

**Large Agency
Chief Financial Officers Meeting Minutes**
October 29, 2013

PARTICIPANTS:

Cheryl Toone, ADA/Risk Management
Sheryl Bodmer, DCA
Shana Schaller, DEA
Keith Fallstrom, DTA
Ross Begnoche, EDA
Glen Russell, EVA
Fritz Schellenberg, GSA via phone
John Moorman, HCA
Cindy Smith, HSA
Christy Kramer, PSA
Tom MacConnel, RVA
John Stevens, WCA
Clark Partridge, ADA/GAO
Tami Eckloff, ADA/GAO
Brian Nguyen, ADA/GAO
Jennifer Verhelst, ADA/GAO
Lloyd Norris, ADA/GAO
Janice Joyhart, CGI

ITEMS COVERED

Welcome and Introductions – Clark Partridge

BREAZ Project Update – Janice Joyhart

We are currently in the prototyping phase. We have about 93 subject matter experts representing 43 different agencies. We also have people coming in to do Advantage navigation training. The functional team is about to release user IDs so agency staff can start exploring in Advantage.

We are also starting to work on interfaces and data conversion. In addition we are working on the reporting strategy. We will have standard reports and also the DataWarehouse which will be populated with AFIS data and then Advantage data as we go forward.

ProcureAZ/AFIS Performance – Brian Nguyen

The bandwidth increase went into production about two weeks ago. It went from 5mb to 15mb. Initial feedback we have received is agencies have not seen a noticeable increase in speed in ProcureAZ.

Q: We have had complaints of ProcureAZ timing out and dropping people off. Is this something you are working on?

A: Yes. The ProcureAZ help desk has captured instances of this happening and they have been working with CGI and Periscope to get more information. We don't have any more information to share yet.

We will keep making strides to improve the system. We want to get through the ProcureAZ learning curve before we start learning Advantage. If you are having issues, please let us know.

ProcureAZ Version 11 has several upgrades and is currently in testing. The upgrades are on the procurement side.

Q: Are we supposed to submit all the issues we are having with the 3-way match to the ProcureAZ help desk?

A: Yes. GAO is notified of items that deal with the interface to AFIS and we will work with Periscope to resolve.

Payroll Corrections – Jennifer Verhelst

Reminder the transition of the payroll corrections from GAO to agencies will be happening soon. We are wrapping up testing. A web story will go out with the effective date.

Q: There will be a new user class for the payroll corrections?

A: Yes, user class 47.

Q: Do you have a target date?

A: We are shooting for before the end of the calendar year.

CAFR Deadlines – Ron Santa Cruz

The final draft financial statements with notes were due last Monday. We are still progressing towards the December 31 opinion date. Bound statements are due November 12.

Q: There was information on the BREAZ sheets that were sent out that the CAFR should be more integrated in the new system?

A: There was a demo given for InfoAdvantage and literally you put your information in the system and it can print your CAFR out for you. It can also produce the Governor's Budget Report and the JLBC Budget report.

Q: So the only thing we will need to submit will be the budget issues?

A: That may be oversimplifying but it will simplify many of the things that take a lot of time and effort now.

ADOA Building Security Update

You may have noticed some security changes in the building lobby when you came in. We had scheduled Skeet Schmella, the Security Coordinator for ADOA, to come to the meeting today but he had a conflict. We will try to reschedule for next month.

When the security threat is low, green level, if you have your State ID, you will be able to show your ID and receive access to the building. If the security threat is escalated, things will change. Please prepare your couriers and others coming in. We want you to have access to the building. Unfortunately in this day and age increased security is necessary. If the security threat is elevated, you may need to go to the security window in the lobby and check in. We are also looking at potential changes to the GAO front desk area.

Issues / Concerns / Questions?

None.

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 3:02 P.M.

The next meeting is scheduled for Tuesday, November 26, 2013, at 2:00 p.m. in GAO Conference Rooms A & B.