

**Small & Medium Agency
Chief Financial Officers Meeting Minutes**
October 23, 2007

PARTICIPANTS:

Biju Kamaleswaran, AGA
Debb Pearson, APA
Michael Kearns, CCA
Christina Murphy, ECA
Colleen McGee, ECA
Dena Dotson, EPA
Lizette Morgan, GFA
Tracy Schmidt, HDA
Diana Marczak
Glen Hurd, ICA
Sharon Gulden, LDA
Grahm Bennett, LOA
Evangelina Webster, MEA
Esther Olivas, MIA
Laurie Swarzbaugh, MIA
Richard Bichanich, PRA
Tyler Palmer, RGA
Marcia West, TOA
Cheryl Fraulob, UOA
Clark Partridge, DOA/GAO
Tami Eckloff, DOA/GAO
Angela Dillard, DOA/GAO
Suzanne Allen, DOA/GAO
Michael Smarik, DOA/GAO
Amy Aeppli, DOA/GAO
Kjell Anderson, DOA/GAO
Jaimie Soulvie, DOA/GAO
Diane Gorham, DOA/GAO
Joanna Greenaway, DOA/GAO

ITEMS COVERED

Clark Partridge – Welcome & Introductions

Agency Presentation

Originally we had scheduled an agency presentation by Residential Utility Consumer Office (RUCO). The presenter has become ill so we will reschedule this presentation to the month of November.

Travel Management Subsystem/Travel Card

We've taken a look at the Travel Management Subsystem (TMS) project. The project has been placed on hold. We will be putting together a list of what do we need to do by January 1st. We want to make sure things are working well for the agencies. We are looking at a couple of different options on how to proceed. The current game plan is we will be paying travel through HRIS. We will be doing this in conjunction with the travel card. The travel card will have 45-60 days for people to pay. This should allow plenty of time to get the travel claim in and get it processed in HRIS. We are trying to address issues and concerns. Information will be input into AFIS. We will have an interface from AFIS to HRIS. The expense will be recorded in AFIS and reconciliation will be done between AFIS and HRIS. We will also be changing tc's and comptroller objects for same day meals. Information will be translated into pay codes on HRIS, taxable and nontaxable.

Everything will be run through HRIS so travel claims will only be processed every 2 weeks. This includes travel claims that do not have any same day meal reimbursements. When used in conjunction with the new travel card, employees should receive reimbursement in plenty of time to pay the travel card bill. We are close to signing the contract for the new travel card. It is a travel card with personal liability. Travel advances will go away. There will be no need with the new card. There will be three variations of cards. There will be an agency ghost card, a personal liability card and the purchasing card.

Travel Policy

We will start requiring receipts for meal reimbursement. Also changing is travel must be 50 miles from home or duty post to be eligible for meal reimbursement, increased from the current 35 miles. CFO's will be given a draft copy of the revised travel policy prior to implementation. We are trying to put a summary front piece out by next week to be followed by the draft travel policy. We are trying to be sensitive and make sure employees are not out of pocket.

Agencies should put together lists of issues and concerns. If we need to meet with you separately to address the concerns, we can do that.

Payroll Benchmarking

Not all of you participated in the payroll benchmarking but we did receive some good information from about 80% of the agencies. We should receive a response in about a month or so. There were a good number of states responding so we should get some good feedback.

Upcoming Audio Conferences

Reminder that we are sponsoring audio conferences in GAO Conference Rooms A & B periodically, about every two weeks or so. The conference on October 31 will be in the building conference rooms 300 ABC. It is full but we are going to try to see if we can't open it up to some additional people.

GAO Registration Page

Reminder of the GAO Website registration page. We do post the announcements for the audio conferences on the registration page. We continue to try to host training and audio conferences even with the budget issues.

CAFR Deadlines

If you are responsible for turning CAFR information in, please make sure are hitting the deadlines.

Budget

Keep in mind if you are heavily General Funded you may be impacted. Just be prepared. 90/10 agencies there are things that you may or not be impacted with. The Budget Offices are also looking at fund sweeps.

Pay Week the Week of Thanksgiving

We will be sorting and distributing the day before Thanksgiving. Please prepare for that day so couriers can come and pick up payroll and you can get it distributed timely.

Issues, Concerns, Questions

Mandatory Direct Deposit – We are still working on it. It is a future agenda item. Other things have taken a priority in GAO. We hoped to work on this in the fall but it may be moved to after calendar year end and W2's are completed. We believe the security issue with the payroll card has been resolved.

Discontinuance of printed direct deposit stubs/employees have to look up information on YES – We are still working on this project. We will be working on it in conjunction with the payroll card over the next twelve months. We need to make sure employees have access to a computer to view their information.

Struggles with HRIS, the system going up and down – We continue to work on updating and stabilizing the system. We have cleaned up files for faster processing.

Future Agenda Items

- Agency Presentation: Residential Utility Consumer Office – Presented by Deputy Director Ernie Nedd (November)
- Emphasis on Electronic Payments (Direct Deposit & ACH)
- Internal Controls
- Payroll Card and Direct Deposit.

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

Meeting adjourned at 2:15 p.m.

**The next CFO Meeting will be held on Tuesday November 20th.