan 1 - Jan 31, 2014	100.00%	Monthly	Ensure compliance of proposed slot or table game tournaments. Each investigation will be completed within 14 days.
C-7-AD	Response to Requests for Information (RFIs) from other gaming jurisdictions and agencies are completed within established timeframes.	Green		95.00%	100.00% Jan 1 - Jan 31, 2014	96.77%	Monthly	MGCB receives requests for licensee suitability from other gaming jurisdictions and law enforcement agencies with the understanding that MGCB will issue a response. The response is provided in the spirit of cooperation between law enforcement agencies and with the understanding that no information shall be disclosed to any other agency, entity or individual; or utilized in any court of law, administrative hearing, or other forum without prior written consent of MGCB. MGCB will issue a written response within 10 business days.
Financial								
F-1-GHRR	Review of all daily tax returns within established timeframes.	Green		100.00%	97.85% Jan 1 - Jan 31, 2014	100.00%	Monthly	Review of daily tax returns ensures the proper amount of revenue is reported and the correct amount of taxes are paid by the three Detroit casinos. The State receives a 8.1% wagering tax on the adjusted gross revenue. All daily tax returns for all 3 Detroit casinos will be reviewed within 2 business days of receipt.
F-3-AD	Verification of the amount of wagering tax paid by the three Detroit Casinos.	Green	=	100.00%	100.00% Jan 1 - Jan 31, 2014	100.00%	Monthly	The Detroit Casinos pay the State a 8.1% wagering tax on a daily basis. MGCB will verify the amount of wagering tax paid by the Detroit Casinos equals the amount due.
Internal Business Process								
P-4-LR	Level 1 occupational license processing completed within established timeframes.	Green	=	90.00%	100.00% Jan 1 - Jan 31, 2014	100.00%	Monthly	Reduce the number of days to process a Level 1 occupational license. Level 1 occupational licensee investigations completed and recommendations made to the board within 35 days.
P-7-GHRR	Software and hardware submission approvals completed within established timeframes.	Green		100.00%	97.08% Jan 1 - Jan 31, 2014	100.00%	Monthly	Software and hardware for electronic gaming devices have to be approved by the gaming lab prior to being placed onto the gaming floor in the Detroit casinos. Software and hardware submissions will be completed within 13 weeks from the time the submission is received.
P-12-AD	Document processing completed within established timeframes.	Green		97.00%	98.74% Jan 1 - Jan 31, 2014	95.24%	Monthly	Implement and maintain a system for electronic and manual records management. The entire records management process will be completed within 3 business days of receipt of the documents.
P-10-LR	Investigation Tracking - Criminal investigations completed within established timeframes.	Green		75.00%	100.00% Jan 1 - Jan 31, 2014	94.44%	Monthly	Criminal investigations will be completed within 45 days of the assignment.
Learning and Growth								
L-1-AD	Employee Champion Percentage Tracking	Green		66%	71%	59%	CY Annually	Track and compare the percentage of MGCB employees who are in the champions category on State of Michigan employee surveys.