

**Small & Medium Agency
Chief Financial Officers Meeting Minutes**
April 17, 2007

PARTICIPANTS:

Biju Kamaleswaran, AGA
Debb Pearson, APA
Julie McKnight, AUA
Christina Murphy, ECA
Jeff Hessenius, GTA
Jennifer Bunkers, HDA
Sharon Gulden, LDA
Richard Bichanich, PRA
Sue LaBotz, REA
Don Bentley, SPA
Cheryl Fraulob, UOA
Clark Partridge, DOA/GAO
Mohammad Khaksari, DOA/GAO
Kim Syra, DOA/GAO
Angela Dillard, DOA/GAO
Joanna Greenaway, ADOA/GAO
Shannon Landis, DOA/GAO
Dan Spencer, DOA/GAO
Randi Orchard, DOA/GAO

ITEMS COVERED

Clark Partridge – Welcome & Introductions

Fiscal Year-End

**The Fiscal Year-End meetings are scheduled for Wednesday May 2nd from 1:00 p.m. to 3:00 p.m. and on Wednesday May 16th from 9:00 a.m. to 11:00 a.m. in the GAO conference rooms A and B.

**On April 9, the Fiscal Year-End Memo was posted to the GAO website. If anyone has any questions concerning the memo, they can be addressed at the Fiscal Year-End meeting or with their AFIS liaison.

Travel Policy

The travel policy is being revamped in coordination with the release of the Travel Management Subsystem (TMS). A draft of the new travel policy should be ready to be distributed to some of the high use agencies in May. Due to the TMS pilot, some of the new travel policies may be implemented prior to the release of the TMS, while others will be implemented in conjunction with the “go live” for all State agencies.

Travel Management Subsystem (TMS)

The Travel Management Subsystem (TMS) should be ready to pilot over the summer for an all agency roll-out in the late fall. There will be two demo sessions on the TMS travel request process offered to Agency CFO's and Travel Coordinators on May 21st. The first session is from 9:30 a.m. to 11:30 a.m. and the second session is from 1:30 p.m. to 3:30 p.m. Both sessions will be held in the ADOA conference rooms 300 A, B and C. Agencies can register for the sessions on the GAO website.

GAO Website Update – New Registration Category

**On April 9th, a new registration category was added to the GAO website titled "GAO Training and CPE Events". The GAO will utilize this category to notify agencies of upcoming GAO hosted training and CPE events. If anyone is interested in attending the training and CPE events, they will need to update their registration to include the new category.

**Additional changes will take place on the GAO website. Most of the changes will be transparent to the users. If anyone is experiencing any difficulties with the GAO website, please contact Diane Gorham.

HRIS - Performance Pay Labor Distribution

In the past, the Performance Pay Labor Distribution was always charged to the default Labor Distribution. Starting with the last payroll, the labor distribution now follows the regular pay labor. If an agency overrides the Labor Distribution, the performance pay will follow the overridden labor. Another change, which only affects a few agencies that use over 10 characters on their activity field, will also be completed by next payroll. The changes should not affect the year-end reports.

Allotment and Budget Issues

If an agency has a concern about their appropriation or allotment balance being insufficient, they can contact their AFIS liaison. The agency may also need to contact their OSPB or JLBC analyst about the concern.

Plain Talk

ADOA has embarked on a project called Plain Talk. Each division in ADOA has to come up with five pieces of communications to revise for this project. The communications can include letters, memos or forms. The purpose of the project is to try to simplify the language on the communications; so that the message is sent over more clearly and plainly to the audience. Once the division has revised their five communications, they will be submitted to the agency for review. The communications will need to be ready for production by June 1st. One of the qualifying elements of the communication is whether or not the results can be measured. The before measurements are to be compared after the implementation of the revised communication. On September 1st, the comparison of the old and new measures will be submitted to the Governor's Office to determine if there are any improvements associated with the revision.

This process will be continued until all of the communications have been converted to this type of language. All new forms, letters, or memos created will follow the same path. If an agency has a problem or concern with any communications from the GAO that may be unclear, please contact Mohammad Khaksari.

Issues, Concerns, Questions

- **There will only be one more meeting held in May before the summer break.
- **The payroll card and direct deposit may not get addressed before the summer break.
- **Direct deposit and ACH may be address in the policy.
- **The travel card should be resolved before the September meeting.
- **Keep a watchful eye on internal controls at the agency level.
- **If an agency would like to have the opportunity to provide an agency presentation, please let Clark know.

Future Agenda Items

Payroll Card

Emphasis on Electronic Payments (Direct Deposit & ACH)

Internal Controls

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

Meeting adjourned at 2:25 p.m.

The next meeting is scheduled for Tuesday, May 22, 2007 at 2:00 p.m. in the General Accounting Office.