

P-Card Roundtable Meeting
March 1, 2012
1:30 – 3:00 p.m.
Minutes of Meeting

Attendees:

Cindy Schulte – MDC/Admin	Theresa McDonald – DSS/DFAS
Teddie Velleri – DPS/MVC	Kelly Copeland – DNR/GPS
Shelley Carter – Ethics Commission	Rhonda Fogelbach – DPS/DO
Sybil Schlater – DHSS/Admin	Candy Groes – MoDOT
Ralph Poettgen – DHSS/Admin	Stacey Jacobs – STC
Shirley Gerling – DIFP/Insurance	Lisa Bacon – OA/Accounting
Denise Massman – DNR/DAS	Shawn McCauley – OA/Accounting
Nancy Tennison – Treasurer’s Office	Dee Pardue – MoDOT/GS
Jodi Goodrick – OA/Accounting	Carolyn Swanigan – OA/OCA
Virginia Blanchard – OA/FMDC	Cyndi Voss – Conservation/Admin
Andrea Beck – DESE	Pam Boyd – DESE/Voc Rehab
Chris Laughlin – DPS/MSHP	Brian Dowden – OSCA/Admin
Jan Amsinger – DPS/MSHP	Deanna Jones – SOS/Fiscal
Donna Stovall – DPS/MSHP	Missy Blankenship – Lottery/Finance
Diana Kempker – DPS/MSHP	Shalonda Graham – DHSS/Admin
Sandy Bennett – SOS	Karen Wood – Agriculture/Fiscal
Kim Sandbothe – DIFP/Finance	John Long – DMH/Admin
Rachel Dietzel – DESE	Lenard Lenger – DOC/DHS

OA Accounting Representatives: Jennifer Hall
Dwayne Rasmussen

UMB Representatives: Tim Jackson
Heather Dewey

Introductions - Jennifer Hall, OA

Technology & Industry Updates – Tim Jackson & Heather Dewey, UMB

Statements:

Tim reminded the group that emailed statements as attachments are no longer available due to compliance rules and regulations. Tim discussed the statement options with the group, including paper and electronic statements, and informed them that cardholders can use commercialcardcenter.com to log in and download their individual statements. Tim also advised coordinators can use Visa Intellilink to download statements for cardholders, especially for those who do not have access to the internet.

Comments from coordinators:

Denise Massman from DNR reported that statement reports are not working for all of their cardholders. Tim stated he would investigate the issue.

Cyndi Voss with MDC asked if any statements besides the paper form would provide the full account number. Tim responded that only the paper form provides the full account number. He will check into PCI compliance to see if they can display at least 6-8 digits on the electronic statements so agencies can use the appropriate invoice number.

Reporting Tools:

Tim discussed the reporting tools available to coordinators and asked for feedback if there were specific reports needed so they could assist agencies.

Comments from coordinators:

Cyndi Voss from MDC reported that she tried to pull a cardholder listing in Intellilink and it did not include the strategies for each card. Tim advised Intellilink does not include strategies, but that information was available in Commercial View.

Shalonda Graham with DHSS reported they are still receiving paper statements, even though they have signed up for electronic statements. Tim stated he would have the paper statements stopped.

Cyndi Voss at MDC asked for a report that would show any payments not made through SAMII Financial (i.e. employees sending in personal checks for payment). Tim stated all mailed check payments are received through a lockbox and processed with all of UMB's credit card payments, so there is not a way to get that information at this time.

Role Changes at UMB:

Tim advised the group that Deborah Perkins will serve as backup account manager for the state when Heather Dewey is unavailable. The group was advised to begin copying Deborah on emails and she will coordinate responses with Heather Dewey. He also provided contact information for UMB staff:

Heather Dewey, Account Manager
(314)-792-06275
heather.dewey@umb.com

Tim Jackson, Program Manager
(816)-843-2814
tim.jackson@umb.com

Deborah Perkins, Alternate Account Manager
(816)-843-2415
deborah.perkins@umb.com

Ron Sager, Contract Manager
(816)-843-2261
ron.sager@umb.com

Client Care Team
(888)-494-5141
commercial.bankcards@umb.com

Tim said the restructuring at UMB has allowed Tim and Ron to free up time to focus on state programs. They can now work with state agency needs like on-site visits, training of reporting tools, and to discuss growth opportunities. Christian has been reassigned to another area and won't be actively involved with the state projects, but will still be available as a resource if needed for Intellilink.

SAMII Automated Interface:

Tim stated that they were working on making some changes to the automated interface process and testing would be happening this week. This only concerns the behind the scenes activity of pulling the data to submit transactions to the state, and will not directly impact the agencies.

Comments from coordinators:

Lenard Lenger from DOC asked if UMB would be able to create an automated payment posting to correct the misapplied payment issues. Tim replied that it is not available at this time because SAMII only allows space for part of the account number in the invoice field, and they would need the full account number to automate the payment posting.

Closing Remarks – Jennifer Hall

Jennifer informed the group of the upcoming P-Card Roundtable meetings:

June 4, 2012
1:30 - 3:30 p.m.
JCK State Office Building
SIC Interpretive Center

December 5, 2012
1:30 – 3:30 p.m.
JCK State Office Building
SIC Interpretive Center

The annual P-Card Forum will be held in September 2012. Additional details will be provided as plans are finalized.