



# COMPTROLLER ADVISORY BOARD MEETING

SEPTEMBER 9, 2020



OFFICE OF THE  
COMPTROLLER  
COMMONWEALTH OF MASSACHUSETTS



## MEETING INFORMATION

- ★ **Under the terms of the state of emergency due to COVID-19, this meeting will be held on a virtual basis. Both internet and dial-in options are provided:**

Date & time: September 9, 2020 at 2:00 p.m.

Location: Via Zoom (website: [www.zoom.us](http://www.zoom.us))

Meeting ID: 946 5861 4761

Passcode: 066383

Link: <https://zoom.us/j/94658614761?pwd=aHBNQ3lZUnZobFRkUERGKpWZGNEUT09>

Dial-in: 301-715-8592 (alternative to online)



# AGENDA

- I. Call to order; authorization for remote meeting** Secretary Heffernan
- II. Review and approval of March 23, 2020  
Advisory Board meeting minutes** Secretary Heffernan
- III. Office of the Comptroller operational update:  
COVID-19 response** Comptroller McNamara
- IV. BEST project update** Comptroller McNamara
- V. Outlook for accounting close of Fiscal Year  
2020 and related reporting** Comptroller McNamara  
Deputy Comptroller Merkowitz
- VI. Items not reasonably anticipated by the Chair** Secretary Heffernan
- VII. Next meeting**



# OPERATIONAL UPDATE: COVID-19 RESPONSE

## **THE CTR TEAM MET THE CHALLENGE OF COVID-19:**

- ★ No interruption in key functions from day one of crisis to today
- ★ Ramped up remote work from fewer than 20 (of 120+) to full staff over four weeks in March and April
- ★ Equipment + new software + training
- ★ 120 CTR employees work effectively and securely from home

## **ALLOWING CTR TO MOVE FORWARD ON KEY EFFORTS:**

- ★ Process improvements, performance and workflow metrics, communications, and other business initiatives
- ★ Enhanced training on fraud prevention
- ★ Secure options for e-signature
- ★ Single Audit procurement



## BEST PROJECT UPDATE

### BEST PROJECT: PREPARING FOR THE RFI STAGE

- ★ Early in the COVID crisis:
  - Focus on internal project work
  - Reduce impact on departments facing pandemic disruption
- ★ Ramp stakeholder engagement back up from June onwards
- ★ Current main focus is on RFR preparation
  - Reflects stakeholder input
  - Foundational connection to EOTSS technology team
- ★ RFR to come before Executive Steering Committee in the coming weeks



## OUTLOOK FOR CLOSE OF FY2020

### FY20 FISCAL CLOSE IS DRIVEN BY THE TIMING OF THE FINAL SUPPLEMENTAL BUDGET BILL (“CLOSE-OUT SUPP”)

- ★ Our focus is on the **SBFR** (Statutory Basis Financial Report) due on October 31
- ★ Recent years have seen delayed Close-out Supps, causing delays in the SBFR:
  - SBFR 2017 filed on 11/17/2017
  - SBFR 2018 filed on 11/08/2018
  - SBFR 2019 filed on 01/06/2020
- ★ Prompt action by policymakers will be required to put the SBFR 2020 on track for delivery near its 10/31 due date



# DISCUSSION



# ITEMS NOT ANTICIPATED BY THE CHAIR



# APPENDIX



# APPENDIX 1: OPEN MEETING NOTICE



WILLIAM McNAMARA  
COMPTROLLER

## Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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September 3, 2020

In accordance with M.G.L. Chapter 30A, §§ 18-25, notice is hereby given that a meeting of the Comptroller Advisory Board has been scheduled for September 9, 2020 at 2:00 p.m.

In light of the current state of emergency due to the outbreak of the 2019 novel coronavirus ("COVID-19"), the Governor issued an Executive Order on March 10, 2020 that, among other things, allows all members of public bodies to participate in deliberations remotely. Thus, the requirement that a quorum of the Advisory Board be physically present at a meeting has been suspended.

This meeting will be held using Zoom and may be accessed by the public as either a video conference or as a telephone conference call using the following contact information:

Website: [www.zoom.us](http://www.zoom.us)  
Meeting ID: 946 5861 4761  
Passcode: 066383

Dial-in: 301-715-8592 (alternative to online)

If you have difficulty connecting, please contact the CTR Solution Desk at 617-973-2468.

Comptroller Advisory Board  
September 9, 2020 at 2:00 p.m.

Due to Declared State of Emergency – Meeting is Virtual

### AGENDA

- I. Call to order; authorization for remote meeting
- II. Review and approval of March 23, 2020 Advisory Board meeting minutes
- III. Office of the Comptroller operational update: COVID-19 response
- IV. BEST project update
- V. Outlook for accounting close of Fiscal Year 2020 and related reporting
- VI. Items not reasonably anticipated by the Chair
- VII. Next meeting

Date Posted to Website: Thursday, September 3, 2020 prior to 5:00 p.m.