

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES
May 5, 2010

The Financial Management Advisory Committee met on Wednesday, May 5, 2010.

The following were in attendance:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Renee Godsey	DHSS
Mike Clark	DMH
Cindy Luebbering	DNR
Lenard Lenger	DOC
Brian Dowden	OSCA
Mike Hancock	OSCA
Denise Lehmen	DOR
Carla Massman	MVC
Robin Burkhart	DESE
Andrea Beck	DESE
Nicole Hackmann	STO
Janice Wieberg	OA/ITSD
Dee Cook	Conversation
Cindy Dixon	OA – Fleet Management
Tracy Farris	SEMA
Kim Sandbothe	DIFP – Finance
Sherry Rowden	DIFP – PR
Sherry Hess	DIFP – PR
Diane Riddle	MGC
Stacy Neal	OA – Accounting
Stacey Jacobs	STC
Debbie Davis	DIFP – Credit Unions
Michael Longanecker	OA - FMDC
Chris Laughlin	MSHP
Theresa McDonald	DSS
Dana Kliethermes	MDA
Judy Gehrke	DED
Shirley Gerling	DIFP – Insurance
Carol Newgaard	SAO
Jane Masek	DOC
Lori Hughes	SOS
Sarah Clardy	DESE - VR
Audrey Cunningham	DOLIR
Vandee Devore	OA-Accounting
Jennifer Hall	OA-Accounting

Presentations:

Dwayne Rasmussen, Office of Administration

Dwayne Rasmussen, Office of Administration, presented information about the Vendor Services Portal.

Link: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>



There are several features/links offered with the site:

- ◆ **Vendor Payment**
 - Several search features
 - Several downloadable options
- ◆ **Vendor Input Form**
- ◆ **ACH/EFT Form**
- ◆ **Office of Supplier and Workforce Diversity (OSWD)**
- ◆ **Online Bid System**
- ◆ **Email Notification Capabilities**

A new Vendor Input Form is currently being drafted.

Status Reports:

FMAC Website:

Diane Riddle reviewed the various FMAC website pages that are currently under construction. She also passed out copies of the newly created by laws, and asked members to notify her if they had any issues or concerns. Diane will forward any final changes to the website to Mark Kaiser.

Accounting:

Vandee Devore reported the following:

- ◆ Reorganizations
 - SAMII HR OA staff is planning for Fiscal Year End processing. We need to know your intentions regarding reorganizations, so we can coordinate the process for our staff time and SAMII HR system downtime.
 - The SAMII HR mass transfer process will create each of the following transactions per employee: AGYS, ESMT, PAMT, PSMT, PUD1, PUD2, and PUD3.
 - Please notify Shelly Adams, 573-751-1585, with OA/ITSD as soon as possible to be included in the automated process.
- ◆ Travel Portal
 - OA is reviewing the content on the travel portal website with regards to flights. The plan is to restructure/scale down the number of links in hopes of cleaning the site up.
- ◆ Credit Union Deductions
 - If an employee closes a Credit Union account and has an active payroll deduction, the employee should notify their HR/Personnel or Payroll Representative to stop the deduction. Closing an account with the Credit Union does not terminate the payroll deduction in SAMII HR. They should also contact the vendor to cancel the deduction on that side as well.
 - Periodically, employees should update their contact (address and phone number) information with the Credit Union. This will ensure refunds are sent directly to the employee.

Procurement Card:

Jennifer Hall reported the following:

- ◆ UMB will be discontinuing control accounts and switching everyone to individual accounts. Each agency, who has not switched to individual accounts, should work on getting everything switched over. Agencies will be contacted who still need to switch to individual accounts. Reminders will be sent out July 1st for any agencies who have not done so. UMB's deadline for terminating all control accounts is December 31st.

State Treasurer's Office

Nicole Hackmann reported the following:

- ◆ Unclaimed Property is often turned in for state agencies. It was requested each agency search for unclaimed property on a regular basis so that the money is returned to the state agency timely.
- ◆ Link to Unclaimed Property's Website: <http://www.treasurer.mo.gov/mainucp.asp>

Other:

- ◆ Travel Committee:
 - Renee Godsey reviewed the proposed changes to Statewide Policy SP-6 State Travel Policy. Bulk food purchases were discussed and alternative language is being discussed. Please see the attached Word document for proposed changes. If you have any additional suggestions/changes, please contact Renee immediately so that she can incorporate and forward the policy to OA for final review and approval.

- ◆ OA has requested FMAC review Statewide Policy SP-5: Agency Provided Food. A sign-up sheet was distributed to enlist volunteers to serve on this subcommittee.

- Diane Riddle stated that this was her last meeting as FMAC Chair, and that Sherry Hess would take over as Chair on July 1. She thanked Sherry Hess for the great job in preparing the meeting minutes, and that we are still looking for a co-chair, so please give careful consideration if you are called.

Next Meeting:

Wednesday, July 7, 2010

8:30 a.m. – 10:00 a.m.

Room 500 Harry S. Truman Office Building