

## Monthly Property Management Officer's Meeting Minutes

Wednesday, January 9, 2008

2:00 – 3:00 p.m.

HCHB 6057

### Meeting Attendees:

BIS	Brad Burke	OIG	Jessie Rickenbach
EDA	Ken Kukovich	OS	Fred Fanning
ITA	Jeff Scherr	OS	Braulio Ramon
MBDA	Ron Marin	OS	Jennifer Jessup
NIST	David Henry	OS	LaShawnda Swinson
NIST	Fran DeSirant	PTO	John Hassett (Teleconference)
NOAA	Mark Napoli	PTO	Vickie Bryant (Teleconference)
NTIS	Kathie Koenig (Teleconference)	Sunflower	Tia Lim
NTIA	Isha Carry	Sunflower	Madeline Collelo
OIG	Joyce Baker		

### Chair:

Fred Fanning, Director for Administrative Services and Departmental Property Management Officer (DPMO).

### Introduction:

Jennifer Jessup, OS PMO, welcomed attendees, requested brief introductions, and proceeded with a review of the agenda. In addition, the December PMO Meeting minutes were formally accepted by the Committee members.

### Summary/Discussion:

The December Property Management Officers' Meeting discussion provided updates on the following topics: A-123, Internal Controls Corrective Action Plan, Monthly Personal Property Reporting Requirement, Sunflower Training, and Sunflower Migration Status. In addition, the Committee members wished Madeline Collelo well with the birth of her new baby and welcomed Tia Lim, her replacement to the team.

### A-123 Internal Controls Corrective Action Plan:

Jennifer Jessup, OS PMO, distributed a finalized version of the Corrective Action Plan to the Bureau PMOs for final approval. The Committee members accepted the corrective action plan template, and the Bureaus were asked to move forth with their initiatives and begin formulating their own corrective action plan; which will address the deficiencies noted in their individual A-123, Internal Control Review audits.

### Monthly Personal Property Reporting Requirements:

Jennifer Jessup, OS PMO, distributed an updated Personal Property Management Bubble Chart and an Element Description document that provided clarification of each element contained in the bubble chart. OS PMO provided this document to Bureau PMOs and requested feedback not later than 1/15/08. This document will be ready for final distribution at the February PMO Meeting.

### **Sunflower Systems Training**

Jennifer Jessup, OS PMO, provided information to Bureau PMOs regarding the scheduled Sunflower Training. This training will start training on January 17, 2008 and will facilitate the process of transitioning from a manual CD-50 process to an electronic CD-50 process. As a pilot, OS will receive this training initially; however, in the upcoming months, this training will be available for the remaining Bureaus. Training availability is dependant on PMOs establishing their Bureau's hierarchy with Sunflower.

### **Sunflower Migration Status:**

Fred Fanning, DPMO, discussed the current status of the Sunflower Phase II Migration. The Phase II migration of Census, NIST and the financial interfaces are on schedule. OS and Sunflower will continue to hold weekly status meetings with the Bureaus to discuss the project's status, outstanding issues, and next steps.

### **Action Items:**

- Property Management Officer's Meetings will be held on the 2<sup>nd</sup> Wednesdays of every month at 2 p.m. The next meeting will be held on February 13, 2008 in Room 6057
- Personal Property Management Controls Elements, due 1/15.
- Fred Fanning will review the issue of the conference call option for Thursday meetings.