

Education, Training and Technical Assistance Bureau

Supervisor Meeting Minutes

Date: July 31, 2023

Time: 10 am – 11:30 am

In Attendance: LaMont Smith, Carol Wells, Hollis Yelverton, Marcy Collyer, Wanda Lagoe

Summary:

Wanda

- Asked Carol to provide an overview of budget duties; expense reports, vehicle logs, EP, gas receipts, ITS billing annual training requisitions, banquet invoices, etc.

Each item was discussed on who will oversee those items while Carol was out on FML starting August 17.

- Expense reimbursements – Supervisors review carefully and send to Wanda (cc Carol) for final review and signature before sending to accounts payable.
- Car logs – Japonica to complete for ETTA. Will send to accounts payable and cc Carol.
- Gas Receipts (Wex billing) for L1 – Wanda to send to Japonica to code, and she will cc Carol and Denise Bell, and send to accounts payable.
- P cards – Tax exempt – Marcy also has Pcard. Put last 4 of Pcard on receipts once billing statement comes in the mail. Wanda to send signed statement and receipts to accounts payable and Denise Bell and cc Carol. Try to get Star shirts ordered before Carol leaves or consultant to expense it.
- ITS billing – sign statement and send to accounts payable and cc Carol.
- Banquet invoices – Kiley to send coded DOLB 8s to accounts payable and cc Carol and Kent.
- Annual training requisitions are pretty well finalized. Room rental goes to FS.
- Custom engraving invoices – Kiley and LaMont – Denise Bell and LaMont can confirm if already paid or not.
- Hard hats – receive in EP once arrived. Due date August 8.
- Acrylic Stars – Carol to check on whether to reference PO on invoice before sending to accounts payable.
- EP Quotes – Japonica to handle. May have some that need waivers.
- Carol would like a tracking log for all billing. Need date, what it is and amount.
- Any DOLB8s go to Kent. Need to be 30 days in advance.
- Print requisitions – no changes – still handled by Christy and Carol will provide her code; cc Carol.

ATR

- LaMont
 - New Star Consultant starts August 21 – Chris Sholar
 - Tim's last day July 31; Provided LLP to Tim.
 - Preparing for Star Conference next month.
 - Safety awards – Kiley finalizing numbers.
- Hollis
 - Starting CPM this week.
 - Interviews for Standards officer next week.
- Marcy

- Finalizing annual training for team building, catering, room rental at McKimmon Center, and Steve Davis. Will try to get everything to Carol before she leaves.
- Reposted safety trainer positions.