



**DMV System Redesign  
Minutes for  
FMS Workshop  
June 20, 2007**

**Attendees:**

Jeff Ryan	Greg Hopper
Jim Davidson	Vicki Whitehead
John Gruber	Angela Bartlett
JoAnne Macklin	Ann Watts
Daniel Sekerdy	Carroll Ernest
Audrey Butler Nelson	

**Facilitator:** Greg Hopper/Jim Davidson

**Agenda:**

1. Review, validate and refine the list of processes created from last workshop
2. Create scenarios from the names processes to describe how the Subject Matter Experts do their work
3. Discuss legislative, automation and streamlining potential in scenarios. Identify opportunities to “fix” the broken processes.

Greg opened the workshop by reviewing the minutes from the workshop on June 13<sup>th</sup>. No questions were raised on the minutes from last week.

Daniel Sekerdy asked about the status of LEAN training for SME’s. Jim and Greg advised that the CSI team is gathering the names of all SME’s who have not attended the training. Once the list is compiled, all names will be provided to Todd Cole to schedule the training.

Jim advised that Mike Farnsworth is exploring the best way to install EA software on attendees PC’s so that everyone can look around in the EA module before and after the Wednesday workshops. Once EA is installed, Jim and Greg will hold a quick session on how to navigate around in the module.

Greg reviewed last week’s progress and went over what was planned for today’s workshop.

The team then defined all FMS items on the Domain diagram in EA, adding several items and deleting duplicated and/or replicated items.

Process scenarios were defined for Reimbursement for Petty Cash, Return Check Reimbursement, Expenditure Inter-agency transfer, Special Payments, Stop Payment Request, Stop Payment Reissue Checks, Release Payments, Establish Vendor/Supplier Record, and Verify Vendor Payment Submission.

The "Process Inter-Agency Transfer" became "Process Expenditure Inter-Agency Transfer" which is different than the "Process Revenue Inter-Agency Transfer" which will be discussed in the Process Revenue/Accounts Receivable cycle to begin later this year.

If any team member wants to see the scenarios that were added into EA during today's workshop, he or she should e-mail Greg or Jim. They will provide the information upon request. It is important to note, that once EA is available to team members, this information will be available to everyone on their PC's.

During the discussions, two broken processes were identified. They are:

- When an original refund is issued through CSS, if a check must be reissued, a technician must establish a vendor record in Oracle, using information already residing in CSS. This information should be able to be migrated from CSS into Oracle.
- When an invoice is generated from CSS (DMV Select Compensation, On-Line Dealer Compensation, etc), the invoice information must be keyed into Oracle. The information should be migrated from CSS into Oracle automatically.

The team decided to define Prepare 1099 Tax Reporting Form, Process Refunds and Undelivered Checks next week. Once the three processes are defined, the team will look at all defined current processes to capture process improvements.

Before next week's workshop, Greg and Jim will talk with Martha Freeland to discuss 1099 capabilities that may be available in Oracle that are not currently being used.

The workshop adjourned at 3:30.