

**Financial Management System
Needs Assessment Project**

**Steering Committee Meeting
2:00 p.m. Room 102, LSOB
September 28, 2006**

The first meeting of the Financial Management System (FMS) Needs Assessment Project Steering Committee was called to order by Chair Carol Foreman, Deputy Secretary of Administration. The following persons were in attendance:

Jim Conant, Department of Revenue
Alan Conroy, Legislative Research
Gary Daniels, Secretary of SRS
Janis DeBoer, Department on Aging
Kim Fowler, Judicial Branch
Duncan Friend, Project Director, Department of Administration
Elaine Frisbie, Division of the Budget
Adrian Guerrero, Board of Nursing
Peggy Hanna, Treasurer's Office
Donna Holliday, Savaggio, Teal & Associates (STA)
Chris Howe, Department of Administration
Dale Jost, Department of Transportation
Jean Kartman, Board of Nursing
Alice Knatt, Department on Aging
Cindy Livingston, Wildlife & Parks
Mike Lovich, Department of Administration
Bob Mackey, Department of Administration
Kelly Oliver, Board of Regents
Kent Olson, SRS
Delberta Pfeifer, Department of Administration
J.G. Scott, Legislative Research
Charles Simmons, Department of Corrections
Kim Walker, STA
Dennis Williams, Department of Corrections

Chair Foreman reviewed: the organizational structure; the Project Sponsors and their roles; the Steering Committee membership and their roles and responsibilities; and how the Sponsor/Steering Committee will be involved in the decision making (see attached Power Point presentation).

Donna Holliday with STA presented an overview of the project giving the anticipated time line and key activities. Meetings will be held with state agencies and focus groups to gather data and information needed to complete the financial management system needs assessment. All functional requirements will reviewed by the appropriate parties.

Duncan Friend, Project Director, stated there will be project risks that will be specifically related to the FMS needs assessment, but appropriate level of agency participation should help alleviate many of those risks.

It is anticipated that the FMS Needs Assessment will be completed by December 11, 2006.

The next meetings of the Steering Committee are scheduled for October 25, 2006 from 2:00 – 4:00 and November 16, 2006 from 2:00 – 4:00. A December meeting date will be announced at a later date.

The meeting adjourned.