

## FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

July 3, 2013

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The Financial Management Advisory Committee met on Wednesday, July 3, 2013.

The following attended:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Felicia Hubble	OA/Accounting
Amber Willis	SEMA
Jennifer Wilbers	MGC
Carol Willhite	DPS
Pamela Sandbothe	DESE/VR
Renee Godsey	DHSS
Mike Clark	DMH
Sherry Hess	DIFP/PR
Mike Hancock	OSCA
Carla Massman	DPS/MVC
Julie Miller	DPS/MVC
Debbie Davis	DIFP - Credit Unions
Carol Newgaard	SAO
Arlene Boessen	AGO
Cindy Dixon	OA/Fleet
Kim Sandbothe	DIFP/Finance
Stacy Neal	OA
Stacy Jacobs	STC
Rebecca Imhoff	DOR
Dwayne Rasmussen	OA/Accounting
Barb Lewis	DOLIR/Fin. Mgmt
Theresa McDonald	DSS
Cindy Luebbering	DNR
Jayne Masek	DOC
Crystal Wessing	OA/ITSD
Cathy Frizz	OA/ITSD
Andrea Beck	DESE
Robin Burkhart	DESE
Jessica Opie	OA

## MISSOURI FINANCIAL MANAGEMENT ADVISORY COMMITTEE

8:30 A.M.

July 3, 2013

Room 500, HST Building

### MINUTES

#### Presentations:

1. **ITTrack:** Crystal Wessing, Director of Financial Services Division, Office of Administration, Information Technology Services Division.
  - In April, ITSD began rolling out the ITrack system. Currently, it has been rolled out to half of the state agencies.
  - This system is self-reporting tool to manage IT inventory and assets.
  - The system has many benefits including; lowering the cost associated with tracking IT inventory and assets, and decreasing time to complete annual inventory.
  - This system will track any item with an ITSD tag.
  - A short presentation of the system was given.
  - It was discussed to look into the depreciation on the IT assets.
  
2. **Travel Optimizer Update and Discussion:** Cindy Dixon, Fiscal and Administrative Manager, Office of Administration, Fleet Management.
  - OA/Fleet Management is currently making enhancements to the Trip Optimizer.
  - A handout was distributed outlining the Planned Enhancements.
  - OA/Fleet Management would like feedback on agencies internal policies and procedures.
  - Before implementation of the enhancements, it was indicated agencies would need two months prior notice for policy purposes.
  - Fleet management can facilitate web demos for users (and a demo for FMAC closer to completion).
  - The changes are expected to be done around September 1, 2013.
  
3. **Status Reports**
  - a. OA/ITSD – Crystal Wessing reported the following:
    - i. ITSD is currently contacting consolidated agencies for budget review. They are providing lots of detail on their internal budget to provide more transparency.
    - ii. All Inter-agency spending delegations have been cut as of July 1 and ITSD will be contacting agencies to discuss. They are looking into doing more bill backs instead of spending agreements.

- b. OA/Accounting – Stacy Neal reported the following:
  - i. The waiver regarding CSR 10-3.0101 “Preapproval of Claims and Accounts” has been signed. Accounting will have to redo the Travel CSR. It was noted for archiving purposes SOS can accept electronic signatures.
  - ii. HB116 was discussed. This house bill has changes to the Auditor’s Office, Social Services and changes to MAP. The changes to MAP are as follows:
    - 1. The Governor’s Reserves should be reported. OA/Accounting is handling this.
    - 2. Grant Information must be reported within 30 days of the transaction. It was discussed how this would be received from agencies. Agencies were encouraged to contact OA/Accounting with thoughts.
    - 3. Any bonds issued by political subdivisions should be reported.

**Next Meeting:** September 4, 2013, 8:30 a.m. – 10:00 a.m., HST Building Room 500