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| Meeting Date | January 14, 2009 | Time | 10:30 – 12:00 |
| Location | SSMC2 16246; Conference Call 866-919-7299; passcode 6255248 | | |
| Meeting Title | BPR Reimbursable Work Group | | |
| Facilitator | Lois Coleman | | |

Members and Invited Guests

(Y = present; N = not present)

| Member Name | Organization | | E-mail |
|-------------------------|---------------------|---|---------------|
| Lois Coleman | Finance Office | Y | |
| Cynthia Rich | Finance Office | Y | |
| Mark StClair | Finance Office | Y | |
| Kathy Bruchey | Finance Office | N | |
| Tom Bezila | Finance Office | Y | |
| Kathy Dillehay | Finance Office | Y | |
| Brenda Hernandez | NMFS | Y | |
| Dawn DiFiore | NMFS | N | |
| Tiyo Fonte | NMFS | Y | |
| Herbert Callands | NWS | Y | |
| Debbie Hoffman | NWS | N | |
| Bruce Jackson | AGO | Y | |
| Paul Johnson | OAR | Y | |
| Andrea Moore | OAR | N | |
| Alicia Taylor | NOS | Y | |
| Gerald Thomas | NMAO | Y | |
| Malcolm Orr | OGC | N | |
| Thomas Santymire | Budget Office | N | |
| Angela Chu | Budget Office | N | |
| Valda Ferrell-Evans | CMFD | Y | |
| Zoraida Vasquez | BIS | Y | |
| FMC/Guest Name | Organization | | E-mail |
| Sheryl Reddix | NMFS | N | |
| Helen Brandling-Bennett | NMFS | N | |
| Debra Lucas | OAR | Y | |
| Sue Synder | OAR | Y | |
| NiKonda Surrect | NESDIS | Y | |
| Sue Bracey | NWS | N | |
| Brian Crawley | NWS | Y | |
| Rhonda Stewart | NWS | N | |

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| Amy Yu | CAO | Y | |
| Lillian O'Dell | NWS | N | |
| Vernell Stultz | NMAO | N | |

Agenda:

1. Close-out of Projects – Kathy Dillehay
2. Status of DoC IOSA Guidance – Bruce Jackson

Minutes:

1. Close-out of Projects -- Kathy Dillehay

In February, Kathy will use the January Billing Report and send out an updated list of UDO's and expired projects. Kathy noted that the list of expired projects has only changed by \$190,000 from the previous list. The majority of UDO's are grants. Kathy suggests that each LO continue to send information to AGO for approval of deobligations.

2. Status of DoC Interagency and Other Special Agreements (IOSA) Guidance – Bruce Jackson

The final draft of the DoC IOSA guidance will be out in February for the last round of comments. After the final guidance is issued by DoC, Bruce will form a working group to draft and implement NOAA guidance. The current schedule requires NOAA to implement the DoC guidance by June, 2009. Bruce would like anyone interested in participating in the working group to contact him.

The current draft guidance includes a requirement for all agreements, both incoming and outgoing, to be reviewed by AGO. Bruce is not sure if the final guidance will require AGO review for agreements which don't transfer funds through contracts. The IOSA guidance may include assisted acquisition statements in the MOU for specific items if work is to be performed outside of NOAA. The final guidance may also require 2 levels of legal review for both contract law and general law for assisted acquisitions.

Deb Lucas expressed concern that the final guidance may add time to the processing of reimbursable agreements for OAR labs. However, since the guidance is still in draft, Bruce did not know what the effect will be.

Bruce said the current guidance requires AGO review of all agreements including those which are reimbursable, payable or funded. Bruce wants the working group to look at best practices to determine the desired length of time for reviewing agreements. Bruce agreed that continuing resolutions will be an issue.

The current target date for implementing IOSA is sometime in June 2009 with July 15, 2009 being the date for full implementation. The final draft will go to Finance, Budget, HR, and LO's for review. Bruce said he would meet with the Reimbursable Working Group in March to provide an update on the IOSA Guidance and AGO reviewing all contracts.

A question was asked if there will be a template for payable agreements. Bruce said General Law has two templates, one for agreements with incoming funding and one for agreements with outgoing funding.

Additional notes from Debra Lucas, OAR:

1. Sue Snyder from PMEL asked whether AGO will be able to accommodate additional paperwork review. Bruce indicated he didn't really know and couldn't speak for AGO management. Paul Johnson said that Bruce's comment is a change from Lori Donovan's presentation in which she indicated that the change would not impact 45 day turn around and that it would be seamless, transparent. Now we don't know. This is a huge concern.
 2. Paul also asked Bruce what is the purpose of the review if you have contract flavor in a reimbursable agreement? Is AGO going to say no you can't do it? Bruce is going to check with the Department and come back with a response to Paul's question.
 3. Paul also indicated to Bruce that OAR reimbursables use contractors/JIs to do some of the work. If they have to go through contract law, what's the purpose? If there is some adverse impact, it may need to be reviewed in its entirety. Bruce was going to check with the Department on whether or not the reimbursable agreements OAR currently sends to DOC/OGC for review will need to go through AGO. Bruce will get back with Paul on this issue.
 4. Deb Lucas asked Bruce if AGO is currently aware that OAR has a reimbursable agreement review process. If not, that perhaps AGO should get with OAR to get plugged in as not to reinvent an already established process.
3. Lois suggested that the Reimbursable Working Group could plan to meet bimonthly in FY 2009, with the option of meeting monthly if issues arise which require immediate attention. Members of the Group agreed.

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| The next meeting will be: | Wed., March 11, 2009 10:30 – 12:00 |
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