MEETING MINUTES

State of Louisiana LaGov Project

Operating Budget Timeline

08/14/2008 @ 8:30 to 12:00

Location: 1-137 (Marbois), Claiborne Building

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	**Driesse, Ed**	Y	Y	OIT
2.	**Hodges, Beverly**	Y	N	LaGov
3.	**Thigpen, Drew**	Y	N	LaGov
4.	**Ramsrud, Mary**	Y	Y	LaGov
5.	**Hodnett, John**	Y	Y	LaGov
6.	**Dusse, Barry**	Y	Y	OPB
7.	**Barbier, Mike**	Y	Y	OPB
8.	**Buchanan, Marianne**	Y	N	DOTD
9.	**Schexnaydre, Debbie**	Y	Y	DOTD
10.	**Stockstill, Susan**	Y	Y	DHH
11.	**Robinson, Linda**	Y	Y	DSS
12.	**Vaught, Sylvia**	Y	Y	LaGov
13.	**Boyd, David**	Y	N	LaGov
14.	**Procopio, Steven**	Y	Y	LaGov
15.	**Kelly, Will**	Y	Y	LaGov
16.	**Fernandez, Paul**	Y	Y	LaGov
17.	**Jacob-John, Manoj**	Y	Y	LaGov
18.	**Peak, Ashley**	Y	Y	LaGov
19.	**Montes, Rene**	Y	Y	LaGov
20.	**Schmitt, L.J.**	Y	N	OPB
21.	**Jones, Jerry**	Y	N	FP&C
22.	**Cali, Dom**	Y	Y	DOTD
23.	**Faldetta, Sal**	Y	N	LaGov
24.	**Lozano, Richard**	Y	N	LaGov
25.	**Whyde, Janet**	N	Y	LaGov
26.	**Oliver, Barbara**	N	Y	OIT

	Agenda Item and Notes	*Owner(s)*	*Action Items & Assignments*	*Comments / Follow-up*
1.	**Logistics, Ground Rules, & Introduction**	Paul Fernandez	• None	
2.	**Project Timeline**	Paul Fernandez	• None	
3.	**Workshop Objectives**	Paul Fernandez Manoj Jacob-John	• None	
4.	**Business Process Review** • As-Is Process • Process Improvement Opportunities • SAP Glossary • SAP concepts & functionality • Leading practices • Business process flow • Enterprise readiness challenges	Paul Fernandez Manoj Jacob-John	• See action items & assignments below.	Hard copies provided - Future Budget Prep Sessions, As-Is Process (Executive Budget Development - Detail), SAP Glossary (current and future terms),Master Data Integration, Business Process Flow, BP–FM Design: Versions
5.	**Action Items**		1. Review DHH & DSS request for GL accounts use of Misc. Accts 2. Paul Fernandez - Confirm external Data requirement from OPB 3. J.J. - Check on the compatibility of SAP with the upgrading to Windows Vista and Excel 2007.	
6.	**Key Decisions**		• Two extracts of existing operating budget (EOB) information from Actual to Plan cubes – specific dates TBD • Access to Legislature: Version based security to address the issue	

7.	**Process Improvements**	• Agency/OPB Security rolls • Expenditures by MOF • Cost allocation • Salary Funding • Level of budget vs. level of actual • Spending at Object – Flexibility for Agency • Object categories • T.O. -> review
8.	**Parking Lot**	• Review IT initiative • Change of actual • Determine agency start dates – EOB & BR9B (see key decisions) • Higher Ed budget request, with no actuals

Discussion Points:

- Steven Procopio expressed concern to allow flexibility in certain budget controls to allow future administrations to add and take off controls as they see fit. The response was that it could be changed but with a caveat that it would occur at the beginning of the fiscal year.

- Susan Stockstill expressed concern about the level that budgeting would occur and how much detail would be needed for budgeting. Another concern expressed regarded security within the agency and where would the control for security be. Also, what type of flexibility will be included in the system for certain controls? It was expressed that these types of questions are yet to be determined and may be better answered in future blueprint sessions involving the agencies.

