

# Disclosures



A  
MESSAGE  
FROM  
THE  
CHAPTER  
PRESIDENT



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## Season's Greetings from Your Chapter Executive Committee

As we finish 2015, we would like to thank members and nonmembers who have supported the chapter by attending luncheons, webinars, and professional development training; recommending topics and speakers for our educational events; and, participating in community service projects. A special thank you to our sponsors who help us bring training to you at a reasonable price.

As we enter 2016, we have more events in store for you. We have more training events that will benefit you. See page 7 for the Chapter's Event Calendar. We hope you will participate in the Volunteer Income Tax Assistance program. More information to come in the January Newsletter.

We wish each of you a happy fun filled holiday season. And we hope you think of those less fortunate during the season and all year long, giving when you can.

Dan Jaroche, President  
 Julie Chrysler, President-Elect  
 Anna Lewis, Treasurer  
 Shawna Hessling, Membership  
 Anshu Varma, Education  
 Karen Stout, Programs  
 Julie Salman, Community Service  
 Kenji Griffith Awards  
 Dan Wawiernia, CGFM and Audio Conferences  
 Anthony Edwards, Webmaster  
 Cindy Osga, Newsletter and Accountability  
 Chris Bayley, Past President and Acting Secretary

### Vision

AGA is the premier association for advancing government accountability.

### Mission

AGA fosters learning, certification, leadership and collaboration for professionals and stakeholders committed to advancing government accountability.

### Core Values

Service, Accountability, Integrity, Leadership



**DECEMBER EVENTS**  
 webinar – December 2  
 see page 2 for details

## Eye Opener

**\$500**

Amount that inmates in the Kent County, Michigan jail were wrongly refunded for money they never spent in faulty vending machines that were dishing out items free of charge. Inmates will likely be required to return the refund and face further penalties.

SOURCE: The Grand Rapids Press | November 24, 2015





**WEB CONFERENCE  
WEDNESDAY**  
December 2, 2015  
2:00pm to 3:50pm  
Ottawa Building  
Room 6  
Lansing, Michigan



## ETHICS IN THE WORKPLACE

### REGISTRATION

Register on-line at [www.aga-lansing.org](http://www.aga-lansing.org).  
Click on events.  
Register before Monday, November 30, 2015

### COST

AGA members - FREE  
non-members - \$20

Being ethical and understanding ethics and ethical principles is of growing importance in today's workplace, in both the public and private sectors.

We will discuss various ethical situations that arise, as well as the risks and rewards of being ethical. We will talk about the appropriate actions to take and the correct methods to use.

This webinar will cover the approaches to ethical challenges in the workplace. We'll discuss policies, procedures and the methods to handle situations and challenges that we encounter. This webinar will be interactive and practical – no theory.

Speaker:  
Leon Young, Consultant and Educator, Leon Young Seminars

Registrants are responsible for payment unless cancellation is received by the registration deadline.



## AGA COLLEGIATE LEADERSHIP PROGRAM

Accepting applications through December 7, 2015

AGA has launched the National Collegiate Leadership program for 2016 – this is for undergraduate college students and they do not have to be a member!

Maybe you have an intern or student worker in your organization who would be interested in attending the National Leadership Training in Washington DC next February?

This program, sponsored by the Young Professionals Focus Group (YPPG), provides five full-time college students with an opportunity to engage with and learn from leaders in government financial management at AGA's National Leadership Training (NLT), February 23–24, 2016 in Washington.

The 2016 Program is now accepting applications through December 7, 2015.

