

**Meeting Summary**  
**Functional Area: Financial Management Services – Grants**

**Meeting: #2 – “Write scenarios”**  
**Date: December 5, 2007**

**Location: 133**



**Meeting called by: Martha Freeland**

**Attendees:**

Martha Freeland, Greg Hopper, Kathy Aebischer, Carroll Ernest, Gary Adams, Cherie McCoy, Karen Colgin, Alonzo Aldridge, Angelisa Jennings, Darlene Kelley, David Mosley, Elroy Bentick, Ernestine Barrett, John Saunders, Shuron Booker, Jeff Ryan, Judy Whitesides

**Preparation for meeting:**

Read the minutes and the scenarios.

**Session Goals and Objectives:**

1. Review processes from last session
2. Write scenarios and identify new processes

**Summary:**

Martha opened the session with a brief overview of the group's progress last week and asked if anyone had any questions or comments about last week's session or if there were any changes to the minutes. There were no questions or changes from the group. Martha gave a brief overview of the process improvements identified in the last session and stated that these will be discussed further in the next session.

The group then continued the discussion of the grants processes. Scenarios were written for the following:

- Create Highway Safety Plan and Annual Report - Current state scenario was written.
- Receive Reimbursement Voucher for Non-DMV Grants - Current state scenario was written.
- Submit Progress Reports - Current state scenario was written.
- Drawdown Funds From GTS - Current state scenario was written.
- Close Grant/Year Cycle - Current state scenario was written.

The group added new use cases for processes not identified or identified as a separate process. Scenarios were written for the following:

- Submit Monitoring Report - Current state scenario was written.
- Submit Matching Report - Current state scenario was written.
- Drawdown Funds From Other Sources - Current state scenario was written.

The group decided that the named process of Create GTS Highway Cost Summary was determined not to be required, as the process was captured in existing scenarios. Therefore, this process was dropped.

Two use cases were added as potential processes to facilitate additional discussion next week.

- Process Subgrantee Independent Audit Reports – Identified as a potential process, but current state scenario not written.
- Evaluate Subgrantee Performance – Identified as a potential process, but current state scenario not written.

The group had a discussion of the types of grants and the procedures to process reimbursement request. It was decided to have a separate meeting outside of the session to discuss whether the non-TSS grant types are separate processes or are variations of the Receive Reimbursement Voucher for Non-DMV Grants process.

**Potential Process Improvements and Discussion:**

- A potential process improvement was identified regarding the invoices being received and paid without a Reimbursement Voucher Form (TSS-15) and the difficulty of reimbursing DMV without having the Grant number contained on the TSS-15.

The session ended at 3:45.

**Plans for Next Workshop:**

The group will validate the scenarios written this week, define terms, write future state scenarios and gather requirements.

**Homework for Next Workshop:**

- Read the minutes from the 12/5 session.
- Review the attached reports and diagrams and note any additional information or changes that may be needed.