

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES
November 10, 2010

The Financial Management Advisory Committee met on Wednesday, November 10, 2010.

The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Andrea Beck	DESE
Arlan Holmes	OA – ITSD
Audrey Cunningham	DOLIR
Carol Newgaard	SAO
Carol Willhite	DPS
Cindy Dixon	OA – Fleet Management
Cindy Luebbering	DNR
Cyndi Voss	MDC
Dawn Korsmeyer	Superior Court
Debbie Davis	DIFP – Credit Unions
Diane Riddle	MGC
Doug Porting	SAO
Dwayne Rasmussen	OA – Accounting
Gary Irwin	MOSERS
Jayne Masek	DOC
Jim Miluski	OA – PMM
Julie Miller	MVC
Kim Sandbothe	DIFP – Finance
Lenard Lenger	DOC
Linda Cade	DHSS
Mark Kaiser	OA
Mary Willingham	Public Defender’s Office
Mike Clark	DMH
Missy Wadley	Lottery
Peggy Schler	SAO
Randall Gordon	SAO
Rebecca Imhoff	DOR
Robin Rayl	OA – FMDC
Sarah Clardy	DESE – VR
Sherry Hess	DIFP – PR
Sherry Reeves	DHE
Shirley Gerling	DIFP – Insurance
Stacey Jacobs	STC
Stacy Neal	OA – Accounting
Theresa McDonald	DSS
Tom Veasman	MoDot
Tracy Farris	SEMA

Presentations:

Doug Young – OA – Information Technology Services Division

Doug Young – Chief Information Officer

- ◆ Presented information on Unified Communications initiative

Status Reports:

OA - Accounting:

Mark Kaiser reported the following:

- ◆ Retroactive MOSERS credits memo will be issued soon.

OA – Fleet Management

Cindy Dixon reported the following:

- ◆ Rental Contracts – Implementation for Hertz and Enterprise accounts is ongoing. Each vendor is working directly with the designated contacts in each agency.
- ◆ Training dates on the new carpool registration system (CARS) are November 18 and December 16 at 10 a.m. in Room 492 of the Truman Building.

OA – Purchasing

Jim Miluski reported the following:

- ◆ DPMM will issue delegations of authority by the end of the year and are writing new CSR rules, which will include new rules on MBE/WBE and Sheltered Workshops.

State Auditor's Office

Doug Porting reported the following:

- ◆ The single audit and the CAFR are progressing smoothly.

Other

- ◆ Andrea Beck reported on the subcommittee looking into the use of Digital Signatures/Electronic Documents. The Secretary of State will accept digital or paper as the official document as designated by the agencies. Mark Kaiser and Jim Miluski asked the subcommittee to draft a policy on payments and

contracts for their review. The subcommittee will work on the policy at their December meeting. FMAC members were asked to share any policies they have with Andrea.

- ◆ OA is reviewing the Agency Provided Food policy.
- ◆ There was discussion regarding the FFATA.
- ◆ Cyndi Voss noted that Arizona was fined for not reporting meals provided when there was no overnight stay. OA continues to review and will provide guidance.

Next Meeting:

Wednesday, January 5, 2011

8:30 a.m. – 10:00 a.m.

Room 500 Harry S. Truman Office Building