Participants of the Collegiate Leadership Program will:

- Have an onsite mentor to guide them around the NLT event
- Attend NLT sessions
- Sit at reserved tables for an exclusive lunch with corporate partner members and government officials
- Receive recognition at the event, including a certificate of participation and commemorative photo
- Earn CPEs for sessions they attend
- Complimentary e-membership in AGA for one year

To apply, visit:  
<https://www.agacgfm.org/Membership/Awards-Recognition/Academic-Scholarships/AGA-Collegiate-Scholarship-Program.aspx>



A parody job description was posted on Craigslist, which underscores some delicate interpersonal realities that many city administrators and city manager's face when working with elected officials, who, let's face it, can act like tempestuous children from time to time. Under job responsibilities, the Craigslist posting notes a requirement to "let Council Members feel

## WANTED IN ANN ARBOR: A CITY ADMINISTRATOR WITH 10-15 YEARS EXPERIENCE IN CHILD CARE

By: Michael Grass

they're in control, but not so much they wreck stuff." Under qualifications:

- 10—15 years experience in a child care setting with increasing responsibilities
- Ability to feign interest in oddball ideas of Council Members
- Conversant in a full range of ways Ann Arbor residents feel superior to others.

**MESSAGE FROM  
AGA's 2015-2016  
NATIONAL PRESIDENT**



**John E. Homan, MBA,  
CGFM, CPA, CGMA**



Dear Friends and Colleagues,

Last month I introduced you to our new Higher Education Task Force, and we have received some feedback from people interested in promoting governmental accounting coursework in higher education – for that I thank you. My other top priority this year is Enterprise Risk Management (ERM). At the National Executive Committee meeting in September, the NEC approved creation of the ERM Task Force, which will bring about strategic change in federal, state and local governments by leveraging AGA's relationships and bringing together senior government leaders from OMB, the large CFO Act agencies and other agencies to facilitate the movement toward ERM. I am excited about this creation and about the NEC's appointment of Mike Wetklow of the Office of Management and Budget as chairman. While we are still working out the details of the task force, I want to share a few reasons why this is so important not just to me personally, but to AGA.

Our federal government faces unprecedented fiscal challenges and a risk environment that continues to be at the highest level since the Great Depression. The economic downturn of 2008-09, the slow recovery the economy has experienced since then, political gridlock that remains unabated, and the largely unaddressed issues surrounding federal fiscal sustainability continue to put the federal government and the U.S. economy itself at risk. We have seen and continue to see:

- Failures by Congress to approve a budget without the use of continuing resolutions. These failures led to a temporary government shutdown in FY 2013 and to the adoption of fixed, across-the-board spending cuts known as sequestration.
- Multiple debt-limit crises, in which Congress has only agreed to meet the full fiscal obligations of the nation at the very last minute. We have such a crisis right now.
- The 2008 mortgage crisis, which led to the institution of the Troubled Asset Relief Program (TARP), requiring more than \$460

billion of capital infusions, guarantees and loans to stabilize the U.S. financial system.

While federal agencies cannot stabilize the political system or the financial markets, they can develop an effective approach to identifying, measuring, and assessing risks and developing effective policy responses. ERM is such an approach, and I am gratified to see the effort being undertaken by OMB to incorporate ERM into its internal control and performance management policies in Circulars A-123 and A-11. I believe an active, well-designed and well-executed ERM program can give the federal government the ability to deal with potential issues sooner and in a systematic manner. The movement to adopt ERM is of such importance that I felt its implementation across the federal government was an area to which AGA, with its thought leadership capabilities and agency, industry and academic relationships, could lend significant help. Our ERM working group is tasked with:

- Developing a series of ERM webinars for AGA.
- Conducting an AGA-sponsored research survey that evaluates the current state of ERM implementation in the government.
- Facilitate networking opportunities across the government financial management profession.

It is hard to say that AGA and OMB and other federal leaders can permanently slay the risk dragon that stands at the gates of and threatens our economy, but I am highly optimistic that our ERM working group will help establish a risk-management program in the federal government that can and will make a difference to lessening and preventing risk crises in the future. Sincerely,

John E. Homan, MBA, CGFM, CPA, CGMA  
2015-2016 AGA National President

**FINANCIAL REPORTS:  
BETTER LATE THAN NEVER?**

Katherine Barrett and Richard Green | November 5, 2015

States often fail to finish their annual reports in time for them to even matter. Some have found ways to speed up the process.

