
Name of Group

Fiscal Integration Team

Date of Meeting: Wednesday, February 27, 2008

Minutes Prepared By: Chuck Snyder

1. Purpose of Meeting (see attached agenda)

- Develop Purpose Statement
- Revise Work Plan
- Examine procedures for completing Mileage and Travel Reimbursement Forms and propose consistency and standardization within the Human Services Division.

2. Attendance at Meeting

<i>Name</i>	<i>Name</i>
Brenda Bupp – D&A	Maria Landry – Health Choices
Deb Myers – Deputy Controller	Susan Noya – MH/MR
Christina Vega - YDC	Jane Whitsel – Human Services
Chuck Snyder – Aging (co-facilitator)	Lisa Ahmed – MH/MR
Denise Naylor – C&Y	Karam Tawadras – C&Y

3. Meeting Notes, Decisions, Issues

Meeting called to order at 8:35 a.m.

- Update on DISC
 - Instead of a mission statement for each team, there will be a “purpose statement” for each team which DISC will assist with and/or approve.
 - The different committees will be charged to act in an advisory capacity to DISC. DISC will set protocols on how proposals from committee are accepted and/or implemented. Proposals will come from committee to DISC, passed to SLT for review, then to ELT for final administrative approval.
- A Purpose Statement for Fiscal Integration Committee was adopted:

PURPOSE STATEMENT

The purpose of the Fiscal Integration Team is to reduce redundancies and to develop an integrated approach to the fiscal operations of Aging,

3. Meeting Notes, Decisions, Issues

C&Y, MH/MR, D/A, Health Choices, VA, HSD and YDC.

- Other fiscal staff from respective departments will begin to be invited to the Fiscal Integration Team meetings in an effort to establish and build relationships.
- The Work Plan for the Team was distributed, reviewed and updated (*updated Work Plan attached*).
- The Team began work on a proposal to standardize Mileage Reimbursement procedures across the division. Examples of completed forms from different departments were distributed and procedures discussed. Work on Proposal will be continued at next month's meeting, along with looking at procedures on completing Travel Reimbursement Form. (*Working Draft of Proposal attached*).
- Lisa, Denise and Karam were invited to attend next month's meeting as well as any other fiscal staff from other divisions that may be relevant.
- Next Meeting is Wednesday, March 26, 2008.

Meeting adjourned at 10:00 a.m.

4. Action Items

Action	Assigned to	Due Date	Status
Prepare Minutes and Agenda for next meeting and disseminate	Chuck	3/26/08	complete
Update Work Plan and forward for posting on Web Site.	Chuck	3/26/08	complete
Forward copies of "user friendly" versions of Mileage Reimbursement forms being used to Deb.	Chuck/Susan	3/26/08	complete

5. Next Meeting					
<i>Target Date:</i>	March 26, 2008	<i>Time:</i>	8:30 AM	<i>Location:</i>	1st floor conference room
<i>Objectives:</i>	<ul style="list-style-type: none">• Continue work on proposal to standardize procedures for completion of Mileage Reimbursement Form and Travel Reimbursement Form.• Come up with Agenda for April.				

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