

**P-Card Quarterly Roundtable Meeting
February 8, 2017
1:30 – 3:30 p.m.**

Attendees:

Tom Veasman – MoDot	Sandy Bennett – SOS
Rod Bramen – MoDot	Carolyn Swanigan – OA OCA
Stephanie Agee – MoDot	Janett Walker – DHSS
Kevin Kiesling – MoDot	Debbie Davis – DIFP Credit Union
Tammy Patterson – DOLIR	Brian Dowden – OSCA
Dale Hollingsworth – DESE-VR	Theresa McDonald – DSS
Deanna Tillison – DHSS	Amber Whittle – DSS
Shelly Drake – Lottery	Pamela Hodges – DOR
Lisa Bacon – OA	Sherry Reeves – DED
Jodi Goodrick – OA	Sharon Biggs – DNR
Donnetta Iven – DPS MVC	Melina Scheperle - STC
Danielle Rikard – DPS Gaming Commission	Melisa Rohrbach - DOC
Amanda Herigon – DESE VR	Andrew Stocklein - DOC
Donna Moore – DPS Fire Safety	Nicole Kliegel - OA
Charity Hall – DPS Fire Safety	Sara Hagenhoff - DESE
Stacia Steinman – DPS Director	Lindsay Sanders - DED
Amy Morgan - MDC	Dee Cook - MDC
Karen Wood – MDA	Shalonda Graham - DHSS
Ashley Thomas – DIFP PR	Tammy Anderson – OA

OA Accounting Representatives: Dwayne Rasmussen, Shawn McCauley, Sriparna Tarafdar, Amanda Locke.

UMB Representatives: Ron Sager, Bill Shacklady, Kevin Meyerhoff, Michael Snead.

Welcome

Dwayne Rasmussen welcomed the group to the meeting and thanked them for coming. He informed the group that he is retiring from the State of Missouri, and introduced Shawn McCauley as a possible new PCard Administrator. He mentioned Missouri BUYS, which will be coming up soon (more info is available at missouribuys.mo.gov) and talked about challenges with Missouri now collecting sales tax on Amazon.com purchases. Dwayne reminded the group that P-Card cardholders should be completing the online training and survey. If any agency does not plan to use OA's online training and survey, the agency needs to obtain an exemption from OA. He then went over the agenda for the afternoon and then handed over the reins to Ron Sager to get started.

UMB Team Introduction – Ron Sager (UMB)

Ron introduced Bill Shacklady (AVP Commercial Card) as the new UMB Bank representative for the State of Missouri. He replaces Tim Jackson and is responsible for taking care of the day to day work with the agencies. Ron introduced Michael Snead as the Product Manager, and he also welcomed Kevin Meyerhoff, the Client Advisor.

Visa IntelliLink Spend Management – Michael Snead (UMB)

Michael Snead started the discussion about the new user interface, and basic login information of the Visa IntelliLink. He demonstrated the different cosmetic changes made on IntelliLink. He mentioned that the Navigation now sits along the top screen, so that any high level menu items can be seen in expanded version. The Home screen uses panels to display a summary of transactions and accounts for the current statement period that may be helpful to the coordinators. For example, if the person is interested to see the statement, one can click on Expenses, and then click a statement period to view transactions for that period. He mentioned that after logging in, the home screen will be like a dashboard of information specific to individual spending accounts and role within the company – cardholder, approver, and/or administrator. The Quick Action buttons on the Home screen allows one to access pending approvals directly, and to run reports periodically, and the links below it display the full lists of items that require attention.

Visa IntelliLink – Bill Shacklady (UMB)

Bill Shacklady demonstrated how user accounts are created in IntelliLink.

Commercial Card Online Platform Replacement - Michael Snead/Ron Sager (UMB)

Michael Snead and Ron Sager said UMB is currently in the design phase to replace or enhance some of the current card management technology to make it more efficient for users to manage their cards. They said UMB has contracted with Fraedom, which is a technology firm offering transaction management solutions for banking partners and end-users, to assist with this. Some of the initial plans with the new technology include the retirement of the InCommand and Commercial Card Center applications. This revised application is planned to address some of the following product gaps:

- One product solution for all commercial card program management needs.
- Single Sign On (as currently sign on to multiple applications are required).

- Temporary limit management
- Mobile solution for both cardholders and program admins.
- Client self-service reporting and analytics

Some of the key functionality includes:

- Will serve all Commercial card segments from business card to complex state relationships.
- Feature and functionality from statement presentment to integrated payables.
- Mobile receipt capture to expense management.
- Stable, flexible and a fully comprehensive commercial card suite.

Ron mentioned that this new tool will be single integrated UMB branded platform. It will be dynamic and flexible through client driven settings. It will have more capabilities for both cardholders and administrators.

PCI Compliance – Bill Shacklady (UMB)

Bill Shacklady started the discussion about Payment Card Industry (PCI) Compliance by defining it as a set of security standards designed to ensure that all companies that accept process, store or transmit credit card information maintain a secure environment. He mentioned some of the requirements of PCI Compliance are as follows:

- Install and maintain a firewall configuration to protect cardholder data.
- Not to use vendor-supplied defaults for system password and other parameters.
- Protect stored cardholder data.
- Encrypt transmission of cardholder data across open, public networks.
- Maintain a vulnerability management program by using and regularly updating anti-virus software and develop and maintain secure systems and applications.
- Restrict access to cardholder data by business need.
- Assign a unique ID to each person with computer access, and restrict physical access to cardholder data.
- Track and monitor all access to network resources and cardholder data, and regularly test security systems and processes.
- Maintain a policy that addresses information security for all personnel.

Compliance Auditor – Bill Shacklady (UMB)

Bill Shacklady mentioned that the State will be using the Compliance Auditor software for audit purposes to help identify violations of purchasing card policies. He said that UMB is currently assisting the State to get this software ready for use. Once fully implemented, the OA will be responsible for using this software.

Annual State of MO Summit – Bill Shacklady (UMB)

Bill Shacklady discussed the format of the Annual P-Card Summit and whether it should be panel vs. seminar lecture. He also requested suggested topics for the Summit, such as product changes, process topics or industry topics of interest.

Closing Remarks – Bill Shacklady/ Ron Sager (UMB)

Ron Sager discussed ideas for ensuring sales tax is not collected on Amazon purchases made through the P-Card. Ron said there are currently some possibilities that are available to ensure sales tax is not collected on Amazon purchases, but each could pose its own risk. Ron said there are currently some possibilities that are available to ensure sales tax is not collected on Amazon purchases, but each could pose its own risk. Ron said they are currently working to establish a best practice solution for this issue. He asked for any further questions and concerns and dismissed the group. Both OA's and UMB's representative responded to individual queries after the meeting.