FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES
September 4, 2013

The Financial Management Advisory Committee met on Wednesday September 4, 2013. The following attended:

NAME	**DEPARTMENT/DIVISION**
Felicia Hubble	OA - Accounting
Rebecca Imhoff	DOR
Amy Blankenship	MoDOT
Pamela Sandbothe	DESE - VR
Cyndi Voss	Conservation
Audrey Cunningham	DOLIR
Mike Clark	DMH
Renee Godsey	DHSS
Carol Willhite	DPS
Mike Hancock	OSCA
Julie Miller	MVC
Dana Kliethermes	MDA
Kyle Lootens	DIFP - Insurance
Stacey Hirst	DED
Sherry Hess	DIFP - PR
Carol Newgaard	SAO
Arlene Boessen	AGO
Kim Sandbothe	DIFP - Finance
Scott Harper	STO
Lana Massman	STO
Cindy Dixon	OA - Fleet
Nicole Hackmann	STO
Theresa McDonald	DSS
Jayne Masek	DOC
Jennifer Wilbers	MGC
Cindy Luebbering	DNR
Andrea Beck	DESE
Robin Burkhart	DESE
Crystal Wessing	OA - ITSD
Dwayne Rasmussen	OA - Accounting

Presentations:

1. **eDocs 2.0:** DIFP's Electronic Forms Management System: Debby Hutton, OA-ITSD-DIFP (handout was distributed)
   a) This system is created on a secured sight which other state agencies can use.
   b) The system has multiple different functionalities and agencies can modify the system to meet their own needs.
      i. The system walks documents through an approval process.
      ii. The system has different security levels and permissions which are tied to your user id.
      iii. Work flow emails can be used.
   c) The forms are modeled after the state forms.
   d) The system tracks the status of forms and logs all approvals given to the forms.
      i. Supervisors are set up based on PerForm, but there is a capability to send to another supervisor if the one needed is unavailable.
      ii. A user cannot approve their own form.
   e) Supporting documentation can be attached to the forms, if necessary.
   f) The system does have document searching capabilities.
   g) If an agency is interested in implementing this within their own agency, Angie Phillips should be contacted.
2. **Status Reports:**
   a) State Treasurer's Office – Nicole Hackmann
      i. The Depository Contract was awarded to Central effective 7-1-14 through 6-30-17.
      ii. The Unclaimed Property list has been sent out. If you have any questions, please contact Matt Berkbuegler at 526-3602.
   b) OA/ITSD – Crystal Wessing
      i. Telecomm and State Data Center Cost Allocation plans are out for FY14. The plan is to have FY15 plan out by Dec. 1st.
      ii. There is an IT group meeting scheduled for Oct. 10th at 3:00pm.
   c) OA/Accounting – Dwayne Rasmussen and Felicia Hubble
      i. Federal Grant Reporting for HB116 was discussed.

      ii. It was noted if a terminated employee still has security access to SAMII Financial the access will be deleted. OA/Accounting will check with the agency to determine if the employee is an hourly or contracted employee.

      iii. P-Card audit is in final stages of review. OA will be running a report and closing cards when employees are terminated.

d) OA/Fleet Management – Cindy Dixon

      i. Trip Optimizer will be available October 1.

e) Other – Dwayne Rasmussen

      i. A co-chair needs to be named for next year's chair.

      ii. Mark Reading from Results Engineering will present a demo on ECM next meeting.

Next Meeting: November 6, 2013, 8:30 a.m. – 10:00 a.m., HST Building Room 500