

Warden's Fiscal Training

8:00 **Sign in.....**Networking

8:30 **Annette Chambers-Smith**

- Who can help me with this.....? OOA Table of Organization
- Signature Authority
- What to do with 3X5 card

9:00 **Wendall Oakes**

- Separation of Duties
- Cashbook Balance
 - Warden's Cheat Sheet
 - When it is due
 - How to check
- Commissary
 - Variance "commissary use"
 - Old Inventory
 - Monthly Report
 - Damaged Goods
 - Taking Inventory
 - Bonus Items
- Fiscal Audit

9:45 **Jenny Hildebrand**

- Conservation Dashboard
- Portfolio Manager

10:15 **Break.....**Please hand in 3X5 cards

10:30 **Kelly Sanders**

- DBA Miscellaneous
 - Food Service
 - Best Practices, supply line, update, staffing plan implementation
 - State Housing
 - Rent increases, separate metering of utilities, expenditures, and audit standards
 - JOC (Job Order Contracting)

11:15 Jenny Hildebrand

- Recycling - Best Practices
- Preventative Maintenance
- Conservation Grants
- Roots of Success
- Three Year Strategic Sustainability Plan

11:45 Lunch

12:15 Todd Thobe

- Alien Grants
 - What is it?
 - Where does it come from?
 - How do we use it?

12:30 Kelly Sanders

- Myth or Reality
 - Purchasing Pitfalls
 - Payment cards, bids
 - Controlling board, etc.
- MBE / EDGE Program – DRC FY13 Strategy, set aside bids how to, how many, why?

1:00 3X5 cards

1:30 Warden Goodrich

- Relief Factor and Correction Officer leave management

2:45 Annette Chambers-Smith

Budget:

- FY13 prognosis, budget structure
- Budget Adjustment Requests
- Warden's Evaluation
- FY14/15 Biennium Budget Preparation
- Cost Savings Ideas

Warden's Fiscal Training

8:00 **Sign in.....**Networking

8:30 **Annette Chambers-Smith**

- Who can help me with this.....? OOA Table of Organization
- Signature Authority
- What to do with 3X5 card

9:00 **Lisa Pataky**

- Separation of Duties
- Cashbook Balance
 - Warden's Cheat Sheet
 - When it is due
 - How to check
- Commissary
 - Variance "commissary use"
 - Old Inventory
 - Monthly Report
 - Damaged Goods
 - Taking Inventory
 - Bonus Items
- Fiscal Audit

9:45 **Jenny Hildebrand**

- Enterprise Information Management
- Conservation Dashboard
- Energy Star Portfolio Manager

10:15 **Break.....**Please hand in 3X5 cards

10:30 **Kelly Sanders**

- DBA Miscellaneous
 - Food Service
 - Best Practices, supply line, update, staffing plan implementation
 - State Housing
 - Rent increases, separate metering of utilities, expenditures, and audit standards

- JOC (Job Order Contracting)

11:15 **Jenny Hildebrand**

- ODRC Conservation & Sustainability Initiatives

11:45 **Lunch**

12:15 **Kevin Stockdale**

- Alien Grants
 - What is it?
 - Where does it come from?
 - How do we use it?

12:30 **Kelly Sanders**

- Myth or Reality
 - Purchasing Pitfalls
 - Payment cards, bids
 - Controlling board, etc.
- MBE / EDGE Program – DRC FY13 Strategy, set aside bids how to, how many, why?

1:00 Answer questions on **3X5 cards**

1:30 **Kevin Stockdale**

Budget:

- FY13 prognosis, budget structure
- Budget Adjustment Requests
- Warden's Evaluation
- FY14/15 Biennium Budget Preparation
- Cost Savings Ideas

2:30 Questions about the budget and the information presented by the director on 2/4/13