

**Large Agency  
Chief Financial Officers' Meeting Minutes  
November 29, 2011**

**PARTICIPANTS:**

Sheryl Bodmer, DCA  
Tim Newton, DEA  
Todd Bright, DEA  
Keith Fallstrom, DTA  
Mike Clark, EVA  
John Lake, HSA  
Chuck LeBlanc, PSA  
Joan Jones, RVA  
Mike Smarik, ADA/GAO  
Anita Kleinman, ADA/GAO  
Joanna Greenaway, ADA/GAO  
Stu Wilbur, ADA/GAO  
Tami Eckloff, ADA/GAO  
Jaimie Soulvie, ADA/GAO  
Angela Dillard, ADA/GAO

***ITEMS COVERED***

*Mike Smarik – Welcome*

**AFIS Replacement – Mike Smarik**

We have completed task order number one which was the development of the business case. The business case was presented to the Governor on November 8<sup>th</sup>. A favorable response was received. Hopefully we will see some type of appropriation come out of the next Legislative session. We are working on task order number two with the STA consultants which will include the start on the development of the requirements to draft the RFP document and a few other things. We appreciate all the work the agencies did to help ADOA complete the first task order.

**December mail payroll – Stu Wilbur**

For the final payroll of the calendar year on December 30<sup>th</sup>, all payroll warrants will be mailed to the employee's address of record on HRIS. There will be no agency pickup for this payday. This is to ensure employees have constructive receipt of their pay and their W2 will be accurately reflected. We are discussing mailing warrants from GAO for future paydays but no decisions have been made.

Employees can consent to receive their W2 electronically via YES. W2s will be posted online around January 13<sup>th</sup>. They will then be available to those who have consented to receiving an electronic copy. For those that have not consented, the mailing of the W2s will go out towards the end of January by the due date of January 31<sup>st</sup>. Starting

February 1<sup>st</sup> W2s will be made available online to everybody, whether they consented to the electronic copy or not. This provides an incentive to consent to the electronic copy.

**Q:** Do employees have to consent every year or just once?

**A:** Just once. It is in place until the employee revokes the consent.

**Q:** When do they need to consent by this year?

**A:** For this year by January 22<sup>nd</sup> in order not to receive a printed copy.

**Q:** When do they have to consent by to view the electronic copy on January 13<sup>th</sup>?

**A:** They can consent on the 13<sup>th</sup> to be able to view their W2 online.

**Q:** Will there be a communication going out to agencies on this information?

**A:** Yes. We had our statewide payroll meeting last Monday and the information was given out. The information from the meeting is on the GAO website.

**Q:** You mentioned the early viewing as an incentive. Should we send something out to our employees letting them know to give their consent to be able to view on the 13<sup>th</sup>?

**A:** We can do a web story with a flyer to post or send out to your employees. If an employee tries to go to YES to view their W2 during this incentive period, they will receive the message that they need to give the electronic consent to be able to view early. The process is easier with the W2s being online. Bad addresses are not a factor for those with electronic consent.

### **Timing on Potential Federal Offsets – Anita Kleinman**

Several agencies have been asked when the State will be hit with federal offsets this year. Offsets occurred in August and October of last year. There is always the risk that offsets will take place due to the volume of transactions between the State and the federal government. The federal government has negotiated with us the amount due for fiscal year 2010. This amount will be due at the end of March. We hope to have an appropriation to pay the amount owed. If we do not get an appropriation, we are back to the offset scenario which will happen around June or July. If you do have any issues, at any time, please let us know so we can follow up.

### **3% Withhold – Mike Smarik**

The President has signed the law to repeal the 3% Withhold.

### **Public Information Request – Mike Smarik**

We received a public information request for all of the PCard purchases 2008 to current. We haven't seen anything yet but it is quite possible a news story will be coming out in the paper. During this review it was realized agencies are using the PCard to go out

and buy things from a non State contracted vendor when they should be using a State contracted vendor. Procurement rules still need to be followed when you are using the PCard. There are some purchases that are legitimate that look rather embarrassing. We are moving towards making PCard purchases available on the transparency website.

Reminder, CFO meetings are not held in December. The next meeting will be in January.

**Future Agenda Items**

**AFIS Training**

**NSF & Favorable/ Unfavorable Deposits Cleanup Project**

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

Meeting adjourned at 2:23 p.m.

The next meeting is scheduled for Tuesday, January 31, 2012, at 2:00 p.m. in the General Accounting Office.