

Pinellas Corp Management Services
Status Report
June 4, 2009

Meetings

Meeting Minutes are attached with this overview for the PCMS Board of Director's meeting held Thursday May 14, 2009

Financial

Quick Books financial software is converted to Great Plains financial management software gained through conversion:

- Meets standards of Generally Accepted Accounting Principles (GAAP)
- Provides audit trails
- Establishes internal controls and provides better reporting
- Software used by JWB Finance Department

- Accounts Payable – Complete
- Accounts Receivable – Complete
- Payroll Conversion – Complete (Direct Deposit effective 6/5/09)
- General Ledger – 90% complete

Information Technology

A system review is being conducted of IT needs and an inventory of progress for service requests from Neighborhood Family Centers and Direct Services. JWB IT staff are assisting PCMS staff in moving to the Knowledge Share system. This will provide connectivity across PCMS staff and sub-contracts.

Contracts

Direct Services at PCMS will be moved to appropriate locations under Neighborhood Family Centers or to other 501c3 organizations based on their functions and current co-location for maximum stability of services. Locations have been identified and staff have been informed of changes. An RFQ is being developed and will be put out for HIPPIY services in the next few weeks. PCMS/JWB staff have continued site reviews and exit meetings with agency staff and board members.

Neighborhood Family Center Executive Directors are preparing, with PCMS staff assistance a "FootPrint", or visual of all services in their service centers to better show formal and informal services, funded and unfunded use of facilities. This project will be completed for a presentation before the Juvenile Welfare Board in the August meeting.

Staff

Marcie Biddleman was hired as the Interim Executive Director and Danielle Berche as the Interim Finance Director for PCMS at the May 14th PCMS board meeting.