

P-Card Quarterly Roundtable Meeting
March 16, 2016
1:30 – 3:30 p.m.

Attendees:

Lisa Bacon – OA Accounting	Rod Bramen – MODOT
Jodi Goodrick – OA Accounting	Dale Hollingsworth – DESE VR
Susan Randall – DHE	Theresa McDonald – DSS
Sandy Bennett – SOS	Amber Whittle – DSS
Lindsay Denny – DPS- MVC	Lindsay Sanders – DED
Debbie Davis – DIFP-CR	Sherry Reeves – DED
Ashley Thomas– DIFP-PR	Karen Wood – MDA
Rachel Shelley – DESE	Nancy Tennison – STO
Susan Wood – DOC	Shalonda Graham – DHSS
Diane Wolfe – DOC	McGhee Sylvia – OA General Service
Andy Stoecklein – DOC	Debbie Downing – DESE-MSSD
Leigh Ann Corrigan – DNR	Arlene Boessen – AGO
Melisa Rohrbach – DOC	Danielle Rikard – DPS Gaming Commission
Stacia Steinman – DPS	Janett Walker – DHSS
Tammy Anderson – OA General Services	Dee Cook – MDC
Andrew Mitani – OSCA	Amy Morgan – MDC
Melissa Blankenship – Lottery	Ashleigh Curran – MDC
Carolyn Swanigan – OA OCA	Pamela Hodges – DOR
Ashley Fick – MODOT	Sharon Biggs – DNR
Tom Veasman – MODOT	Deanna Tillison – DHSS

OA Accounting Representatives: Dwayne Rasmussen, Sriparna Tarafdar, Amanda Locke

UMB Representatives: Tim Jackson, Kent Beyer.

Welcome and Introductions – Dwayne Rasmussen (OA)

Dwayne first welcomed the group and thanked them for coming. He then introduced the new p-card coordinator, Amanda Locke, to the group and mentioned that she would be the new back up.

Tim then went over the agenda for the afternoon and talked about the Intellink reporting.

Disaster Planning and Recovery Webinar –Lynn Larson (UMB)

Lynn Larson discussed the incorporation of Commercial Cards into the disaster recovery plans of the organizations by first discussing about who may be affected by such disasters and why we should use

the cards. She discussed the steps required to be followed for planning and preparation for any disaster. Each agency should also assess the need of potential purchases, cardholders and card profiles depending upon the disaster type. Lynn provided some examples of purchases that may be necessary for geographical disasters. Lynn mentioned the general rule of assessing the card profiles. She evaluated the different scenarios of disasters that would affect the state, the organization or the specific group of employees such as traveling employees. Lynn discussed the importance of working with the card issuer to communicate needs, obtain feedback and, design and document the plan. While drafting the disaster plan, the agency should also consider the different types of vendors who can meet their needs. Once the plan is complete, the agency should have mandatory training programs for their key personnel. Lynn referred to some internal processes needed to be followed during the execution of disaster plan, such as alerting the card issuer, alerting cardholders, procurement processes, transaction reconciliations, approvals, documentation, and monitoring activities. She also recommended some planning steps, from other entities that may be used as starting point by the agencies. She then opened up the group for any questions and comments. Finally, Lynn mentioned her contact information for future queries.

EMV updates – Tim Jackson (UMB)

Tim mentioned that all the chip cards have been distributed to the agencies and the new cards are being issued with a new expiration date. The cards with an expiration date other than 2021 should be shredded. He mentioned that both the new and old cards are currently live; however, on April 15th 2016 the old card would be deactivated. Tim and the p-card coordinators also discussed some of the card activation issues that have occurred.

In Command Demonstration – Kent Beyer (UMB)

Kent demonstrated the filtering capabilities of In Command and how this feature is helpful to generate particular information. Filters under administration and user cards can be used to narrow down the search result. Kent also discussed the card request tracking of In Command with regards to future credit card limit changes. The “Trace” option within In Command can be used to identify events on each user’s card since the inception of the card, including when credit limit changes were made. He pointed out that credit card limit changes are effective the next day unless a different date has been selected. He said do-not reset button (if selected when credit limit is being changed) would establish a user’s credit limit for all future timeframes, until a new credit limit is established. Kent then opened up the group for any questions and comments. As per the feedback of the coordinators, the searching capabilities in the new version of In Command is an issue for many state agencies, since it searches only 500 records while, the old version would have searched 5000 records. The coordinators also requested phone/I pad applications be developed for In Command for certain functions of this may be useful while travelling.

Closing Remarks – Tim Jackson (UMB)

Tim asked for any further questions and concerns and dismissed the group. Both OA’s representatives and UMB’s representatives answered each of the individual questions after the meeting.