



MEETING MINUTES

State of Louisiana LaGov Project

Blueprint Workshop / Motor Pool Operations

10/22/2008 @ 08:30 a.m. to 04:30 p.m.

Location: Room 507

LaGov/Logistics Team Attendees:

Dave Gorman	Karen Lord
Paul Petro	Bobby Hill
Dwayne Wilkinson	Sandy Trahan (ERT)
Rodney Hinesman	Lisa Smith (Author)

Agency Attendees:

No.	Name	Agency	Invited?	Attended?	Comments
1.	Allatto, Gail	WLF	Y	Y	
2.	Chapman, Jim	DOTD	Y	N	
3.	Denova, Ashley	DHH	N	Y	
4.	Drake, Bill	DOTD	Y	Y	
5.	Frazier, Glenn	OSB	Y	N	
6.	Hall, Myron	DHH	Y	N	
7.	Harrell, Scottie	LDAF	Y	Y	
8.	Hebert, Billy	DAF	Y	Y	
9.	Johnson, Darrel	DOTD	Y	Y	
10.	Karr, Jim	OSB	N	Y	
11.	Kropog, Dennis	WLF	Y	N	
12.	LeBlanc, Kerry	DPS	Y	N	
13.	Lemoine, Karen	DOTD	Y	Y	
14.	McDonald, Marilyn	WFL	N	Y	
15.	Pennison, Melanie	LDAF	N	Y	
16.	Ramsey, Gary	CRT	Y	N	
17.	Robertson, Scott	DHH	Y	N	
18.	Roussel, Raymond	OSB	N	Y	
19.	Rushing, Shannon	CRT	Y	N	
20.	Sowards, Deana	DOTD	Y	N	
21.	Tumulty, Emery	DPS	Y	Y	
22.	Wintz, Morgan	DOC	Y	Y	

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1. Logistics, Ground Rules, & Introduction	Paul Petro	<ul style="list-style-type: none"> • None 	
2. Workshop Objectives	Paul Petro	<ul style="list-style-type: none"> • None 	
3. Project Overview/Timeline	Paul Petro	<ul style="list-style-type: none"> • None 	
4. Business Process Review	Paul Petro	<ul style="list-style-type: none"> • See Below 	
<ul style="list-style-type: none"> - SAP terms glossary - As-is Processes and SAP Concepts - Leading Practices - Enterprise readiness challenges 			
5. Action Items	Team	<ul style="list-style-type: none"> • Explore sending outside email for reserved vehicles. 	
6. Key Decision	Agencies	<ul style="list-style-type: none"> • The Fleet Coordinator will gather all signatures and enter the requests for personal assignment/home storage into SAP. 	
7. Possible Business Process Improvement		<ul style="list-style-type: none"> • Have electronic approvals for personal assignment/home storage in the system. 	
8. Team Notes		<ul style="list-style-type: none"> • PAM does not currently designate the “where” of equipment (only who and what). • Issue – entering pool odometer readings real time vs. the need, use, and procedure of the log (reconciliation). 	

DISCUSSIONS

Paul Petro gave the overview.

Bobby Hill overviewed the DOTD As-Is process flow for pool vehicles.

DOTD (Bill/Darrel) - has a monthly audit and a weekly audit on pool vehicles.

WLF (Gail) - paper reservation system ... once a month standard safety check list.

DOC (Morgan) – have a combination of both, depending on facility and whether or not the vehicle is assigned. Pool vehicles have a policy.

For most agencies - one person manages the board/assignment.

DPS (Emery) – no automation, all on paper.

OSB (Raymond) - it's all on paper for pool vehicles.

For Personal Assignment/Home Storage, the following authorizations are required:

Employee

Fleet Coordinator

Agency Head or designee

Commissioner's Office or designee

Home Storage is also "personal assignment" by definition.

For DOTD, the administrator for the districts begins the process for home storage.

Morgan stated that the process takes a long time to circulate the paperwork for all the required signatures. Bobby stated that unfortunately, original signatures are required; the Commissioner's Office will not accept electronic signatures.

DOTD - people request particular vehicles. Bobby stated that with PAM, you can request characteristics required for vehicle usage (i.e. number of passengers, 4-wheel drive, etc.), but not state the specific vehicle.

Paul explained the PAM process.

DOC (Morgan) - with the mileage being logged at issue/return, does that tie into the monthly vehicle log? No, not at this time.

By law, the log (MVL) is still required. Monthly manual entry of mileage may not be required, since mileage will now be entered in the system; but the form will still have to be verified.

Protégé is going away? For the purpose of this project, the functionality of Protégé will go away. There are still some decisions to be made regarding "non-accounting" agencies.

WLF (Marilyn) - how far in advance can someone request a vehicle (some people request months in advance)? You will be able to do that as well with PAM.

WLF (Marilyn) - Can you see when a vehicle is "down for repair"? Yes, it will be a different color in PAM.

PAM will be available, but it is not required to be used.

Bobby explained how PAM could be used for large pieces of equipment. DOTD & WLF could probably use this functionality.

PAM would have separate pools (for example: one for vehicles and another for heavy equipment.)

Note to Team: PAM does not currently designate the "where" of equipment (only who and what).

DOTD (Bill) – are fields required? Yes.

DOTD (Bill) – if an employee was issued a vehicle for 2 days and realized he needed it for 3, what happens? The vehicle can not be re-issued to someone else. It extends the time line for the person who has the vehicle, but diminishes the time allowed for the successor.

Can this be used as a tool for justification of additional vehicles? No.

Dwayne - Can the email be setup as an external email? Currently, SAP sends an express internal email. We can set external email up as an identified need.

Action Item: Explore sending outside email for reserved vehicles.

Any approval requirements outside of the four approvals required by law would probably happen outside of the system. This is for personal assignment/home storage.

WLF (Gail) – stands to reason that a supervisor should approve the request before the Fleet Coordinator.

For personal assignment/home storage, the form is not going away. For any other agency approvals that would be an internal process.

WLF (Gail) - A notification of the need for personal assignment will be made in SAP? Yes.

DOTD (Bill) - feels the employee's supervisor should approve the request. The supervisor's approval would be hard copy.

The form with the four approvals will be electronic.

Electronic approval won't happen until all the approvals (internal as well) are in place.

WLF (Gail) – why can't we scan the signature document? Bobby – the original signatures are required, scans are not accepted. Gail prefers to keep only the Fleet Coordinator's approval in the system, not the employee's request.

Key Decision – The Fleet Coordinator will gather all signatures and enter the requests into SAP.

Can the scanned document be saved in the system with the approval? Yes.

Action Item: Possible Business Process Improvement - To have electronic approvals for personal assignment/home storage in the system.

WLF (Gail) – their biologists get an "average" commuter pay. It's not currently captured on their IT8 in HR.

DHH (Ashley) – has a situation where they have multiple pools at their facility, where only certain people can use vehicles out of a certain pool. A possible solution would be to create a functional location for each pool, and then security would be set at that level to prevent someone from scheduling a vehicle from another pool.

DOC (Morgan) – can you create a group of people in the system, then the planner could only pick one of those people to use a vehicle from that pool? We will have to look into this.

For state employees, their SAP ID is their personnel number.

DOTD (Bill) – Their employees are required to take defensive driving? All state employees are required to certify every three years.

Note to Team: Issue – entering pool odometer readings real time vs. the need, use, and procedure of the log (reconciliation).