

**Small & Medium Agency
Chief Financial Officers Meeting Minutes
September 17, 2013**

PARTICIPANTS:

Megan Darian, ADA/CSB & State Boards Office
Justin Lepley, AGA
Julie McKnight, AUA
Lacy Mason, CLA
Brian Davis, GFA via GoTo Meeting
Kim McCreary, HUA via GoTo Meeting
Sharon Gulden, LDA
Esther Olivas, MIA
Robyne Clark, REA
Trudy Kranendonck, RGA
Angela Cade, SFA
Heather Gregorich, SFA
Melba Davidson, SPA
Alicia Guerra, TEA
Marcia West, TOA
David Medina, TXA
Cheryl Fraulob, UOA
Kim Willett, VSA
Mike Clark, WFA
Liz Atkinson, WMA via GoTo Meeting
Clark Partridge, ADA/GAO
Mike Smarik, ADA/GAO
Tami Eckloff, ADA/GAO
Brian Nguyen, ADA/GAO
Jennifer Verhelst, ADA/GAO
Lloyd Norris, ADA/GAO
Ron Santa Cruz, ADA/GAO
Stu Wilbur, ADA/GAO
Amy Aeppli, ADA/GAO

ITEMS COVERED

Welcome and Introductions – Clark Partridge

BREAZ Project Updates – 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.

The first five months of the project have been dedicated to the Business Process Re-Engineering which includes five steps from the As-Is Process to the To-Be Process. September-October we will be concentrating on prototyping. We will take the To-Be Processes and develop scripts.

A Change Readiness assessment was conducted by CGI (the vendor for the new system). 21 interviews were conducted with selected agency directors, members of the Governor's Office and others in key leadership positions. The same types of questions were then presented to focus groups. 17 sessions and 135 participants representing 70 to 80 agencies were held. The assessment was followed up by a survey of about 1500 AFIS users. There was a 43% participation rate for the survey.

The first Agency Coordinator meeting was held at the end of August. If you are the Agency Coordinator, please make sure these meetings are on your calendar and you are attending. Important information and sometimes assignments that require agencies to provide feedback to us are given out at these meetings. These are important things that need to be done to ensure the project runs smoothly and agency staff is trained. The October meetings will be separated into Small/Medium agencies and Large agencies similar to the CFO meetings. We will try to have the separate meetings on a quarterly basis.

Watch for the project newsletters. They will be posted to the BREAZ website. BREAZ is the name of the project. We are implementing software that is CGI Advantage. The name of the new system is yet to be determined.

October we will continue the prototyping and start the interface planning. There will be information at the agency coordinator meeting regarding interfaces. We will also be reviewing the Chart of Accounts at the Agency Coordinator Meeting in October.

One of the survey questions asked about training, the preference is classroom training followed by online training. At the end of the project right before go live there will be a lot of classroom training.

Payroll Corrections – Jennifer Verhelst

Coming soon the process for payroll corrections will be changed. Currently GAO notifies agencies of payroll that has gone on error in AFIS. The agencies communicate to GAO on how the items should be corrected. Going forward the TC will be changed so the agencies have the ability to make their own payroll corrections. This change should happen in the next few weeks after testing has been completed.

CAFR Deadlines – Ron Santa Cruz

The Closing Packages were due at the end of August for those agencies that are required to submit them. For financial statement agencies, last Friday was the due date for all fund types except the government wide.

ProcureAZ/AFIS Performance – Brian Nguyen

There has been a slow response time between ProcureAZ and AFIS. We have been actively working with the ProcureAZ vendor Periscope to try to make the process better. Some of the limitations of ProcureAZ are due to the limitations of AFIS and the fact that it is an old system. To try to increase the response we have done several things. We have increased the buffer on the database side so it can handle the high volume of traffic from ProcureAZ to AFIS. We have also removed a 5 second delay in the script. Finally we have added in a graceful exit message. Due to AFIS limitations, you cannot have multiple users updating the same AFIS batch at the same time. When several large PO's with multiple individual lines from ProcureAZ that are simultaneously accessing, adding and updating at 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.

The next phase will be finer tuning on the AFIS side so we can reconnect with Periscope to work again on the bandwidth increase.

Issues / Concerns / Questions?

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 2:38 P.M.

The next meeting is scheduled for Tuesday, October 22, 2013, at 2:00 p.m. in GAO Conference Rooms A & B.