- Ed Driesse raised the question of, 'are the correct stakeholders participating?' The real players need to participate or changes would be necessary in the end. Sylvia expresses difficulty of getting some agency personnel to participate, but that it is an issue that the team is aware of and continues to strive getting the right people to participate.

- It was noted by Mary Ramsrud that Subject Matter Experts should communicate with the LaGov team when they feel someone should be included in certain blueprint discussions. The LaGov team will make every effort to include the correct personnel regarding their respective area.

- Concern was expressed that agencies need more of a presence when discussions of the Chart of Accounts occur, so as to capture agencies' financial and budgeting perspectives.

- T.O. was mentioned as an issue that needs to be addressed to have it make sense with reality regarding how agencies deal with FTEs vs. T.O.

- The issue of reports, canned or ad hoc, was a concern and who would be responsible. JJ reminded everyone that there was a future Blueprint session scheduled for just that. Suggestion regarding reports was that it be scheduled for two sessions rather than one, so as to capture the Agency's requirements and the OPB's requirements separately. Discussions also focused on what exactly real time reports were and how to generate real time reports. Mary stated that some real time reports could be generated out of the modules them selves, and other, more robust, reporting could be accomplished with the reporting solution included in the ERP.

- Questions on how EOB will be reflected and exactly on what date would it be reflected. This set up a discussion on when it will be updated to reflect current year adjustments including BA-7s. Decision was made to allow the changes in the budget to be reflected in the EOB up to OPB's Freeze day. The requests will remain the same in budget development despite the change in the current year EOB.

- Extraneous data collected from where? Confirmation needed on action item. Right now, we think there is no extraneous data collected from other systems for OPB.

- CB does not have official iterations but there are at least two versions – one before meeting with legislative staff and one incorporating any changes from meeting. Q: Is there a need to keep first version? A: No.

- Continuation and executive budget are two different budgets and both are required by statute.

- Budget Requests contains IT submission to OPB. It was discussed to follow up on the IT request forms and the work flow process involved with these forms and placed in the Parking Lot list. IT will need additional security to be involved and review budget.

- OPB doesn't object to legislature having limited access... availability after the amendments packaged decided. Leg should not see process. Security Proposed OPB versions prep steps cannot be viewed, but the result of consider (wave 1-10) could be seen, and only by the respective legislative staff depending on which house the bill is currently in.

- Concern was expressed on the necessity of supplemental documentation. If hard copies of documents are required to be submitted, the process will be as cumbersome as current process. Can PDFs be attached? What is the envisioned process?

- Sylvia questioned plan on how to deal with non accounting agencies, like higher ed. An internal discussion concerning the issue is continuing – sent to parking lot.

- Linda Robinson, DSS, should be invited to all FM sessions.

Decisions to address:

- Concern for what level will the budget be controlled. Mary R. explained that is a decision yet to be made in future blueprint sessions. SAP can budget at any level but it <u>should</u> be consistent throughout the state.

- How much control and flexibility in budgeting (expenditures) by object, category, and means of finance, and securities, time restraints and accessibility.

- The decision to reflect 'funds' as fund/mof or as a revenue account has yet to be made

- Initial meeting with 3 entities to decide who will maintain master data

- Should BAD PACKS be continued?? What is worth if due several weeks before actual appeal? Mike said keep it, we may not use it but keep it.

Timelines:

- Many time restraints of the budget process will be eliminated by reducing the repetition of entries, the manual creation and spreading, and production (copying, binding, delivery).

- Time limitations when dealing with parish request submissions to state department. So, it will be up to each agency on where they start on consolidating information for their budget request.

- EOB data extraction was discussed and when will it be extracted again for OPB purposes. The decision is that there will be two extractions. The first extract date will be discussed further in future sessions. All extracts will be done by OPB super user.

- November 1 submission deadline