

Meeting Minutes

Financial and Cash Management Policy Workgroup



Meeting Name:	Financial and Cash Management Policy Workgroup
Date:	9/4/2008
Time:	3:00 – 4:00
Location:	2103, Capital
Requestor:	Doug Darling, Project Director

Attendees:

Name	Entity
Michael Russo	AEIT
Angela Rowe	DFS, A&A
Christina Smith	DFS, A&A
Doug Darling	DFS, A&A
Susan Sloan	DFS, A&A
Gerry Harrison	DFS, PMO
Vincent Ackerman	DFS, PMO
Kimberly McMurray	DFS, Treasury
Miriam Gray	DFS, Treasury
Bruce Topp	House
Eric Thorn	House
Joanne Leznof	House
Sharon Bradford	House
Skip Martin	House
Erika Roth-Prado	OPB
Kristin Pingree	OPB
Renee Gunn	OPB
Cindy Kynoch	Senate
Cynthia Kelly	Senate
Eliza Hawkins	Senate
Joe Brigham	TRW

Work Products Reviewed:



FLAIR AND CMS
TASK FORCE CHARTER

Meeting Minutes

Financial and Cash Management Policy Workgroup



Agenda:

- Introductions
- Review Task Force Charter
- Discuss approach to Policy Workgroup Deliverables
- Review Proposed Meeting Schedule:
 - a. Wednesday, September 17th
 - b. Wednesday, October 1st
 - c. Wednesday, October 15th
 - d. Wednesday, October 29th
 - e. Wednesday, November 12th
- Other items
- Adjourn

DISCUSSION

- Doug opened the meeting with introductions and a brief overview of the Task Force members. Doug announced that the CFO has made a new appointment that is not currently in the charter, Larry Fuchs, former Agency Head for the Department of Revenue. He requested that policy workgroup participants keep an open communication with their Task Force members on the information being discussed in the work group because it will be presented at the Task Force meeting
- Christina reviewed the Project Charter document. The Objective, Scope and Task Force organization are dictated by the Statute and the group did not have discussion on these areas. The group focused on the Assumptions, Constraints, Governance Document, and Funding Recommendations in the document.

Assumptions

There was concern that the phrase “leveraging the investment” in the first constraint needed clarification. The group discussed what the investment for the state is and what is being leveraged. Christina explained that the Department owns the software and associated licenses but has suspended payments for maintenance. The monetary

Meeting Minutes

Financial and Cash Management Policy Workgroup



amounts for software/hardware are easy to calculate. It is the intellectual material that presents a challenge on determining what can be leveraged going forward. There are conceptual designs that can be used regardless of the software used (i.e., cash ledger for reporting, chart of accounts) and others that can only be used with the PeopleSoft software. The group agreed that the first constraint needed to be rewritten to better identify what is being leveraged from the previous project.

Customizations to software were also discussed by the group. It was determined that we should change our assumption to “minimal” customizations to software rather than no customizations to software when evaluating standardized business processes provided in the delivered software product. The group discussed that we need to be able to identify only necessary customizations, such as those required by law. Doug added that these customizations should be affirmed by the recommended governance structure prior to implementation. The group concurred with his statement.

Constraints

The group asked why the data center cost allocation would be considered a constraint. Christina explained that there was little information available on the methodology that was to be used for the data center allocations. If one of the funding recommendations for the successor system is cost sharing there could be the potential for duplicate charges to Agencies. Based on the group’s understanding of the data center allocations this was not a valid concern. The group did not feel this issue would be a constraint to the strategic plan and decided that it could be removed from the document.

Governance

The group had a lengthy discussion on what “governance model” should be addressed in the strategic plan. Several individuals recommended that the plan address Project governance because of the project control and decision making issues that occurred with Project Aspire. Christina explained that the original approach in the document was at the enterprise level because there is still a need in the State to make policy decisions that have an impact to multiple systems as encountered with the interface issues with Project Aspire. There was also a discussion on the AEIT’s role in governance. Doug felt the AEIT’s role in governance covers an IT perspective and that there is still a need for governance from a business perspective. For example, the business side should decide how the state is going to do a business process and the IT side would make decisions on how to implement those processes. The group agreed that the governance document should address both the Project level and enterprise level governance from the business perspective. The discussion was suspended until the next workgroup meeting.

Meeting Minutes

Financial and Cash Management Policy Workgroup



Funding

Doug emphasized that the CFO is not in pursuit of funding a new system through the work performed by the Task Force, especially considering the budget crisis that currently exists within the State. However, Christina explained that we should develop funding options to be considered in future years when funds might be available to support a new accounting system. The group was in agreement with this approach and thought that we could arrive at a few funding options with respective pros and cons.

Business Processes

Christina walked the group through the business process reviews that have been done historically and that based on the time constraints determined the best approach is to use the intellectual material that the State already has to identify customized processes. The group had concerns with the software driving the business processes of the state. Christina explained that the approach is to only provide a road map of the customizations made by the State that would need to be re-addressed by the recommended governance structure.

General Discussion – Strategic Plan

The group then had a discussion on the Strategic Plan including some options going forward for a new system. For example, should the State look at purchasing off the shelf software or building customized applications. Christina explained that the decision on which option to use for a future system should probably be based on number of non-standard processes the State must keep and that the governance structure should make those types of decision. The group decided that it would be beneficial to include system options with pros and cons in the Strategic Plan.

- Review Proposed Meeting Schedule:
 - Wednesday, September 17, 2008 from 2:00 p.m. to 4:00 p.m.
 - Wednesday, October 1, 2008 from 2:00 p.m. to 4:00 p.m.
 - Wednesday, October 15, 2008 from 2:00 p.m. to 4:00 p.m.
 - Wednesday, October 29, 2008 from 2:00 p.m. to 4:00 p.m.
 - Wednesday, November 12, 2008 from 2:00 p.m. to 4:00 p.m.

The group agreed to the meeting schedule.

Meeting Minutes

Financial and Cash Management Policy Workgroup



The meeting was adjourned.

ACTION ITEMS

Action	Responsible	Due Date
Update Organization Charts to add new appointee to Task Force and remove Legislative box on the Policy workgroup	Christina	Completed
Revise the Assumptions, Constraint, and Governance portions of the Project Charter and send to Workgroup for Review	Christina	Completed
Provide comments on revised Project Charter	Workgroup	9/10/08
Send meeting invitation to group for September, October, and November dates	Susan	9/8/08