

Meeting Minutes

Financial and Cash Management Policy Workgroup



Meeting Name:	Financial and Cash Management Policy Workgroup
Date:	01/16/09
Time:	9:00 to 11:00
Location:	2103, Capitol
Requestor:	Kimberly McMurray, Project Director

Attendees:

Name	Entity
Kimberly McMurray	DFS/Acct & Audit
Christina Smith	DFS/Acct & Audit
Bruce Gillander	DFS/ Treasury
Angela Rowe	DFS/Acct & Audit
Susan Sloan	DFS/Acct & Audit
Michael Rodriguez	DFS/Acct & Audit
Kristin Pingree	OPB
Charles Covington	DMS
Terry Kester	AEIT
John Douglas	EOG-OPB
Eric Steinkuehler	OPB

Agenda

- Introductions
- Review Strategic Business Plan and discuss the following Sections:
 - Section 3.1.1.3 – How can we better define the officer’s authority?
 - Section 3.4.1 – Comments on content for the Business Case
 - Section 3.4.3 – Review the changes to the recommended Project Governance
- Discuss feedback on Legislative Outline
- Next Meeting:
 - Policy Workgroup Meeting – Wednesday, January 21st
- Adjourn

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Christina went through introductions and apologized to the group for sending the Strategic Business Plan out to the group so late. Since no one has had time to review the document, she walked through the document and explained that several areas have been highlighted that still require content/editing. She explained that a majority of the content has been cut and paste from the governance and funding documents.

The discussion began with Section 3.1.1.3 Enterprise Financial Business Operations Officer starting on page 11. Christina continually gets asked where the “teeth” for the Officer’s authority is. She wanted the group to discuss the how this is going to be addressed. The group discussed how best to make agencies conform to the standardized business processes and determine that the ultimate authority would be with the Governor and Cabinet. The Officer would have to monitor compliance and must have the full support of the Governor and Cabinet to address agencies that are unwilling to change their business processes. Since the Governor and Cabinet are the head of the Agency, they will have the authority to establish rules that have been recommended by the Officer.

Christina then directed the group to Section 3.3, Re-engineering the Enterprise Financial Business Processes, on page 17. This Section and all proceeding sections are new and should be the focus of the workgroup’s review. Christina explained that these sections will highlight the actions that need to be taken before the project to replace the financial and cash management system can begin. The Business Case section has not been developed but the intent is to outline the options that would need to be evaluated for the selection of the replacement system (e.g., customized application, use existing “off-the-shelf” software, or procure new “off-the-shelf” software).

The group reviewed the changes to Section 3.4.3 Establish Project Governance. Christina explained that she has been getting a lot of feedback to better explain the decision making process so she has changed the diagram to depict the decision-making authority for each role.

Christina asked the group to read the document and send her comments/revisions as quickly as possible.

Legislative Outline

Christina received suggestions from several members and has incorporated most into the draft language. There is still concern on the voting language for the Officer and how to address a tie. Christina strongly believes that if the Governor and CFO do not agree on the appointment, then there should not be an appointment. The Officer would not be effective without the support of both individuals.

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The group also had a discussion on where best to place the governance language in Statute: Section 14, 17, or 20. Christina selected Section 20 because it is neutral. Section 14 relates to the Governor's Agencies and Section 17 is for the CFO.

The group also discussed the Officer's term. Several members felt the Officer should serve at the pleasure of the Governor and Cabinet instead of having a specific term. Christina indicated that the CFO was leaning toward having a specific term and the matter will have to be settled by the Task Force.

Christina explained that the legal staff has started their review and the language may change dramatically once the legal review is complete. She asked the Workgroup to send her comments/revisions as quickly as possible.

The meeting was adjourned.