

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES
September 3, 2008

The Financial Management Advisory Committee met on September 3, 2008. The following were in attendance:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Renee Godsey	DHSS
Dawn Korsmeyer	Supreme Court
Dana Kliethermes	MDA
Cathy Long	DWD
Virginia Blanchard	OA
Kim Speidel	OA
Nancy Loethen	OA
Dave Witte	OA
Scott Harper	STO
Carrie Rasmussen	STO
Nancy Holtschneider	DOR
Diane Riddle	MGC
Debbie Kraus	MoDOT
Jayne Masek	DOC
Kathy Wehmeyer	DOLIR
Cindy Luebbering	DNR
Lori Hughes	SOS
Valerie Heet	SOS
Sherry Hess	DIFP-PR
Mike Clark	DMH
Stacey Jacobs	STC
Tom Sadowski	OA
Carol Willhite	DPS
Andrea Beck	DESE
Robin Burkhart	DESE
Shirley Gerling	DIFP-Insurance
Chris Gerstner	OA-FMDC
Therese Fick	OA-FMDC
Peggy Schler	SAO
Carol Newgaard	SAO
Theresa McDonald	DSS
Diane Kemna	DPS-MVC
Michael Longanecker	OA-FMDC
Brian Dowden	OSCA

Presentation:

Therese Fick, Office of Administration, Facilities Management, gave an overview and update of ARCHIBUS/FM, which is a total infrastructure and facilities management system (presentation attached). This system allows OA to conduct analyses on utilities management, operations/maintenance management, space management, and energy management. By collecting data for the Energy Portal, the State is able to measure buildings for efficiency. The Energy Portal reflects all utility costs from FY05 to date. The Operations/Maintenance side tracks on-demand work requests and maintenance requests. The space segment reflects the agencies located in each state-owned property and their respective square footage.

Current features of ARCHIBUS include: a Utility Bill Management System whereby Ameren bills are sent electronically and FMDC accounting can edit a document that exists rather than create a new one from a paper bill; Grainger Punch-Out which allows the capability to order equipment with a 24-hour turnaround, thus reducing inventories; Purchase Order capabilities; and SAM II Interface.

New features to be added to ARCHIBUS include: Upgrade to ARCHIBUS v17.1, Service Desk/On Demand Work Module, Reservations, Furniture & Equipment Management, and a Preventative Maintenance Modification.

Status Reports:

State Treasurer's Office

The Treasurer's Office would like to thank everyone for attending the recent ACH trainings. Nicole will be getting back with everyone.

Office of Administration, Division of Accounting

Tom Sadowski spoke on several different topics:

- Vendor Input Forms/change forms can only be signed by the vendor. Agency staff should not complete forms for vendors.
- OA will be scheduling meetings to discuss SAM II Financial security settings.
- Tom stated that rebates are received each quarter with the Purchasing Card Program. They are working on draft language to add to the P-Card Manual. He also stated that the rebate goes back to the fund that incurred it. Agencies receiving rebates associated with federal grant programs should adjust federal reporting.
- Internal Control Plans - Agencies are not required to submit a new cooperative agreement every time a change is made to an agency's internal controls; however, Tom did encourage it. Plans will be reviewed in July.
- New travel policy effective July 1 - Tom asked if there were any questions or concerns, and none were raised.
- Columbia Regional Airport - Northwest Airlines is now providing passenger service from the Columbia Regional Airport. If agencies have employees fly out

of Columbia, please let Tom know what the experience was like. He is hoping we will have better communication with this vendor and be better able to address concerns.

- Enterprise Resource Planning - SAM II has been operational for the last 6-8 years and the software is becoming obsolete. Accounting and ITSD are currently working on ideas to present to new administration. They would like agencies to think about ways to streamline business practices and to come up with best business practices, irrespective of SAM II (e.g. the system is currently mainframe based and we would like to have it Internet based). There is no decision item for the project at this time.

Other - Jayne Masek stated that if anyone has any new or additional topics to add to the agenda, please e-mail her.

Jayne also stated that there were changes in the FMAC Distribution List. The list will now be managed by OA and available on the global listing. Any changes to the distribution list should be addressed to Karen McCann. The FMAC chair and OA will be authorized to send out information.

Next Meeting:

Wednesday, November 5, 2008

8:30 a.m. – 10:00 a.m.

Room 500 Harry S Truman Office Building