

**Small & Medium Agency
Chief Financial Officers Meeting Minutes
November 19, 2013**

PARTICIPANTS:

Megan Darian, ADA/CSB & State Boards Office
Justin Lepley, AGA
Julie McKnight, AUA
Lacy Mason, CLA
Fritz Schellenberg, GSA via GoTo Meeting
Tracy Schmidt, HDA
Scott Greenberg, IDA
Ken Bell, JCA
Sharon Gulden, LDA
Esther Olivas, MIA
Cathy Guthrie, PEA
Katherine Hock, RCA
Robyne Clark, REA
Heather Gregorich, SFA
Marcia West, TOA
Megan Duty, VSA
Kim Willett, VSA
Liz Atkinson, WMA via GoTo Meeting
Clark Partridge, ADA/GAO
Tami Eckloff, ADA/GAO
Brian Nguyen, ADA/GAO
Jennifer Verhelst, ADA/GAO
Ron Santa Cruz, ADA/GAO
Stu Wilbur, ADA/GAO
Amy Aeppli, ADA/GAO
Greg Vokoun, ADA/GAO
Janice Joyhart, CGI

ITEMS COVERED

Welcome and Introductions – Clark Partridge

ADOA Building Security Update – Skeet Schmella

Skeet Schmella is the Security Administrator for ADOA. We have hired a security guard firm for the ADOA building and we are writing procedures regarding control of visitors, guests and State employees through the new building security. December 20th is the scheduled go live date. The policy still needs to be signed off by the Director of ADOA but as it stands right now there are four groups that are affected, ADOA or tenant board or commission employees, employees that hold a State ID but are not employed by an

agency in this building, former State employees or vendors, and the public for public meetings.

The Security Administrator can raise or lower the security level based on instruction from the Governor or the Director of ADOA. Every day, 98% of the time the security level is green. An elevated level is yellow and red is an imminent threat or something has actually happened. As State employees, the new security should not impede your ability to conduct business in this building. Director McNeil has stated this is a public house and we want to make sure it is welcoming for everyone.

If you are an employee of ADOA or a tenant agency, your ID badge will have the credentials loaded on it to allow you access through the turnstiles.

If you are a State employee and you do not have the credentials loaded on your badge and we are at the green level, all you have to do is walk up to the turnstile and show your badge. The security guard will let you go through.

At the yellow level, if you do not have credentials for the turnstile, you will be required to go to the visitor's window and state you are here for the CFO meeting for example. If the ADOA division has listed your name for the visitor's office, you will be issued a temporary visitor's badge and granted building access, if not, a quick phone call will be made to ensure you are expected for the meeting.

At the red level, visitor access is controlled no matter who you are. Even if you are a tenant of this building, you will be required to go through metal detectors and have pockets emptied. If you have a State ID, you will then be granted access. If you do not have a State ID card, you need to be escorted into the building.

Q: How will we know what level the security is at? Will it be displayed somewhere?

A: Yes. Pending approval, there will be a notification placard when you enter the building and also each entrance to the building will have a posting. If we are at a green level and you are credentialed, you may get through any door in the building. If we are elevated to yellow or red, all doors will be locked down for entrance and you must enter off the front door where the turnstiles are. All doors will remain available for exit. You will just need to make sure no one enters when you are exiting a side door.

Q: Will it be an electronic swipe or a visual at the turnstiles?

A: If you are not a credentialed holder, either by working in this building or working with an office in this building and they deem you need to have credentials, you will show your badge, the security officer will push a button and you will be able to go through the turnstile.

Q: The difference is being able to swipe and spin ourselves vs. showing it and security pushing the button, the result is the same?

A: Yes, the result is the same.

Q: December 20th is the effective date?

A: No later than December 20th. Prior to that date you will need to start entering through the turnstile and not the gate but the turnstile will not be locked. The gate will then be used for ADA purposes and sizeable deliveries. It will not be a source of entry for those not requiring assistance.

The security is not being changed due to something that happened or a current threat. The Director is concerned about safety and wants this to be a safe workplace for everyone. If you have any additional questions, Skeet's office is on the south side of the lobby or you can email him at Skeet.Schmella@azdoa.gov.

BREAZ Update – Janice Joyhart

We had our first change impact briefing for CFOs last week. The change impact report was sent out to all CFOs prior to the meeting requesting their comments. About 16 agencies responded with 170 questions. About 80% of the questions were I want to know more type questions rather than I have a concern or I don't like what I am seeing. Accounts payable and inventory management were discussed. The next meeting this Friday will discuss accounts receivable and asset management. There are two more scheduled, one on December 2 will cover application security & workflow, budgetary control, change management, general ledger and facilities management. The meeting on December 11 will cover grants management, cost and project accounting and FHWA billing (ADOT only).

