



# MEETING MINUTES

## State of Louisiana LaGov Project

### *Blueprint Workshop / Facilities/Fleet Reporting*

10/29/2008 @ 08:30 a.m. to 04:30 p.m.

Location: DOTD – 6W Conf Room

#### LaGov/Logistics Team Attendees:

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

#### Agency Attendees:

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

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*Agenda Item and Notes*

*Owner(s)*

*Action Items &  
Assignments*

*Comments / Follow-up*

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**NOTE: THERE WAS NOT AN AGENDA FOR THIS SESSION. THIS SESSION WAS A DATA GATHERING SESSION FROM THE AGENCIES ON FACILITIES AND FLEET REPORTING. IT COVERED CURRENT REPORTS GENERATED FROM LEGACY SYSTEMS AS WELL AS EXISTING REPORT SHORTFALLS; WHICH, LEAD INTO DISCUSSION ON AVAILABLE SAP REPORTING FUNCTIONALITY.**

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## **DISCUSSIONS**

LDAF (Billy Hebert) – Fleet – Budget Office asks for reports that they can't get from Protégé. They use sub-agencies. Sub-agencies have different cost centers. Units with greater than 100,000 miles. Generated every year. They have two different cost centers: A funding cost center that purchases the units and a user cost center.

DPS (Emery) - how are the vehicles going to be identified. DPS needs "unit number". For DPS, they do everything in Fleet. Will vehicle number be generated as it is now? The asset number will be synced with the equipment master record.

LDAF (Billy) – Sent Rhoama 8 reports. (We have this captured).

DOTD (Bill) – can you group by series? You should be able to run by section and series.

Paul – Do we have DOTD series numbers? Yes, Bobby has it. "Classification" should equate to "series".

DOTD (Bill) – they have a separate series for gas vs. diesel. In SAP, you should not need a different classification for "fuel type".

OSB (Jim) – will you be able to see the costing spent on a vehicle? Yes, you can run a report to see the costs spent on a vehicle.

LDAF (Billy) – District offices are not separate cost centers. You will be able to run a report by cost center. But, if you run the report by location that have multiple cost centers, it will show you all of the costs associated.

LDAF (Billy) – can you run the report by separate locations? Yes.

LDAF (Billy) – want to generate a report by the vehicle unit number. You will be able to run a report by that. Can it be broken out by units per location? Yes.

LDAF (Billy) – want to run a monthly exception report for MV3 that have not been submitted. Paul – you will be able to see by exception that the data is not entered in the system for a vehicle. Billy – will they be able to see who the vehicles are assigned to that did not have the data. You will be able to see vehicle assignment in PAM.

DPS (Emery) – how is fuel going to get reported in SAP. There is a disconnect between outside vendor and SAP; but the data integrity will have to be on the agency.

DOTD (Bill) – Mileage/Usage. Billing from one source/Odometer from another source. Enter odometer reading at end of month and repair costs in SAP.

LDAF (Billy) – 1,000 vehicles. Need units by assignment for their location.

LDAF (Billy) – Quarterly exposure report. Total miles driven within the quarter by cost center.

Dave - from the facilities side – what type of reports would you like to see.

WLF (Marilyn) – Miles by Division (cost center). Missing MV3 by Division (see vehicle number by assignment). A report for HR by division for taxing for home storage.

DPS (Emery) – Mostly reporting based on fuel. (Mileage per car). Approximately 80% of DPS in on-site consignment fueling. Costs is not as important as mileage.

DOTD (Bill) – DOTD has equipment that does not have odometers.

DPS (Emery) – Odometer readings are entered at the pump. Exceptions do not happen until the data dump to Faster. The codes in Faster are not that important, it's the reason. So as long as we have the reasons captured, that codes don't matter.

DPS (Emery) – they do budget projection through Excel (forecasting – i.e. next July who will be at 100,000).

LDAF (Billy) – have 5 repair shops and a body shop.

LDAF (Billy) – will SAP track vehicle history? Yes.

LDAF (Billy) – If a vehicle is a personally assigned vehicle and will not be using the vehicle for a period of time, the vehicle should go to pool. Paul stated that we could change the “issue” of the vehicle to another person or to the pool.