

Monthly Property Management Officer's Meeting Minutes

Wednesday, June 11, 2008

2:00 – 3:00 p.m.

HCHB 6029

Meeting Attendees:

BEA	Jackie Williams	OS	Rhonda Jackson
BIS	Brad Burke	OS	Jennifer Jessup
Census	Stanley Rolark	OS	LaShawnda Swinson
EDA	Ken Kukovich	OS	Gina Basurto-Bass
ESA	Wesley Dias	OS	David Carter
ITA	Jeff Scherr	PTO	John Hassett (Teleconference)
NIST	David Henry	Sunflower	Hope McMichael
OIG	Joyce Baker	Sunflower	Lana El Eryan

Chair:

Jennifer Jessup, Office of the Secretary (OS) Property Management Officer (PMO)

Introduction:

Jennifer Jessup, Office of the Secretary (OS) Property Management Officer (PMO), welcomed attendees, requested brief introductions, and proceeded with a review of the agenda. In addition, the May PMO Meeting minutes were formally accepted by the Committee members.

Summary/Discussion:

The June Property Management Officers' Meeting discussion provided updates on the following topics: Meeting Requirements of E.O.13423, Smart Pay 2 Initiative Presentation, and Pending Action Status.

Meeting Requirement of E.O.13423

Jennifer Jessup, OS PMO, discussed the new tracking and disposal initiative of cell phones and blackberries devices to comply with the Electronic Stewardship; which is a requirement of Executive Order (E.O.) 13423. The company that will be handling this initiative will provide the following services: shipping, wiping, and refurbishment of such devices at no additional cost to the Department. International shipping of the devices will be researched further; however a collection point and point of contact will be established to request the amount of labels needed for domestic shipping. Additionally, the company chosen will provide the Department with a report at the end of each month to fulfill E.O. 13423 reporting requirements.

Smart Pay 2 Initiative:

Jennifer Jessup, OS PMO, introduced David Carter from OS, Wendell Hawkins, and Eleana Jones from JP Morgan Chase. David discussed the Smart Pay 2 initiative that will be in effect November 30, 2008. Interfaces will need to be built in order for the Smart Pay 2 system to be able to transmit data to the Department's Personal Property Management System, also known as Sunflower. Additional information that Smart Pay 2 will provide include: a list of purchases, object class codes, vendor level 3 data for itemizing and property management reconciliation capabilities.

Pending Action Status:

Jennifer Jessup, OS PMO, briefly discussed the status of the Department's Wiping Policy; which has been consolidated and sent to the Department's Chief Information Officer for review. Further, due to time constraints, the Monthly Personal Property Reporting Status, OS PMO Detail Opportunity and the Sunflower Migration Status were not discussed as planned. However, these topics will be discussed at a future PMO meeting.

Action Items:

- Property Management Officer's Meetings will be held on the 2nd Wednesdays of every month at 2 p.m. The next meeting will be held on **July 9, 2008 in Room 6057.**