As a CFO, if you are not attending the change impact briefing, it is highly recommended that you do. The purpose is to receive your input as it relates to the proposed changes. It also gives you a period of time to think about the changes and how they will have an impact, or not, on your agency.

For the prototyping we have 93 subject matter experts from 46 different agencies. It is a very broad exposure.

By the end of December we will know what our scope is. We will know what interfaces we will be building. We know what systems we will need to convert data. We will have a good handle on reporting. In 2014 it is all construction. We will be building software modifications, interfaces, training material, quick references and crosswalks.

The next agency coordinator meeting is on Thursday. Every agency coordinator meeting is important. The primary topic this month is the chart of accounts and beginning to build the crosswalk from each of your chart of accounts into the new statewide version. We will then be sending out information for you to begin working on the chart of accounts.

Between now and the next GAO CFO meeting in late January we will be working on agency transition planning. We will be giving you a checklist so you can assess how the BREAZ project will impact your agency, not only the system but the statewide processes to go with it. By October of 2014 whatever procedures you feel you will need to change in order to use the new system should be identified.

ProcureAZ/AFIS Performance – Brian Nguyen

The latest bandwidth increase went into production on October 4th. We have received several comments from agencies that they have seen better performance. If you are having any issues please let us know either through the ProcureAZ help desk or vendors@azdoa.gov.

1099s – Brian Nguyen

If your agency is required to send us a 1099 test file, your 1099 coordinator should have received a memo from us about the second week of November. A test file is due to GAO on December 4th. If you have not received the memo please let us know.

Payroll Corrections – Jennifer Verhelst

The payroll corrections will be transitioning to agencies on December 2nd. Please make sure you have sent in your GAO 96 to request user class 47. We will be running a report to identify all agencies that do not have user class 47 capability.

AFR Issued – Clark Partridge

The AFR has been issued and is on the GAO website.

CAFR Update – Ron Santa Cruz

Bound copies of financial statements were due last Tuesday. We are working with a couple of agencies. We are still projecting to hit our December 31 deadline. We appreciate all the cooperation we have received from all the agencies.

Be thinking as we are working on the architecture for the new system, what information do you need? What reports do you need?

Payroll Calendar Year End Meeting – Stu Wilbur

The Agency Payroll Guide was discussed and well received. It is an agency guide book for payroll staff with key information, calendars, procedures, where to find training, reference to statutes and technical bulletins, personnel rules, etc. The guide should be released soon.

On December 26, 27 and 30 warrants will be mailed to employees so employees have constructive receipt and the payment will be included on their 2013 W2. There will be no handwrites processed on December 31.

January 7 is the scheduled leave roll and the last date for employees to update their address in YES for the W2 mailing. January 10 is the target date to post W2s online. On that date W2s will only be available to those that have consented to receiving an

electronic W2. A mass email will be sent letting employees know the W2s are available. Please make sure our email is not blocked at your agency. Employees can provide a work and personal email address. January 20 is the last day to consent to the electronic only W2. On January 31 electronic W2s will be available to everyone.

Thanksgiving and Christmas holidays are close to payroll processing this year. The direct deposit file is transmitted on Wednesday effective for Thursday. It is not known when financial institutions will apply the information to employees' accounts.

The Absence Management module has been running longer. We have had to cut entry time back 15 minutes to 5:45 pm. The HRIS team has been working on speeding up the process. We will soon be able to move the cut off back to 6:00 pm.

Materials from the Payroll Year End meeting will be posted on the GAO website.

Please make sure employees are keeping their addresses in HRIS current.

Q: Can we get the email address that will be sending the W2 notice to employees so we can work with IT so it is not blocked?

A: Yes, we will research that and provide it to you.

Relief Bill – Clark

A web story has gone out requesting Relief Bill items be submitted to the GAO by December 13.

AFR Issued - Clark

The AFR has been issued and is on the GAO website.

Issues / Concerns / Questions?

None.

Future Agenda Items

AFIS Training

NSF & Favorable/ Unfavorable Deposits Cleanup Project - Ongoing

If you have any questions or concerns, please contact the GAO.

Meeting adjourned at 3:03 P.M.

The next meeting is scheduled for Tuesday, January 21, 2014, at 2:00 p.m. in GAO Conference Rooms A & B.