

Monthly Property Management Officer's Meeting Minutes

Wednesday, August 13, 2008

2:00 – 3:00 p.m.

HCHB 6057

Meeting Attendees:

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|--------|--------------------------------|-----------|-------------------|
| BEA | Jackie Williams | OS | Eston Lewis II |
| BIS | Brad Burke | OS | Jennifer Jessup |
| Census | Stanley Rolark | OS | LaShawnda Swinson |
| EDA | Ken Kukovich | OS | Gina Basurto-Bass |
| ESA | Wesley Dias | OS | Laura Ryan |
| ITA | Jeff Scherr | OS | Dorrie Russell |
| NIST | David Henry | Sunflower | Scott Hopkins |
| NTIA | Isha Carry | Sunflower | Robert King |
| OIG | Joyce Baker | Sunflower | Lana El Eryan |
| PTO | Larry Jenkins (Teleconference) | Sunflower | Bill Garrett |
| PTO | Vicki Bryant | | |

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 June PMO Meeting minutes were formally accepted by the Committee members.

Summary/Discussion:

The August Property Management Officers' Meeting discussion provided updates on the following topics: Monthly Bureau Reporting Status, Sunflower Help-Desk Procedures, Upcoming Meetings, and Sunflower's Demonstration on FAST and EPEAT.

Monthly Bureau Reporting Status

Jennifer Jessup, OS PMO, informed the Bureau PMOs that Element #4, *FY08 100% Inventory/Certification of all Personal Property*, is due by September 30, 2008. The OS PMO also informed the Bureaus that any electronic CD-50s in the Sunflower Systems' cache to be reviewed and/or approved will not be considered as being accounted for. The inventory will be considered incomplete.

Sunflower Help-Desk Procedures

The OS PMO informed attendees that any request submitted to the Sunflower Help-Desk should come from the Bureau's PMO. In the event a Bureau would like to reserve training on the database, they are to request the training two weeks in advance. Lastly,

the Help-Desk will make an effort to provide a status update on all requests within 48 hour, regardless of the resolution.

Upcoming Meetings

The OS PMO informed the Bureau PMOs that the Sunflower Change Control Committee Meeting will be rescheduled to August 21, 2008 from 10:00am-11:00am in room 6059. Immediately following that meeting will be the Sunflower Interface Working Group (IWG) meeting from 11:00am- 12:00pm and the IWG Financial meeting from 1:00pm- 3:00pm to discuss cost.

Sunflower Demonstration

Dorrie Russell introduced the guest speaker Rob King who presented two Sunflower solutions that the Department hopes to implement in the near future: FAST and EPEAT. The FAST solution will manage motor vehicles, maintenance, lease and rental agreements, as well as comply with Executive Order (EO) 13423 by tracking “green” transactions. The EO and DOC policy outline guidance related to the acquisition, management and disposal of “Electronic Stewardship” items. In addition, EPEAT Registry is an EPA published list of “Electronic Stewardship” items in which Sunflower has developed a solution to support the EO and DOC policy within the core property management processes.

Action Items:

- The next 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 **September 10, 2008 in Room 6057.**