

Statewide Financial System Program Agenda/Minutes

Date:	April 9, 2014	Time:	1 pm
Subject:	Asset and Lease Management Workflow	Location:	SFS Training Room D
Meeting Facilitator:	Susan Hedderman	Minutes Prepared by:	Susan Hedderman
Objective:	Discuss the process associated with Asset and Lease Management Workflow		

Attendees:			
Mary Alber, SFS		Emily Marino, DOB	
Don Wynn, SFS		Roz Yezzi, OGS BSC	
Susan Hedderman, SFS		Adam Brown, OGS BSC	
Laura Ruehl, OGS		Philip Reed, OGS BSC	
Ralph Hill, OGS		Bob Kirker, OGS	
Steve Vagianis DSP		Daniel Saxe, OGS	
Marty Goldblatt, DHSES		Rossini Maitre, OGS	
Christopher Solomon, SFS		Bob Schwind, CFS	

Agenda:

What	Who	Time
Overview	Mary Alber (SFS)	
Objectives	Mary Alber (SFS)	
Review of Asset Mgmt. Flow Process Areas	Mary Alber (SFS)	
Impacts to Agency	Mary Alber (SFS)	

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
Notify workgroup whether or not workflow will notify requestor of when an approver modifies an asset add request.	Rakesh Ghambir (SFS)			
Provide the STATEWIDE definitions for the following terms for the ALM Glossary: Retired, Functionally Obsolete, Fully Depreciated, Market Value, Replacement Value.				
Notify workgroup of what happens to an asset in the Statewide Financial System (SFS) once the status changes to "retired."				
Determine if the system can track market value AND replacement value, as these two fields are different.				

The Following Decision(s) Have Been Made

Decision: The stakeholders decided that the Office of General Services (OGS) will approve all transfers, both internal and between agencies.

OGS wants to be notified of all disposals, but will need to approve some (Ralph Hill and Bruce Davis, OGS).

Minutes:

Mary Alber (SFS) walked through the presentation.

ADD AND MAINTAIN:

Question (Q): Is what you are showing on p 8 of the presentation what we will see?

Answers (A): No, this is just a demo for workflow purposes. It will be similar, but it is not the final version of the input form.

Q: We see that approvers approve/deny...can they also modify?

A: YES – they can go back to a previous screen to modify.

Q: Does the workflow have no agency approval, only OGS central approval?

A: Yes. For EE1, SFS is assuming approval for the asset will take place outside the system within the originating agency.

Q: Which assets are included in the scope of EE1?

A: Charter is for real estate buildings. In addition, any asset that OGS has in the PAM or Realnet system and is valued at \$40k or more.

Q: The agency chooses to keep assets under \$40K; it is at their discretion, correct?

A: Yes, note that Deny will send back the request to the requester so they can provide more data. OGS approver could comment back on what is needed.

Q: If an agency submits a request and OGS modifies the form, will the updates go back to the requester?

A: TBD. Action entered.

Q: Can we track who made the last update?

A: Yes

TRANSFER:

Q: Does the workgroup see custodian maintenance as a concern, i.e. does tying an employee ID to each asset ID fit the business model?

A: Group answer: Currently right now our custodian is tied to a location, not a person. Ralph Hill (OGS): stated that Real Property Assets, per the NY State Legislature, are tied to a commissioner in an agency....so it's tied to the agency.

Public Lands law requires that the commissioner has to request. The group noted that commissioner changes occur frequently.

Routing Example from Laura Ruehl: OGS can't allow Mohawk to transfer to another correctional facility without OGS business approval.

The State has made a decision that security is to a business unit level and no lower. The statewide directive is that security will only go down the GLBU level.

If OGS needs to approve all transfers, then self-service is not needed. This decision is recorded.

DISPOSAL:

Bruce Davis (OGS): some agencies do not send all disposals to OGS. Many agencies have legal authority to dispose of assets without OGS approval....REAL PROPERTY or land disposal only.

Daniel Saxe (OGS): stated that we're not telling them they can or can't, we're just a control or checkpoint to ensure it makes sense to get rid of an asset.

For the first time, OGS will have the Department of Transportation (DOT) assets that are not buildings, moved into the SFS for asset management.

OGS will need to ensure these additional assets (400,000 identified for DOT) are in PAM or Realnet if the expectation is that they'll be included in EE1.

Note from EE1 Project Director: The preceding sentence suggests that OGS may greatly expand the use of PAM at this stage to include 400,000 DOT assets. That is a significant increase in the data volume, and likely types of assets, in PAM and the EE1 project would need to run this through our internal governance as a matter of scope and schedule risk. Please add an Action Item to confirm that there is no intention for OGS to incorporate any significant influx of assets, DOT or otherwise, between now and go-live into the PAM system. Alternately, if there is such intention then the action is to convene a meeting between OGS and EE1 project leadership the week of April 21 to discuss this so that the associated risk can be clearly defined and a decision by the EE1 project leadership or governance board made. Until such decision is made any significant influx of assets into the PAM system will be considered an unexpected addition to scope and there is a risk that those assets would be excluded from the conversion task at cutover.

Q: Is there restriction on who can approve certain assets?

A: Yes. The asset ownership can be established by many asset criteria by themselves or in combination of multiple values. Examples of a large list of values include Asset Category, Department, Asset Class, Department and Fund Code.

RETIRING AN ASSET:

Q: What about assets that go beyond the retire date?

A: You would still be able to see all the assets, depreciated and retired in the system.

Q: What does fully depreciated mean in the system?

A: It flips a flag that will not require the system to look for future depreciation values.

Q: Does retired mean fully depreciated but not disposed of?

A: Yes.

Q: What about a prison that is 100 years old....it is fully depreciated but there is a value to it?

A: Someone has to manually enter in an estimated replacement cost.

Q: Will Asset Management be linked to other modules for April 2015?

A: Asset Management will not, but Real Estate Assets will.

Q: The Legislature can do their own leases in this module and only see theirs, but OGS will be able to see some data for others?

A: We're dealing with Realnet and PAM. If someone has another real estate subsystem that's managing these today, we're not bringing them in unless the asset is in Realnet or PAM. This could be a capability in the future. Once OGS is satisfied ...other agencies will be encouraged to use the SFS to manage their assets.

LEASE ACTIVATION:

Q: How does a lease tie back to a contract in the Office of the State Comptroller (OSC)? How will OGS enter in the CAM (contract) approval status in the SFS?

A: This needs to be determined. Contracts will be taken into account with CAM. We may require CAM approval. A policy needs to be finalized that states in order to activate a lease; you need to get approval from CAM to move forward with the lease.

Q: Is the intention that OSC will consider a lease a procurement contract?

A: Yes. But at this time there is no link between the contract approval and ALM.

Q: Will this trigger me to activate a lease prior to the procurement contract process being complete.

A: No.

MAINTAIN LEASE:

Q: Is there a number assigned to the lease in the lease management system? Can this number be connected to the contract number?

A: This is one of the solutions we're working on now. To try to keep the object numbers in synch without having to maintain the numbers is a challenge that is being worked on in design now.

CLOSING (GENERAL COMMENTS/QUESTIONS):

Q: What is the status of the GAP related to the Electronic Feed for OGS?

A: It's still being discussed.

Daniel Saxe (OGS): We wanted to state before we left today that depending on what the screens look like, we may end up going to paper for the agencies to fill out, if the screens aren't easy to use.

Rakesh Ghambir (SFS): SFS may be able to share more information with the Lead and Key Agencies in the next month.