States' comprehensive annual financial reports (CAFRs) are important for helping governments make decisions about taxes and spending, but according to the Government Finance Officers Association (GFOA), they're only useful if they show up on time.

The GFOA generally requires reports to be finished within six months of the close of the fiscal year in order for a state to get its certificate of excellence for financial reporting. On average, states get their reports in in 190 days (a tad late), but some governments are *really* late.

New Mexico, for example, took 360 days to release its 2014 CAFR (which was still an improvement over the 426 days it took in 2012.) The delay stems from the disastrous implementation of a financial management system about eight years ago when the state couldn't translate millions of lines of financial transactions into the new system. The state still can't match accounting records to what it actually has in the bank (the difference at last count is \$100 million).

At the other end is **Michigan**, which took only 90 days to release its most recent report. Utah, the fourth speediest state, took 127 days, but officials there are competitive and trying to improve.

There are many advantages to punctuality.

Having the financial report finished earlier permits greater precision in the budgeting process because it's only when a CAFR is completed that budgeters have reliable numbers available on which to base plans for the next fiscal year. A timely report allows staff more time for analysis. Finally, ratings agencies use timeliness of financial reports as one factor in their bond ratings.

But it's not easy to get a CAFR out promptly.

State finance or comptroller offices put out the reports, but many agencies and quasi-independent component units supply the information and frequently fail to deliver their numbers on time. In addition, states have to retrain staff and adapt their processes every time the Governmental Accounting Standards Board changes standards for disclosure of fiscal information -- which happens often.

So how can states release their reports faster?

A handful of states -- including New York, Virginia and Vermont -- have passed statutes requiring the state government to produce CAFRs in a timely way. Despite its incredible complexity, New York has a 120-day deadline.

Even without statutes in place, pressure from the top makes a big difference. Michigan's ability to deliver a CAFR substantially earlier than other states began with a commitment from Gov. John Engler about 13 years ago. Support from the governor also helped Hawaii move its position from the slowest state to produce a year-end financial report (469 days in 2010) to one that's better than average (184 days in 2014). "Basically, the governor said it was very important that financial reporting become more timely because it was affecting bond ratings," says Jan Yamane, the acting state auditor of Hawaii.

Basic management strategies and internal goal-setting are important, too. Utah developed a spreadsheet to identify the places in the process where the state had trouble gathering information for financial reports. Reformers worked on identifying the major tasks, when they could be done and how fast they could be done. Success depended on coordinating schedules, communicating with other agencies about the importance of timeliness and doing lots of training.

Some basic structural differences in states also provide advantages and disadvantages.

One of the prime challenges are component units, such as universities. Waiting for financial data from these organizations can be agonizing. But Michigan -- as a result of a mid-1970s budget-balancing maneuver -- has the advantage of a fiscal year that ends Sept. 30, whereas most of its component units have fiscal years that end in June. Adjusting fiscal years so that component unit financial data is finished well before the state has to begin serious work on its financial report is something that the National Association of State Auditors, Comptrollers and Treasurers recommends. But it's not likely that's going to happen.

"It would take a lot of political strength and willpower and I don't think states are going to go through that," says Kinney Poynter, executive director of National Association of State Auditors, Comptrollers and Treasurers.



Samantha L. Corey



Posted  
November 18, 2015

## How to Provide Feedback in a Constructive Manner

In a leadership and management training that I recently participated in, we discussed feedback, including tips for providing it and receiving it; and how a good leader seeks out feedback from others, and provides effective feedback as well.

Note: I am certainly not an expert in this field, but I thought that some of the points we discussed would be helpful to share.

On average, an adult needs to hear the same thing three times from three different sources to truly understand/internalize that knowledge. The meaning/message in the feedback is dependent on how the person speaking is communicating the information, AND how the person receiving the communication is interpreting the information, so providing effective feedback is very important to the success of a team and an organization's goals.

