



**Finance Administration
Operations Committee
Workplan**

January 2012

FAO Committee Workplan

Key Decisions	Decision-Making Timeframe		
	1-6 months	6-12 months	12+ months
Cash handling procedures	X		
Contractor/vendor diversity (Joint discussion: FAO and Strategic Planning)	X		
Workforce recruitment and diversity	X		
Hiring process		X	
Procurement process		X	

FAO Committee Workplan

Key Decisions	Decision-Making Timeframe		
	1-6 months	6-12 months	12+ months
Financial reporting/ capital financing and debt management		X	
Operating reserve/insurance		X	
Enterprise Resource Planning (ERP) and updating financial systems			X

FAO Committee: Workplan Detail

Key Decisions	Likely Actions
Cash handling procedures	<ul style="list-style-type: none"> • System vulnerabilities • Industry best practices • Current initiatives to address and protocol changes • Additional recommendations
Contractor/vendor diversity	<ul style="list-style-type: none"> • Joint session of FAO Committee and Strategic Planning Committee • Evaluate DBE Program, Mentor/Protégé Program and ECP Program • Explore extending Mentor/Protégé Program to Construction and Technical Assistance Program • Strategies for unbundling
Workforce recruitment and diversity	<ul style="list-style-type: none"> • Review affirmative action plan and general diversity statistics • Review African-American and Hispanic employment plans • Evaluate outreach efforts and recruiting tools
Hiring process	<ul style="list-style-type: none"> • Review of Rutan hiring process • Review/approve revised Tollway hiring guidelines • Evaluate electronic application processes

FAO Committee: Workplan Detail (cont.)

Key Decisions	Likely Actions
<p>Procurement</p>	<ul style="list-style-type: none"> • Streamlining efforts • Board approval thresholds • CMS master contracts and approvals
<p>Financial reporting/ capital financing and debt management</p>	<ul style="list-style-type: none"> • Format/frequency of financial reports • Monitoring and reporting of multi-year capital plan(s) • Underwriting, financial advisory services and other financing services • Hedging interest rate risk • Monitoring/restructuring of synthetic fixed rate portfolio • Debt management guidelines
<p>Operating reserve/insurance</p>	<ul style="list-style-type: none"> • Optimal levels and guidelines for establishing • Review process • Constraints
<p>Enterprise Resource Planning (ERP) and updating financial systems</p>	<ul style="list-style-type: none"> • Existing systems • Required short-term actions/solutions • Expectations/timeline for replacement system(s) • Procurement strategies