

**Large Agency
Chief Financial Officers Meeting Minutes
November 26, 2013**

PARTICIPANTS:

Sheryl Bodmer, DCA
Li Li, DJA
David Plummer, DJA
Keith Fallstrom, DTA
Ross Begnoche, EDA
Cindy Smith, HSA
Christy Kramer, PSA
Joan Jones, RVA
John Stevens, WCA
Mike Clark, WFA
Clark Partridge, ADA/GAO
Tami Eckloff, ADA/GAO
Brian Nguyen, ADA/GAO
Jennifer Verhelst, ADA/GAO
Janice Joyhart, CGI

ITEMS COVERED

Welcome and Introductions – Clark Partridge

ADOA Building Security Update – Skeet Schmella

Skeet is the ADOA Building Security Administrator. On December 2 ADOA will move to a private security firm instead of DPS security guards. We will also implement going through the turnstiles. The turnstiles will not be locked until about December 20. At that time security guards will start checking ids and implementing the security protocol. The security policy is currently being reviewed by the ADOA Director.

After December 20 employees that work in the ADOA building or have credentials on their ID will be able to scan their badge to let themselves through the turnstiles. Other State employees will need to show their State ID to the security guard and then they will be buzzed through the turnstile. For vendors or other non-State employees, they will need to go to the badging center window to request admittance from the division they are visiting unless their name is on a list of meeting attendees received by the security office.

If the security level is elevated to yellow, if you are credentialed you will still be able to let yourself through the turnstiles. If you are not a credentialed State employee, you will need to go to the badging center and be announced to the division you are here to visit.

If the security level is elevated to red, it means a threat is imminent or there is a current threat in progress. There is the possibility that the meeting that you were supposed to attend will be canceled. If you are credentialed, you will proceed to the security area and go through metal detectors and be subject to a bag search and then go through the turnstiles. Non credentialed State employees will go to the badging window and then go through the security area. Vendors or other non-State employees will still need to go to the badging window. The security policy will be made available to all State employees when it is approved. It will not be made available to the public.

GAO will provide a list of the expected attendees for the CFO meetings to the badging office.

Q: How will you handle the issue of I normally attend the Small/Medium agency CFO meetings but was unavailable last week?

A: If you have a State ID, you will get through the turnstiles.

Q: Is there any way for a non-State employee who is accessing the building daily to come through without visiting the badging window every time? The process servers for GAO come close to daily if not sometimes twice a day and it is usually the same people.

A: They will need to be announced. If they do not have a State ID, there is no way to control their entry.

Q: So they will have to go to the window each time?

A: Yes.

BREAZ Project Update – Janice Joyhart

The BREAZ Project is currently going through the CFO Change Impact Briefing. We finished the second one last Friday, two more are scheduled. The one on Monday December 2 will cover application security and workflow, budget control, cash management, general ledger and facilities management. On December 11 we will discuss grants management, cost accounting and project accounting. We are taking all the questions coming in and turning them into functional FAQs. In 2014 we will have town hall meetings to get more people involved. These FAQs will eventually evolve into welcome packages for training.

The Step 5 parking lot items are being put on the SharePoint site. We are getting aggressive on interfaces and conversions to get them defined. We have started the same process for reporting and the next item will be development including any modifications to the system that we may have to do.

Our goal is to publish the decisions made from the CFO Change Impact items. This will be the final proposed. We may need some policy changes and/or Legislative changes.

Tomorrow the BREAZ Project will be sending the Chart of Accounts for the mapping exercises to your Agency Coordinator and the GL Subject Matter Expert. 19 agencies identified themselves as advanced and needing to go through the mapping exercise. Your agency coordinator will also be receiving a list of people that have gone through the prototyping exercise and their system IDs and temporary passwords to enter the sandbox environment.

Q: We met internally to discuss the Chart of Accounts and our department object codes that we are using and trying to figure out which ones we will need in the future. We have to have some assumption that the statewide codes will be there and we are now wondering what the process is to analyze what the new objects are going to be?

A: Still working through the process. If we see enough requests for department object codes, we may decide we need a statewide one.

ProcureAZ/AFIS Performance – Brian Nguyen

The second bandwidth increase went into production on November 4. The system started at 5mb, was increased to 15mb and now increased to 20mb. SPO has received some comments that the last bandwidth increase increased performance. Let us know if you are having any issues and we will continue to work with Periscope. For issues you can contact Brian or your GAO liaison or Ray Nader or Christy Garza in SPO. There will be meetings coming up regarding ProcureAZ that were discussed in the BREAZ Project agency coordinator meetings. Please plan to attend, they will be very informative.

1099s – Brian Nguyen

1099 testing has begun. If your agency interfaces 1099 information, your agency coordinator should have received a memo asking for a test file by December 4 and a production file by January 6. Watch for the web story around January 2 announcing the availability of the DAFM953U.

CAFR Update – Ron Santa Cruz

We are waiting on 4 contract audits. We are scheduled to send the CAFR to quality control with the Auditor General next week. There were a lot of improvements this year. We are still planning on a 12/31 completion.

Payroll Corrections – Jennifer Verhelst

December 2 payroll corrections will be transitioned to the agencies. Please fill out your GAO-96 forms to request user class 47 for TC 850 or payroll transactions only. If you need assistance you can contact the GAO Projects staff or your AFIS liaison.

Payroll Calendar Year End Meeting & W2s – Stu Wilbur

Key dates were discussed in the calendar year end payroll meeting. All the dates and information can be found in the year end memo on the GAO website. A few key dates are: December 26, 27 and 30 all payroll warrants will be mailed from GAO. December 30 will be the last day to pay an employee for their 2013 W2. No handwrites will be

processed on December 31. January 7 will be the last day for employees to update their address in YES for the W2 mailing and for the copy presented online. January 10 is the target day for online posting of the W2s. A mass email will be sent to employees announcing the W2s are available. The email will come from an azdoa.gov address. Stu is doing more research to see what IP address the email will come from. January 20 will be the last day to consent for online W2s. After that a W2 will be mailed to the address of record. January 31 all W2s will be available online whether an employee consented or not. This is where employees will be directed if their mailed copy does not arrive. We will not redistribute any mailed originals that are returned to GAO. Employees will be directed to the YES website to print their own copy.

Pay week falls on the holiday week for Thanksgiving and Christmas. The ACH file for direct deposit is sent on Wednesday of pay week at 9:00 a.m. with an effective date of Thursday whether it is a holiday or not. The file will be available on Thursday, Thanksgiving, to financial institutions. Whether they choose to credit customers and make it effective on Thursday is the financial institution's decision.

Q: If employees have questions we should have them contact their financial institutions?

A: Yes.

Payroll Guide – Stu Wilbur

There are about 25 different topic areas related to payroll in the guide to help staff get through their payroll duties. We will send out a web story when the guide is ready.

Relief Bill – Clark Partridge

A web story went out regarding Relief Bill items. Items will be due to GAO by December 13.

AFR Issued – Clark Partridge

The 2013 AFR has been issued and is posted on the GAO website.

Issues / Concerns / Questions?

Q: Has there been an update on the indirect cost report?

A: No. We do not have an approval yet from the feds. We are getting close to 3 years of indirect cost plans that are open. We are talking to the feds and trying to move things along.

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 2:56 P.M.

The next meeting is scheduled for Tuesday, January 28, 2014, at 2:00 p.m. in GAO Conference Rooms A & B.