However, providing feedback to someone can be scary, on both sides. The person providing the feedback may not want to hurt the other person's feelings, or on the other side of the spectrum – maybe they don't even consider the other person's feelings. The person receiving the feedback may take it personally, or may choose to not listen to the feedback. When providing feedback, it's very important to remember to consider SBIR:

**"S" stands for Situation** – is the time/place in which you are providing feedback ideal and appropriate? Will it embarrass the person receiving feedback to receive it here and now? Also, is the feedback timely – i.e. will the person know what you are referring to because the situation happened recently?

**"B" stands for Behavior** – consider exactly what behavior you are providing feedback about, and aim to be as specific and descriptive as possible. Also, when providing feedback, please think

about the type of mood and environment you are creating with your behavior. Are you standing with your arms crossed and not making eye contact, or are you talking in a more open and direct manner? Nonverbal behaviors greatly affect how someone interprets what is being communicated to him/her.

**"I" stands for Impact** – how did someone's actions affect the result or impact of a deliverable or a project, or how are his/her actions affecting the team dynamic? It's important to demonstrate how someone's behavior is causing an impact on the end result, whether it is good or bad.

**"R" stands for Request** – Feedback should aim to be motivational, and encourage the individual to address their behavior/actions moving forward in a positive way, so with the feedback, there should be a specific request for how the person can change/amend their behavior to improve a situation. Feedback should not be provided with the goal of causing frustration or anger – it may elicit those feelings anyway, but it should be focused on how the feedback can be used to help someone, or help a group, to ameliorate an issue, or even just make them aware of an issue.

Now, consider who you receive feedback from – in your personal life, you probably get feedback from your kids, significant other, friends, and family – and perhaps it is not always feedback that you would like to hear. You probably receive feedback from your supervisor, maybe in an informal setting or a formal setting like an annual evaluation. However, think about others from whom you might want to elicit feedback, but you don't usually hear from, like your clients/customers, and your peers/colleagues. You may work with them every day, but how often do you ask: How did I manage this process? How could I have improved this process? They have advice about where you could have improved that you would not have noticed because you are so attached to the task at hand.

Receiving feedback can not only help improve your work, but it can improve your self-management skills. It can help you realize some strengths and weaknesses that you may not have been aware of, and it can improve your own self-control and flexibility when dealing with tough situations. All of these abilities are imperative to providing strong leadership in the workplace.



# Early Career Center

## The 10 Worst Pieces of Good Career Advice

by Jenna Goudreau, Forbes Staff, forbes.com



“Our world is working at such a rapid pace, things that worked just a few years ago may not work so well today,” says Bill Holland, author of *Cracking the New Job Market: The 7 Rules for Getting Hired in Any Economy*. “Any career advice should be taken with a grain of salt.”

The old refrains are well known – you can be anything but do what you love, make yourself indispensable – but may not reveal the path to the top. Early in her editing career, then-bored Diane Alexander remembers reading that is she followed her passion, the money would come. She followed it to a farm in Buena Vista, Colorado, where she took up raising animals. She soon discovered money didn’t flow as fast as chicken feed. She went back to editing and eventually opened her own business. Now she has more clients than she can handle.

The moral? Career advice comes cheap, so be careful what you buy into. A cross-section of specialists weigh in to debunk some old favorites. Don’t be fooled into following the worst career advice disguised as the best.

### Life is short. Never stay in a job that isn’t personally rewarding.

“Most people understand the relationship between passion and career choice,” says Holland. He believes the current fixation on loving what you do is misguided, as you’ll have better career outcomes if you choose a profession you’ll excel in. “Passion alone is not a sufficient condition for making a living.” Similarly business owner Rodger Roeser says that entry level workers believe their first or second job will be all “wine and roses,” and often leave after only a few months if disappointed. “It’s this entitlement mentality,” he says. “If I see resumes for four jobs in two years, I won’t hire them.”

### They aren’t paying you enough to do that.

“If you actually believe that you’re too good to do something, you’re fooling yourself,” says Roeser. Young workers who thumb their noses at menial tasks are often perceived as immature and unwilling to be team players. By completing small tasks with integrity and attention to detail, you’ll learn the trust of supervisors and work your way towards bigger projects.

