

**FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES**  
**May 4, 2011**

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The Financial Management Advisory Committee met on Wednesday, May 4, 2011.  
The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Andrea Beck	DESE
Arlene Boessen	AGO
Audrey Cunningham	DOLIR
Brian Dowden	OSCA
Carol Newgaard	SAO
Carol Willhite	DPS
Cindy Dixon	OA – Fleet Management
Cindy Luebbering	DNR
Cyndi Voss	MDC
Davin Althoff	DED
Debbie Davis	DIFP – Credit Unions
Diane Riddle	MGC
Dwayne Rasmussen	OA – Accounting
Heather Downing	MDOC/MVE
Jayne Masek	DOC
Jim Miluksi	OA-DPMM
Joyce Green	MDOC/MVE
Kim Sandbothe	DIFP – Finance
Leanne Lorts	PR
Lenard Lenger	MDOC
Lisa Cassmeyer	STO
Lori Hughes	SOS
Mark Kaiser	OA -Accounting
Mike Clark	DMH
Mike Hancock	OSCA
Randall Gordon	SAO
Rebecca Imhoff	DOR
Renee Godsey	DHSS
Robin Burkhart	DESE
Robyn Lamb	SAO
Sherry Hess	DIFP – PR
Sherry Rowden	PR
Shirley Gerling	DIFP – Insurance
Stacey Jacobs	STC
Sunshine Wilde	MoDOT
Theresa McDonald	DSS
Tim Dwyer	OA-ITSD
Trish Vincent	SAO
Vandee Devore	OA - Accounting

## **Presentations:**

### State Auditor's Office

Robyn Lamb- Senior Auditor II and Randall Gordon, CPA, CGAP-Audit Manager

- ◆ Robyn Lamb and Randall Gordon gave a presentation related to expenditure documentation.

## **Status Reports:**

### OA – Fleet Management

Cindy Dixon – State Fleet Manager

- ◆ Cindy reported that fleet consolidation is expected to be completed this summer and that they are working on changes to the fleet system to accommodate confidential license plates
- ◆ Cindy also noted that data supporting the 10% reduction in mileage reimbursement is being analyzed. Overall, agencies reporting to the Governor are projected to meet the 10% business mile reduction for this year. Agencies that are projected to fall short of the 10% target have received letters from the Commissioner's Office.

### OA- Division of Purchasing and Materials Management

Jim Miluski- Director

- ◆ Jim reported that the email distributed through the FMAC contacts on Software License Agreements is intended for the consolidated agencies, but terms and conditions of these agreements should be reviewed by all agencies. DPMM is reviewing some agreements that have questionable terms.

### State Treasurer's Office

Lisa Cassmeyer for Nicole Hackmann, Director of Banking:

- ◆ The Check Disbursement contract was awarded to Central Bank effective July 1, 2011.
- ◆ She also thanked everyone for responding to their fund information request and noted that they would contact the agencies if they had any questions.
- ◆ She also encouraged the agencies to review the Unclaimed Property web site for state agency property.

### OA-ITSD

Tim Dwyer, OA ITSD

- ◆ Tim noted that any agency that would like to pay off their U.C. phones this fiscal year should submit a help ticket through the ITSD help desk.
- ◆ Tim also reported that meetings on the cost allocation plan are going well.

**Next meeting:** July 6, 2011, 8:30 – 10:00 a.m., Room 500 HST