



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 Surrent	NESDIS	Y	
Sue Bracey	NWS	N	
Brian Crawley	NWS	Y	
Rhonda Stewart	NWS	N	

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The current draft guidance includes a requirement for all agreements, both incoming and outgoing, to be reviewed by AGO.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 in Boulder, CO. 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.

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.

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