

**FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES**  
**September 1, 2010**

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The Financial Management Advisory Committee met on Wednesday, September 1, 2010.  
The following were in attendance:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Alan Clements	MDA
Andrea Beck	DESE
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
Dawn Korsmeyer	Superior Court
Debbie Davis	DIFP – Credit Unions
Debbie Krause	MODOT
Diane Riddle	MGC
Dwayne Rasmussen	OA – Accounting
Jennifer Hall	OA – Accounting
Julie Miller	MVC
Lenard Lenger	DOC
Lori Hughes	SOS
Mark Kaiser	OA
Marty Drewel	OA – BP
Michael Longanecker	OA – FMDC
Mike Clark	DMH
Mike Hancock	OSCA
Randall Gordon	SAO
Rebecca Imhoff	DOR
Renee Godsey	DHSS
Robin Burkhart	DESE
Sarah Clardy	DESE – VR
Shelly Honse	DPS – OHS
Sherry Hess	DIFP – PR
Shirley Gerling	DIFP – Insurance
Stacey Jacobs	STC
Tracy Farris	SEMA
Valerie Heet	SOS

## **Presentations:**

### Scot Scobe – Missouri State University

Scot Scobe – Assistant Director, Management Development Institute, Missouri State University

- ◆ Provided Update on Certified Public Manager Program(CPM)

## **Status Reports:**

### Budget & Planning

Marty Drewel reported the following:

- ◆ 2011 Budget
  - Department Meetings will be set up for mid October through early November
- ◆ Legislative Proposals
  - Proposals for 2011 have been received and are being reviewed with the Governor's Staff
- ◆ Redistricting Effort
  - Redistricting staff has been hired and effort has begun
- ◆ State Revenues
  - Revenues were flat in August, -1.5% YTD, which is on forecast to meet current revenue projections

### OA - Accounting:

Mark Kaiser reported the following:

- ◆ Meals – 12 Hour Status
  - IRS Agent at AGA Conference stated position that meals paid in 12-hour status would be taxable. This item is being researched by OA – Accounting, and further information will be provided.

### OA – Fleet Management

Cindy Dixon reported the following:

- ◆ Jefferson City Pool Consolidation
  - Consolidation is in process, with departments being contacted individually about their consolidation plans. The OA Carpool is available to all state agencies. There are four OA Carpool locations open at this time:
    - MSHP on East Capitol Avenue
    - East Elm Street at DMH Central Office

- Plaza Drive at Corrections Central Office
- Howerton Building

◆ Rental Contracts

- New contracts with Enterprise and Hertz started on August 20, 2010. The Trip Optimizer has been updated to provide for the addition of the Hertz rates. Hertz cannot be direct billed at this point; however, we are working with Hertz to allow for this. When checking for rental rates, if you are going to be using the rental longer than a week, be sure to check for the “weekly rates” available with the rental companies, which are much more economical than the daily rate.
- There are meetings planned with both companies regarding their new contracts, both to be held in the Harry S Truman Building, Room 492: Hertz on 9/8/2010 and Enterprise on 9/16/2010.
- **UPDATE ON STATUS OF HERTZ CONTRACT:** There have been delays from Hertz in establishing a process to set up state accounts. The meeting for 9/8/2010 was cancelled and will be rescheduled.

Other

- ◆ Andrea Beck brought up the subject of establishing a subcommittee to look into the use of Digital Signatures/Electronic Documents. The existing state requirement is for “ink on paper” and the subcommittee will look at this requirement.
- ◆ There was discussion regarding Object Code usage regarding the coding of “state portion” of “out of state” travel.
- ◆ Sherry Hess again asked for any consideration for another agency to volunteer to co-chair for FMAC, and discussion followed as to what could be done to assist in recruiting for this position.

**Next Meeting:**

Wednesday, November 10, 2010

8:30 a.m. – 10:00 a.m.

Room 500 Harry S Truman Office Building