**It’s who you know. Network, network, network.** “It’s important to stay connected,” says James Tarbox, a professor of management at San Diego

State University, but smart networking hinges on quality rather than quantity. “It’s about the strength of your connections.” You may have 700 friends on Facebook or LinkedIn, but how many are willing and able to help? Craft a more targeted networking strategy and also ask yourself “Am I a good referral?” Consider how to best position yourself to your network.

### Bring it up in your performance evaluation.

“Nothing should ever be discussed for the first time at a performance evaluation,” says Robin Goldwater, a corporate climber who recently started her own business. Management should use this time as a cumulative review rather than blindsiding employees with information about their performance they haven’t had the chance to correct. Similarly, employees should never save a question or concern for the evaluation. Positive career development requires open communication year-round.

### Get a MBA.

While a MBA may be one of the more useful general degrees, it’s not an end in itself. “Getting a MBA is a very costly option these days, and unless you’re obtaining it with a clear career goal in mind, your school time can end up being nothing more than a glamorous two-year vacation,” say Min Choi, chief executive of education consulting firm Avenue of Admissions. Entrepreneur and business founder Chris Stephenson agrees, saying his business school is no longer a sure thing. If you pursue a degree, he advises specializing and using the time to build a strong network.



### Multi-task to get more done.

A psychologist and co-founder of the Human Performance Institute, Jim Loehr,

says that because younger workers grew up using advanced communication technologies (smart phones, instant messages, etc.) the often feel like “masters of multi-tasking” who can tackle many projects quickly and at once. In fact, they split their concentration and spread themselves too thin. “The brain works best when laser focused,” says Loehr.

[continued on page 8]

# CHAPTER EDUCATIONAL EVENTS



You can register for all chapter events at [www.aga-lansing.org](http://www.aga-lansing.org). Click on events.

Check the chapter website and upcoming newsletters for more information.

~~**September 23, 2015**  
**Professional Development Conference**  
Government Accountability  
Library of Michigan  
4 hours CPE~~

**January 13, 2016**  
**Webinar Conference**  
Evidence Based Policy Making  
Constitution Hall, ConCon A and B  
2 hours CPE

~~**October 21, 2015**  
**Webinar Conference**  
Fraud Risk Management in Gov. Programs  
Constitution Hall, ConCon A and B  
2 hour CPE~~

**February 16, 2016**  
**Monthly Luncheon Meeting**  
U of M Director of Social Media  
Capitol View Building  
1 hour CPE

~~**October 27, 2015**  
**Monthly Luncheon Meeting**  
Lottery – Where Does All the Money Go?  
Capitol View Building  
1 hour CPE~~

**March 9, 2016**  
**Webinar**  
Grants  
Ottawa Building, Conference Room 3  
1 hour CPE

~~**November 4, 2015**  
**Webinar Conference**  
OMB Uniform Guidance: Impact on Grants  
Ottawa Building, Conference Room 6  
2 hours CPE~~

**March 2016 – Date to be Determined**  
**Professional Development Training**  
Government Accountability  
Location to be Determined  
8 hours CPE

~~**November 17, 2015**  
**Monthly Luncheon Meeting**  
Fraud or Money Laundering  
Capitol View Building  
1 hour CPE~~

**April 13, 2016**  
**Webinar**  
DATA Act  
Constitution Hall, ConCon A and B  
2 hours CPE

~~**November 18, 2015**  
**Webinar Conference – MEMBERS ONLY**  
One Thing a Leader Must Do  
Your Computer  
1 hour CPE~~

**April 18, 2016**  
**Monthly Luncheon Meeting**  
Budget  
Capitol View Building  
1 hour CPE

**December 2, 2015**  
**Webinar Conference**  
Ethics in the Workplace  
Ottawa Building, Conference Room 6  
2 hours CPE

