



**DMV System Redesign
Minutes for
FMS Workshop
June 6, 2007**

Attendees:

Jeff Ryan	Greg Hopper
Jim Davidson	John Gruber
Vicki Whitehead	Curtis Chisholm
Angela Bartlett	JoAnne Macklin
Ann Watts	Daniel Sekerdy
Carroll Ernest	Ann Thomas

Facilitator: Greg Hopper/Jim Davidson

Agenda:

1. Session Kickoff/Introductions
2. Project Orientation – Financial Services
3. Workshop Orientation, Goals and Objectives
4. Functional Area Overview

Greg opened the workshop by going over the CSI scope, 5 characteristics of CSI, the Business Transformation diagram, silo structure and team rules. He stressed that these workshops and the system redesign effort are providing the agency with a great opportunity for change. During the workshops, we will be asking the subject matter experts and business partners what they want the new system to do. How can the new system make their jobs easier and more efficient.

Greg went over the expectations of Phase II. He said that an RFP is being developed and published for a vendor to come into DMV and begin to develop the new system. This will occur near the end of Phase II.

Greg then reviewed the future state model that came out of Phase I. He advised that the model is a working document and is subject to change based on what comes out of the Wednesday workshops. The 8 forms of waste were discussed as well as a brief talk about LEAN and CRM.

The group then began discussing what FMS does. The team listed the following:

- Pay bills
- Collect revenue – allocate and distribute funds to various entities
- Payroll functions
- Process refunds
- DMV stops – VRW, LVR

Angela Bartlett did a presentation on Accounts Payable and their flow of operations. The presentation included information on their current day-to-day processes, as well as what Accounts Payable would like improved in CSI. Several forms of waste were also identified.

Angela's presentation led directly into a discussion about Accounts Payable current processes and outputs or products. Listed below is what came out of the discussions:

Process	Output/Product
Travel Vouchers	Payment authorization
Vendor Payment	Payment authorization
Petty Cash	Payment authorization
Prepare Files for Dead Storage	Box of files with destruction date
Refunds	Payment authorization
Inter-agency Transfer	Payment authorization
Stop Payment	Authorization for Department of Treasury to stop check
Verify Payment Submissions	Successful transaction
Reporting	Report distribution
Release Payments	Payment authorization
1099's	Electronic 1099 filing with IRS and paper copy to vendor
Establish Vendor Record on Oracle Financials	Record created
Signature File	Up-to-date signature file
ATBAS	Up-to-date file
Research/Resolve Payment Inquiries	Satisfied customer
Maintain Records	Compliance with Federal & State requirements, up-to-date records
Undelivered Checks	Due diligence
Reissue Checks	Payment authorization

The team agreed that "Vendor" includes grantees, localities, other states, individuals, etc).

At the end of the discussion, Greg advised that next week, the team will review and validate the work done in today's workshop. The team will continue to discuss Accounts Payable processes to incorporate those processes identified as "broken". Similarities between different processes will be reviewed, as well as legislative and automation opportunities.

The team was advised that everyone will receive copies of the minutes and next week's agenda on the Monday prior to the next workshop.

An inquiry was made about the possibility of a public website to post agendas and minutes about CSI. Jim advised that Mike Farnsworth is currently researching the best method to post this information so that it is available to both internal subject matter experts and external business partners.

The workshop adjourned at 3:30.