

**Large Agency
Chief Financial Officers Meeting Minutes
September 24, 2013**

PARTICIPANTS:

Cheryl Toone, ADA/Risk Management
Sheryl Bodmer, DCA
Karen Johnson, DEA
Li Li, DJA
Keith Fallstrom, DTA
Ross Begnoche, EDA
Glen Russell, EVA
Cindy Smith, HSA
Jim Humble, HSA
Ken Bell, JCA
Christy Kramer, PSA
Tom MacConnel, RVA
John Stevens, WCA
Clark Partridge, ADA/GAO
Mike Smarik, ADA/GAO
Tami Eckloff, ADA/GAO
Brian Nguyen, ADA/GAO
Jennifer Verhelst, ADA/GAO
Ron Santa Cruz, ADA/GAO

ITEMS COVERED

Welcome and Introductions – Clark Partridge

BREAZ Project Update – Mike Smarik

Mike has been asked to come in every month to the CFO meetings as his schedule permits to give an update on the project.

We will be setting up a Sharepoint site for agencies to receive a sign on and password. This site will then be used to share information with agency contacts.

The BPR sessions are wrapping up and moving into the prototyping sessions. The Change Readiness Assessment has been completed. 21 interviews were held with agency directors, deputy directors, members of the Governor's staff and various leadership positions throughout the State. Focus group meetings were held and a survey went out to all current AFIS users. There was a 43% participation rate for the survey. The first agency coordinator meeting was held in August. The BREAZ website is also now up and running.

In October we will be focusing on prototyping, interface planning and training needs assessment.

There are a couple of committees associated with the BREAZ project. We have the Change Advisory Board (CAB) and the Change Control Board (CCB). The CCB has not met yet since there is not a need for this group yet. This group is made up of Mike Smarik, Angela Dillard, Keith Fallstrom from ADOT (representing large agencies) and Scott Greenburg from the Department of Insurance (representing small and medium agencies). Once the system is up and running, if you need an advocate for a change, these are your contacts. There is also an Executive Steering Committee made up with Clark, John Arnold (OSPB), Aaron Sandeen (State CIO), Jim Hillyard (DES) and Henry Darwin (DEQ).

The prototyping sessions need to be kept relatively small to accomplish what we need to do. Select Subject Matter Experts (SMEs) for select agencies were invited. We have to limit it to 1 person per agency. If you have multiple SMEs in an area, choose 1 to attend. The sessions will be held, SMEs will be asked to return to the agency and discuss with others and return with additional information.

Payroll Corrections – Jennifer Verhelst

We will be transitioning payroll requests to agency. Currently a spreadsheet is sent to you of the payroll on error on the IT file after payroll runs. Your staff fills in the items for correction on the spreadsheet and sends it back to GAO. GAO then makes the corrections on the agency's behalf. We are working on making adjustments to the TC to allow your agency to make the corrections. It is in test right now. A different user class will be created.

Q: How quickly do you anticipate this being rolled out?

A: It is still in the test phase. The programmers are still working on it. We are looking a mid-October to deploy live.

CAFR Deadlines – Ron Santa Cruz

Due date for the closing package has passed, it was August 26th. For the financial statements most of the fund types should have been received by September 13th. The deadline for the government wide will be October 4th and footnotes October 21st. We are currently on schedule for a December 31st issuance date.

ProcureAZ/AFIS Performance – Brian Nguyen

We are working through issues between AFIS and ProcureAZ. We are working on another stress test which will help to increase the bandwidth between the systems and increase the speed. We have increased the buffer so AFIS can handle more activity coming from ProcureAZ. We have removed the 5 second delay in response time. We have added a graceful exit for the user. When several large PO's with multiple individual lines from ProcureAZ that are simultaneously accessing, adding and updating the same AFIS batch agency real time via HostBridge script, the user will now receive

the “SYSTEM CURRENTLY PROCESSING FOR THIS AGENCY - RESUBMIT THIS LINE ITEM” warning message. This graceful warning modification informs the user what to do. It’s a much better notification than what the users used to experience before August 28th timeout deployment, when no message was produced and PO’s continued to be hung/stuck until they were purged/cancelled by the GAO.

In addition to the stress test, we have also been working with ProcureAZ on version 11. There are a lot of enhancements in this version.

Issues / Concerns / Questions?

An agency commented that they appreciate all the hard work and support from Brian and his team. They have a lot of new faces at our agency and appreciate all the support.

Another agency commented that they are using GAO as a role model to talk about in our agency regarding having to duplicate processes of project work vs. day to day processes.

Future Agenda Items

AFIS Training

NSF & Favorable/ Unfavorable Deposits Cleanup Project - Ongoing

If you have any questions or concerns, please contact the GAO.

Meeting adjourned at 3:47 P.M.

The next meeting is scheduled for Tuesday, October 29, 2013, at 2:00 p.m. in GAO Conference Rooms A & B.