**May 2016 – Date to be Determined**  
**Monthly Luncheon Meeting**  
Topic to be Announced  
Capitol View Building  
1 hour CPE

**January 11, 2016**  
**Monthly Luncheon Meeting**  
Tax Update –  
Joint Meeting with SAAABA  
Capitol View Building

**June 1, 2016**  
**Webinar**  
Government Financial Management  
Constitution Hall, ConCon A and B  
2 hours CPE

[continued from page 6]

### You have to start somewhere.

"I often hear from recent college graduates, especially in a tough economy, that they are tempted to take a job beneath their education level as a way of getting their foot in the door," says education consultant Choi. "But be careful. If you to play a marketing role, go for the marketing role." If you accept a role that is far off-track from your career goals, it can be more difficult than you'd expect to shake the label and rebrand yourself.



You must stay in a job for at least a year.

"This is nonsense," says Ellen Lubin-Sherman, author of career guide *The Essentials of Fabulous: Because "Whatever"*

*Doesn't Work Here Anymore.* While a pattern of job hopping on your resume will reflect poorly, it's never wise to tough out a job with unhealthy levels of stress or a toxic environment that hinders you or your work. She suggests keeping the job while you look for a new one. In interviews, spin the short timeframes as "it was a great job but the wrong fit for me" and move the conversation forward.

### Apply for as many jobs as possible.

"While casting a wide net may see like a good strategy," warn DeLynn Senna, an executive director at staffing firm Robert Half International, "it's more important for job seekers to focus on opportunities that will be a fit for them and where they will fit best." Concentrating on select openings gives applicants the necessary time to research the company, tailor their resumes and better prepare for interviews. "Simply applying for every possible job using a template resume is frowned upon by hiring managers."

### Delete unrelated work experience from your resume. Attach a picture.

"Career counselors will tell you not to put trivial jobs on your resume. I totally disagree," says Jim Finklestein, author of *Fuse: Making Sense of the New Cogenerational Workplace*, who still lists "camp counselor" on his resume. He believes that retail jobs, part-time work and volunteering may exhibit character and leadership roles that otherwise would be lost. Also, attaching a picture to your CV has recently come into style, but in fact, it may get your resume tossed. Employers are legally barred from discriminating based on looks."

## OTHER EDUCATIONAL OPPORTUNITIES



### West Michigan AGA

To register for events, visit [www.agawestmichigan.org/home/events](http://www.agawestmichigan.org/home/events)

#### November 5, 2015

AGA/GFOA Double Feature  
Grand Rapids, Michigan  
8 hours CPE

#### January 2016

Webinar  
2016 Governmental GAAP Update

### National AGA

To register for events, visit [www.agacgfm.org](http://www.agacgfm.org)



#### January 19, 2016

National Leadership Training  
Grand Hyatt  
Washington D.C.  
6 hours CPE



#### February 3, 2016

The Federal Budget Process  
Members Only Free Webinar  
1 hour CPE



#### February 23-24, 2016

National Leadership Training  
Ronald Regan Building  
Washington D.C.  
14 hours CPE



#### July 17-20, 2015

Professional Development Training  
Anaheim Convention Center  
Anaheim, California  
24 hours CPE

Develop a passion for learning.  
If you do so, you will never cease to grow.

Anthony J. D'Angelo



Live as if you were to die tomorrow.  
Learn as if you were to live forever.

Mahatma Gandhi





## MEMBER NEWS

### CONGRATULATIONS!

#### Member Anniversaries

Leo LaPorte, CGFM	20 years
Annette Eustice, CGFM	19 years
Bobbie Marr, CGFM	19 years
Linda Shepard, CGFM	17 years
Tim Martin	17 years
Nancy Katsarlas	2 years
Kim Garland	1 year

