

Meeting Minutes

Financial and Cash Management Policy Workgroup



Meeting Name:	Financial and Cash Management Policy Workgroup
Date:	10/29/08
Time:	2:00 – 4:00
Location:	2103, Capital
Requestor:	Kimberly McMurray, Project Director

Attendees:

Name	Entity
Kimberly McMurray	DFS/Acct & Audit
Christina Smith	DFS/Acct & Audit
Bruce Gillander	DFS/Treasury
Erika Roth-Prado	OPB
Eliza Hawkins	Senate
Charles Covington	DMS
Skip Martin	House
Angela Rowe	DFS/Acct & Audit
Susan Sloan	DFS/Acct & Audit
Michael Russo	AEIT
Jane Sowerby	AEIT
Cindy Kynoch	Senate
Walter Bikowitz	DMS
Renee Gunn	OPB
Joe Brigham	House / Senate
John Douglas	EOG-OPB
Jimmy Cox	DMS

Work Products Reviewed:

Governance PowerPoint

Agenda:

- Introductions
- Resolve issues with governance

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- ✓ Definition of enterprise business processes
- ✓ List of enterprise business processes
- ✓ Task Force recommendation on governance structure
- ✓ Enterprise project governance recommendation
- Other Issues?
- Next Steps
 - ✓ Policy Workgroup Meeting – November 5th
 - ✓ Draft Governance Document
 - ✓ Review Funding Options
 - ✓ Task Force Meeting – November 12th
 - ✓ Approve Governance Document
 - ✓ Policy Workgroup Meeting – November 14th
 - ✓ Finalize Funding Options

DISCUSSION

Introduction

Christina provided the group with the minutes from the October 15th meeting. The minutes for the October 8th meeting are being finalized and will be distributed to the group once completed. Christina asked the group to review the minutes to ensure that all discussion topics were captured.

Discussion on governance issues

The group reviewed the governance power point presentation and made recommendations on the following slides:

Slide 4 – Definition of Enterprise Business Process

Since the definition will be potentially incorporated into law as part of the Enterprise Strategic Business Plan, the group provided recommendations to narrow the scope of the definition so that State Agencies would be able to more clearly distinguish business processes that impact the Enterprise. Discussed the following suggestions for the definition of an enterprise business process:

- Crosses agency boundaries

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- Has a financial implication or fiscal impact
- Should be standardized or would promote enterprise efficiency or effectiveness if standardized

The group had a lengthy discussion on these qualifications and the need to tie in the fiscal impact to the process and re-enforce the need to standardize.

Slides 5 thru 11 – Enterprise Business Processes

The group discussed various end-to-end business processes and made the following changes to the slides:

- The end-to-end business process for Human Resources should be described as the Hiring to Separation Process
- For the Procurement to Payment Process, we need to include information concerning need assessment that is done as part of the requisition process (Charles will provide a recommendation) and “Contract/PO creation and award” should replace “Order/award”
- For the Asset Acquisition to Disposal Process, we need to define what we’re going to handle from an inventory standpoint for the Enterprise in terms of asset maintenance
- For the Revenue Billing to Clearing Receipts Process, the “bank reconciliation” process should be added
- For the Budget Administration Process, the word “adjustment” should replace “administration” to more accurately describe this process and “budget reconciliation” should be added
- For the Financial Record to Reporting process, “other financial transactions” should be added

Christina explained that the business process could also be further defined in the Business Process deliverable that the Business Process Workgroup will be creating.

Slide 13 – Recommended Governance Structure

The group reviewed the recommended governance structure slide and made a few suggestions for revision. The Chief Operations Officer should be renamed as the Enterprise Business Operations Officer (EBO Officer). The group discussed renaming the Enterprise Financial Committee to the Enterprise Business Operations Committee. The group discussed the various functions of each group within the organizational chart and agreed that the Enterprise Business Operations Committee should be granted the authority to make decisions as to which items are recommended to the Governor and

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Cabinet, since the Governor and Cabinet most likely will not want to field the recommendations themselves. The Enterprise Business Operations Committee will evaluate these requests to assist the Governor and Cabinet with the workload. Finally, the group mentioned that we may want to consider creating a dotted line from the AEIT Director within the Enterprise Financial Committee box to the Governor and Cabinet so that it doesn't appear that he/she is subordinate to the EBO Officer. The AEIT Director should not be listed next to the EBO Officer since this would imply that the AEIT Director is also driving business process recommendations. The group agreed that the arrow between the Enterprise Integration Sub-committee and the State Agencies should be deleted.

There was a recommendation to provide additional options to the governance structure to the Task Force.

Slide 15 – Enterprise Project Governance Structure

The group reviewed the organizational structure for project governance, which is displayed on slide 15, and discussed how this structure would integrate with the Enterprise Governance structure. Christina explained the functions of each member within the organizational structure, beginning with the Project Manager, which manages project staff and internal groups. The Project Director's role is to keep the project schedule on time and within scope while also managing external groups, such as requests from the legislature and information required from the independent project monitor, other oversight entities, or stakeholder groups.

The group inquired about the possibility of the Project Manager and Project Director being combined into one role. Christina explained that this would be a viable option depending on the scale of the project; however, for large projects such as the replacement of the financial and cash management system it would be necessary to have two separate individuals. This is largely due to the complexity of the project and managing requests from external groups while also trying to manage project staff to ensure project success.

Christina also discussed the Project's Steering Committee and their role is to provide issue resolution for items raised by the Project Director through his/her administration of the project. The Project's Steering Committee will work with the Enterprise Business Operations Committee when issues may have an impact to the scope of the project or enterprise business processes. The EBO Officer and the Project Sponsor work together when the project is not on schedule or requires additional funding in order to address the issues with the Legislature, Governor and Cabinet.

Next Steps

The group reviewed the schedule for the next two weeks and the meeting was adjourned.