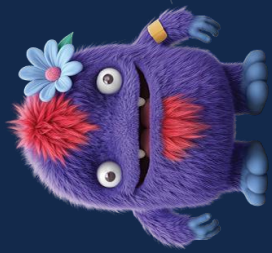


Key Updates

Things you need to know AND Let's do the little things
John Ringer





Goal: For you to know what is going on and what to focus on



Outline

- Updates
 - Review
 - Looking Forward

- Why am I using these slides? What are the Little Things?



Review

Sometimes we need to a minute to look backwards and appreciate what we have done



New Audit Report from APA

- Improvement from last year's audit report
- No material weakness finding on financial reporting
- Finance related findings went down to 2
 - Overtime
 - Separation of employees
- Communications plan on Audit findings



What have we done? 2024-205

- Creation of invoice portal
- Undo the SBS reorganization and move BOMs to work units
- SPCC Bank of America Works project
- Hiring and retention of OFM staff
- Teamed with ODW to remove agency from EPA Reimbursement



What have we done? 2024-205

- Dramatically reduced reliance on contractors in OFM
- Creation of new work units – Budget and OGA
- Began updating policies and procedures
 - Travel policy
- Respond to DGS Procurement Review and conduct training for VDH staff
- Receive first DOA Quality Assurance Review and respond to the report



What have we done? 2024-205

- Improving agency year end and financial reporting processes
- Adapt to new federal grant requirements including Defend the Spend
- Improved agency compliance with state and federal requirements
 - Accounts Receivable, Prompt Pay, and Reconciliation reports
- Respond to major grant rescissions and federal shutdown



What have we done? 2024-205

- Improved reports from Budget on budget to actuals
- Excellent work on fiscal impact statements during GA session
- Rollout of new travel system



Looking Forward

What are we doing now and planning to do?



What are we doing now?

- Continuing to update policies and procedures
- Working to improve the grant draw process
- Sending out reports and information on compliance activities
- Creating access to grant and procurement training for staff



What are we doing now?

- Working to improve communication and information sharing
- Continue to clean up long standing issues (project codes, use of closed codes, etc.)
- Respond to current audit findings
- Inventory and improved processes around fixed assets
- Electronic Health Records project (HUGE for VDH)



Upcoming Events

- Department of Accounts second Quality Assurance Review kickoffs March 31
 - Focus is on FY2025
- EPA Site Visit April 21-22



What are we going to do?

- Implement new finance and grants systems
 - We will collect your input at this meeting!
- Improve agency grant operations
 - Clarify roles and responsibilities
 - Provide better visibility into draws and grant data
 - Release new policies and procedures – subrecipient monitoring



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- AND MORE





What are the Little Things?



“Little Things” Public Health Campaign

Communications campaign from Epidemiology focused on getting people in Virginia to do “The Little Things” to prevent the spread of respiratory disease.

We aren’t asking everyone to do huge, world-changing things – we are asking you to do these small things – things everyone can do!



The Little Things – for us

- What can we in this room take away from this concept?
- How can we do “the Little Things” that will improve the financial and administrative health of this agency?
- What is a small thing you can do??



The Little Things – for us

- What this is NOT
- We do not expect perfection – we are human beings
- We are limited by the tools we have available at this time
- We have to operate within the rules and regulations of Virginia state government



The Little Things – for us

- My ideas:
- If we take our time and are a little more precise on the front end when entering transactions we can eliminate errors.
- We must change how we operate – charging items to other people’s budgets without prior discussion or notification.



The Little Things – for us

- My ideas:
- Changing how we work – eliminating the ability for items to hit closed projects or speed key cost codes.
- Complete reconciliations properly so we do not wait to the end of a fiscal year or a grant budget period and then “Cleaning it up.”



The Little Things – for us

- What are your ideas??



Questions??