### WELCOME!

#### New Members

Derek Childs, Office of Financial Management  
Colon Ohl, Department of Treasury



## CHAPTER FINANCES

### Balance Sheet at October 31, 2015

Assets	
Current Assets:	
Checking Account	\$ 20,551
Pay Pal Account	<u>\$ 3,624</u>
Total Assets	<u>\$ 24,175</u>
Liabilities and Net Assets	
Beginning Fund Balance	
Unrestricted	\$ 17,988
Restricted	\$ 4,515
Income (Loss)	<u>\$ 1,672</u>
Ending Fund Balance	
Unrestricted	\$ 19,660
Restricted	<u>\$ 4,515</u>
Total Liabilities and Fund Balance	<u>\$ 24,175</u>



CGFM is a professional certification recognizing the unique skills and special knowledge required of today's government financial managers. It covers governmental accounting, auditing, financial reporting, internal controls, and budgeting at the federal, state, and local levels.

### SIGN UP FOR AGA'S INTENSIVE REVIEW COURSE WITH CGFM EXAMS INCLUDED

This is great opportunity to review the course material with a knowledgeable instructor and complete your CGFM!

The Intensive Review Course, offering up to 18 hours of CPE, will be held in Alexandria, VA on March 2-3, 2016. The class will run from 8am to 5pm both days. The cost of the course for qualified participants is \$375 for AGA members and \$425 for nonmembers.

**SPECIAL BONUS:** The CGFM examinations are offered at no additional cost to course attendees. This is a savings of \$375! The exams must be taken March 4, 2016 through July 31, 2016.

Visit [agacgfm.org](http://agacgfm.org) for more information.



## CHAPTER EXECUTIVE COMMITTEE MEETING MINUTES

### October 7, 2015 Third Fifth Bank, East Lansing

**CEC Members Present:** Chris Bayley, Anthony Edwards, Kenji Griffith, Shawna Hessling, Dan Jaroche, Julie Salman, Karen Stout

**CEC Members Not Present:** Julie Chrysler, Anna Lewis, Cindy Osga, Anshu Varma, Dan Wawiernia

**Call to Order and Acceptance of Agenda:** Dan J. called the meeting to order at 12:04pm. A motion to accept the agenda was made, seconded, and approved.

**Minutes:** The September 2015 board minutes were approved by CEC vote via email on October 5, 2015.

**Budget and Financials:** No report. Anna will email the financials for approval.

**Membership:** The chapter has 1 new member for a total of 105 members.

**Student Members:**

- Shawna talked to an accounting instructor at LCC and there is no accounting association there. Neither does Davenport. They are both looking to start one.
- Karen has a contact at the CMU accounting advisory board.
- Anthony to look into Olivet College accounting organization for a contact and will reach out to them.
- Chris will check with Suzi Kyes and find out about LCC's accounting advisory board.

**Mailing List:**

- Should use the chapter website to get the most current email list so we are not sending emails to people who asked to be removed.
- Anthony will send a list of undeliverable email addresses to the Board and we will see if we can find correct email addresses.
- Shawna will be the keeper of the list. Anthony will look into giving Shawna access to the website so she can update the list on-line.

**Education:** Feedback from the fall PDT evaluation forms:

- Excellent topics and conference.
- Excellent food, would like tables to eat at.
- Would to be able to drink in the auditorium.
- Ideas for future topics include Sigma update, depreciation, ethics, general accounting procedures and principles.

The auditorium is free. We will have to make sure the sound audio is working next time. Bobby did not

share his presentation ahead of time so we did not know it was needed. We can reserve the conference room across from the auditorium so attendees have a place to sit and eat. Anshu is looking for input from board members:

- Date for spring PDT. Suggestion was March 23, 2016.
- Okemos Conference Center?
- Woody's Mediterranean food for lunch?
- Topics of interest that you may have heard from others or ideas of your own.

Suggestions for speakers.

**Program Luncheons:** October 17, 2015 luncheon will be Jeff Holyfeld from Lottery. November 17, 2015 will be Theresa Mack from the FBI discussing Fraud or Money Laundering. January 11, 2016 will be a tax update joint with SAAABA, February 16, 2016 will be Nikki Sunstrum and April 18, 2016 will be about the budget. May 16, 2016 is still to be determined. Ideas are a leadership topic, SIGMA budget with Eric Bussis.

