

OFM Federal Agency Workgroup - Executive Meeting

Meeting minutes

Date: February 1, 2018
Location: Department of Commerce FA Bldg 5 - Columbia Room
Facilitator: Sara Rupe, OFM
Present: see Meeting Sign-in Sheet

1. Introduction

Sara welcomed participants to the meeting, followed by a round introduction of the group to include:

- Name
- Agency
- Position
- Federal background
- Something about agency's federal grants

2. Purpose of the group

Sara shared her vision of the workgroup:

- Open communication between agencies to brainstorm, share knowledge and work through problems (similar to the Personnel Payroll Association format).
- Provide topic-based training.
- Get suggestions and feedback to help develop OFM training classes including the Federal Year End Class.
- Also wants to know what kind of needs are out there in the federal grant administration area.

Participants also shared their thoughts, including the following:

- DEL: establish network to bounce off ideas and share best practices.
- HCA: maybe identify topics that agencies are good at, or split up into subgroups to head certain topics/compliance areas.
- COM:
 - network with other agencies, and find relevant training in federal grant management.
 - Would like to see both fiscal and program people receive federal training.
- MIL: (Tim Cook) wanted to clarify if participants are beneficiaries or are supposed to bring expertise to the group. He feels that the group needs to establish the needs first and he can report back to leadership accordingly.

Sara concluded that the group is about state agencies and want to be useful for everyone.

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3. Future meetings

Sara suggested the following:

Future Meetings – Executive group

Frequency:

- Year 1: 1st Thursday OR 3rd Tuesday every other month (6 meetings)
 - 4/5/2018 or 4/17/2018
 - 6/7/2018 or 6/19/2018
 - 8/2/2018 or 8/21/2018
 - 10/4/2018 or 10/16/2018
 - 12/6/2018 or 12/18/2018
- Year 2 and beyond: 1st Thursday OR 3rd Tuesday EVERY month (12 meetings, 2 will be for the larger group)

Length/Time: 2:00PM – 4:00 PM

Location: Commerce, DES (Jefferson), Other?

Future Meetings – Larger Group Training

Frequency:

- Year 1: None
- Year 2: One of the executive group reoccurring meetings can be for the larger group training
- Year 3 and forward: Two of the executive group reoccurring meetings can be for the larger group training

Time: 2:00PM – 4:00 PM

Location: OB2 presentation room, DES training room, Other?

- Thoughts on how many people might attend these trainings?
- Sign up through LMS?
- What time of year would be best for these?
- Do we want to try to have one in 2018?

The group talked about timing of future meetings. Participants expressed concerns and suggestions:

- August is a busy month for fiscal year cut-off
- DSHS: Federal reporting due after quarter ends, not last week of the month
- DEL suggested keeping every 2 months, whoever is available can come.
- First of the month is better
- Decided next meeting will stay at Dept of Commerce, and will work with Debbie Iness on using the meeting room in ECY for future meetings.

4. Training

Jean D. from COM asked where she can find federal training.

- DOT highly recommended “Federal Grants Requirements and Management” training by SAO that they require new staff to take.

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- The training is through WFOA and details can be found on its website (<https://www.wfoa.org/training-header/>). Sara will find out if it is something that OFM can pay for and offer it to state agencies.
- Stefanie (DEL) suggested bringing outside experts to provide training, just like AGA's trainings.
- Gil Tran from OMB?
- Maybe the group can be a spin off from FMAC, which can pay for some training?

5. Other ideas/feedback from group

- OSPI feels this is more like a Network/Advisory group
- Bring questions and share insights with group participants. e.g. DOH's issue of additional audit requirements imposed by federal grantor outside of the Single Audit Act.
- Interested in the NASACT Uniform Guidance Group. Sara will send information to group.
 - Here is an article discussing the Uniform Guidance Group that I mentioned in our meeting last week. http://www.nasact.org/article_content.asp?article=29#
 - You can contact Cornelia Chebinou if you are interested in joining the group. cchebinou@nasact.org
- DSHS sometimes has random questions or issues when working with federal grants. This group would be a good place to get insights and find training on grant management.
- Sara suggested about sharing agency policies on different topics as additional tools to bring back to their agencies.
- ESD asked about any agency who has tools to help subrecipients develop indirect cost rates.
- DOH raised the question about same subrecipients form different federal grants. Would like to see same framework for all grants so agencies can have consistencies, as least get a handle of what bare minimums are.
- MIL suggested that subrecipient monitoring is the most relevant and is the primary stress point for a lot of agencies and want to know how to equip staff.
- Sara will look at the possibility of setting up a Sharepoint site for group to post best practices, Q&A, etc.
- Group can decide what the focal points will be before a meeting, agencies can come prepared with resources they have or bring in relevant personnel.
- DEL can look for outside experts that are close to us as speakers for specific topics.
- MIL – Tim told group their federal grantors (FEMA and Homeland Security) are always pretty good about providing training to them although with various quality levels. MIL generally has developed work-around in their processes and so they rarely have the need for outside training.
- DOT – Jesse mentioned about the Internal Control Group has representative from SAO. Although there is concern about SAO needing to stay independent, it will be beneficial to know about federal requirements from an audit point of view too.
- Jesse also reminded agency folks are welcomed to join the Internal Control Group since participation is dwindling down. COM will check with Jesse since the agency is now required to have an internal control officer.

6. Tasks before next meeting on **April 5th, 2018**

- Main topic will be subrecipient monitoring

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- Group participants to send Sara related resources from their respective agencies, questions, tools, policies and procedures, etc.
- Group to review current federal training on OFM website and provide feedback.
- Group send Sara outstanding questions from today's meeting.
- Sara will send questions for discussion to participants before next meeting.
- Sara will work with COM will book meeting room.
- OFM will set up reoccurring meetings for 2018.