**Awards:** Wanda provided the files to Kenji and she will go through them.

**Communications – Newsletter and CCR:** The CCR was completed and submitted to National on September 30. Anthony has posted it to the website. The October newsletter has been completed and Anthony hopes to post it to the website today.

**CGFM:** Dan W. send out the email on Monday for our first webinar of the year which will be October 21 covering Fraud Risk Management in Government Programs at Constitution Hall, ConCon A and B conference rooms. The second webinar is scheduled for Wednesday, November 4 and the topic will be OMB Uniform Guidance: Impact on the Grant Community. The location will be the Ottawa Conference Center, Conference Room 6.

**Webmaster:** Pictures have been saved to the website. Chris will get in touch with Mark Rutledge so we can look into functionality changes. IE11 is having issues with advancing the calendar. Can we have the calendar move forward by week?

**Community Service:** We collected \$40 for St. Catholic Vincent Charities at the Fall PDT.

**Chapter Recognition Program:** No report.

**Old Business:** None.

**New Business:** None.

**Adjournment:** A motion was made, seconded, and approved to adjourn at 1:05 pm.

**Next Meeting:** November 4, 2015  
Location: Cass Building, 2<sup>nd</sup> Floor, Director's Audit Conference Room  
Host: Anshu Varma

# JOB POSTING



## Operations Director – Central Accounting Services

This role is critical to ensuring the efficiency and effectiveness of the State of Tennessee’s centralized accounting initiative and will be instrumental in the successful design, implementation, transition and sustainability of the developing business model. The Operations Director will effectively manage the core of the state’s centralized accounting processes, and is responsible for leading and coordinating the assigned teams of resources, supporting daily operations and providing accounting expertise.

The centralized accounting initiative is scheduled to encompass over 30 separate state department accounting offices by 2018, and the person holding this role will be expected to ensure tasks and projects are allocated efficiently, and to provide a high level of mentorship and guidance.

Specific job responsibilities include:

- Establishes or closely supervises the establishment of standardized transactional related processes that will serve as a basis for the centralized accounting team to perform their AP, AR, and GL reconciliation functions and activities
- Effectively coordinates centralized accounting in order to balance the centralized agencies’ expectations with team’s resources and workloads
- Assists and supports in the assessment of impact of change challenge initiatives
- Proposes key performance indicators (KPIs) to management and tracks performance versus these KPIs and any Service Level Agreement KPIs
- Responsible for best practices research, recommendations, and implementation
- Sets objectives and defines development plans for direct report(s) that support department objectives
- Daily supervises direct reports and workloads
- Mentors, leads and motivates centralized accounting team
- Leads team in ensuring controls underpinning the production of financial data are appropriately designed and operating effectively

To be successful you must be/have:

Certified Public Accountant	At least 10 years’ experience
Strong Organizational Skills	Able to communicate at all levels
Willing to take full ownership and be accountable for results	Resource and project management skills

Salary is commensurate with experience. Health insurance, deferred compensation programs, and retirement programs are available in accordance with program regulations.

If you are interested and meet the selection criteria, please send your resume to [Rhonda.Hicks@tn.gov](mailto:Rhonda.Hicks@tn.gov).

### **The State of Tennessee is an Equal Employment Opportunity Employer.**

The State of Tennessee complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Any person who believes that discrimination has occurred by a state agency on the basis of race, color or national origin, including limited English proficiency (LEP), in violation of Title VI may file a written complaint with the Tennessee Human Rights Commission. Complaints must be filed within 180 days of the alleged discriminatory act. Complaints may also be filed with the state or federal agency involved, or the United States Department of Justice. For more information, please contact the Tennessee Human Rights Commission.



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**See the Chapter's Annual Citizen Centric Report on the website.**

The Chapter's Citizen Centric Report was awarded a Certificate of Excellence by National AGA.

[www.lansing-aga.org](http://www.lansing-aga.org)

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