



GEORGIA FISCAL MANAGEMENT COUNCIL

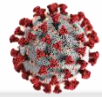
www.georgiafmc.org

JANUARY – APRIL 2020 NEWSLETTER

Since 1968



CORONAVIRUS RELIEF FUND



FEDERAL FISCAL AID TO STATES AND LOCAL GOVERNMENTS

By Renee Pullin, Deputy Director of Grants Management, Department of Public Health

The entire world has been impacted by a novel coronavirus, named COVID-19, that has quickly grown into a global pandemic. This virus has infected millions of people and taken the lives of several hundred thousand globally. Here in the United States, COVID-19's spread has led to all 50 states declaring a State of Emergency, which has never happened before in our nation's history. Guidance has been generated and disseminated to reduce the spread of the disease with social distancing, handwashing, surface cleansing and disinfecting, self-quarantining and so on.

Here in Georgia, it has also led to local and statewide shelter-in-place orders, school closures, and non-essential businesses to reduce or layoff personnel. This has caused spikes in unemployment claims and drastic reductions to consumption rates. According to the Georgia Department of Public Health's COVID-19 Status report¹, between February 1, 2020 and May 2, 2020, over 28,000 positive cases of COVID-19 have been confirmed, with nearly 5,400 hospitalizations and 1,175 deaths. Over 60 testing sites statewide have been established and all but 2 of 159 counties have at least one reported positive case for COVID-19.

To reduce the economic impact caused by response to COVID-19, The Coronavirus Aid, Relief and Economic Security Act, better known as the CARES Act, was passed and signed into law on March 27, 2020. The CARES Act has established the Coronavirus Relief Fund and appropriated \$150 billion to it to provide federal fiscal assistance to States and local governments for cost incurred in response to COVID-19.

Payments from the Coronavirus Relief Fund may only be used to cover costs that fit within the following criteria:

- expenditures incurred out of necessity due to the public health emergency for COVID-19 response
- cost not accounted for in the budget most recently approved as of March 27, 2020 (the CARES Act date of enactment) for the State or government
- were incurred beginning March 1, 2020, and ending December 30, 2020

According to the US Treasury Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments 2, COVID-19 related cost allowable under the Coronavirus Relief fund include:

- **Medical expenses**
 - Cost incurred by public hospitals, clinics and similar facilities for COVID-19 response
 - Testing for COVID-19
 - Costs of providing COVID-19 testing, including serological testing
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment
- **Public health expenses**
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency
 - Expenses for disinfection of public areas and other facilities
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety
 - Expenses for public safety measures undertaken in response to COVID-19
 - Expenses for quarantining individuals
- Payroll expenses for public safety, public health, health care, human services and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency; expenses of actions to facilitate compliance with COVID-19 related public health measures.
- Expenses associated with the provision of economic support in connection with COVID-19 public health emergency
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
- 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria

- Other COVID-19 related expenses reasonably necessary to the function of government that satisfy the Coronavirus Relief Fund eligibility criteria

Each state is receiving a minimum of \$1.25 billion to address the cost identified above, with Georgia standing to receive over \$4 billion of assistance through this fund.

Although payments from the Coronavirus Relief Fund cannot be used to directly account for revenue shortfalls, it can indirectly assist States and local governments in narrowing the gap between government outlays and receipts by covering several expenses incurred in the COVID-19 response effort. This gap is also hoped to be narrowed by additional aid made available by the CARES Act with economic impact payments to individuals, providing small business resources to maintain payroll through the Payroll Protection Program and preserving jobs in industries adversely impacted by COVID-19.

COVID-19 has had a devastating impact on our State, and Federal assistance is needed in our efforts to combat this virus. But, let's keep in the forefront of our minds the many personnel who put their lives on the line daily to keep us safe. Many thanks to the doctors, nurses, public health personnel, first responders, cleaning and janitorial staff, amongst countless others. As Georgians, let us continue to put one another first and work together to reduce the spread of COVID-19.

- ¹ <https://dph.georgia.gov/covid-19-daily-status-report>
- ² <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

Telework Tips for Employers and Employees

By Kathleen Robinson, Director of Grants Management, Department of Public Health

During the COVID-19 pandemic, social distancing is a key factor in not spreading the disease. The public is staying at home as much as possible, and many companies are allowing employees to telework.

For some, this is the first time teleworking, while others are masters at working away from an office building. Many find themselves having to juggle life and work in one space for an extended length of time.

After researching many articles on teleworking, here are some helpful hints to consider that might ease the transition for both the teleworker and the employer.



Require telework agreements to include safety, equipment, liability, security and access to information, work schedule, accessibility, & expectations of employee

Provide telework training to employees for certification

Establish communication protocols such as Teams, Zoom, Skype, etc....

Identify office like space if required

Telework Tips for Employers and Employees



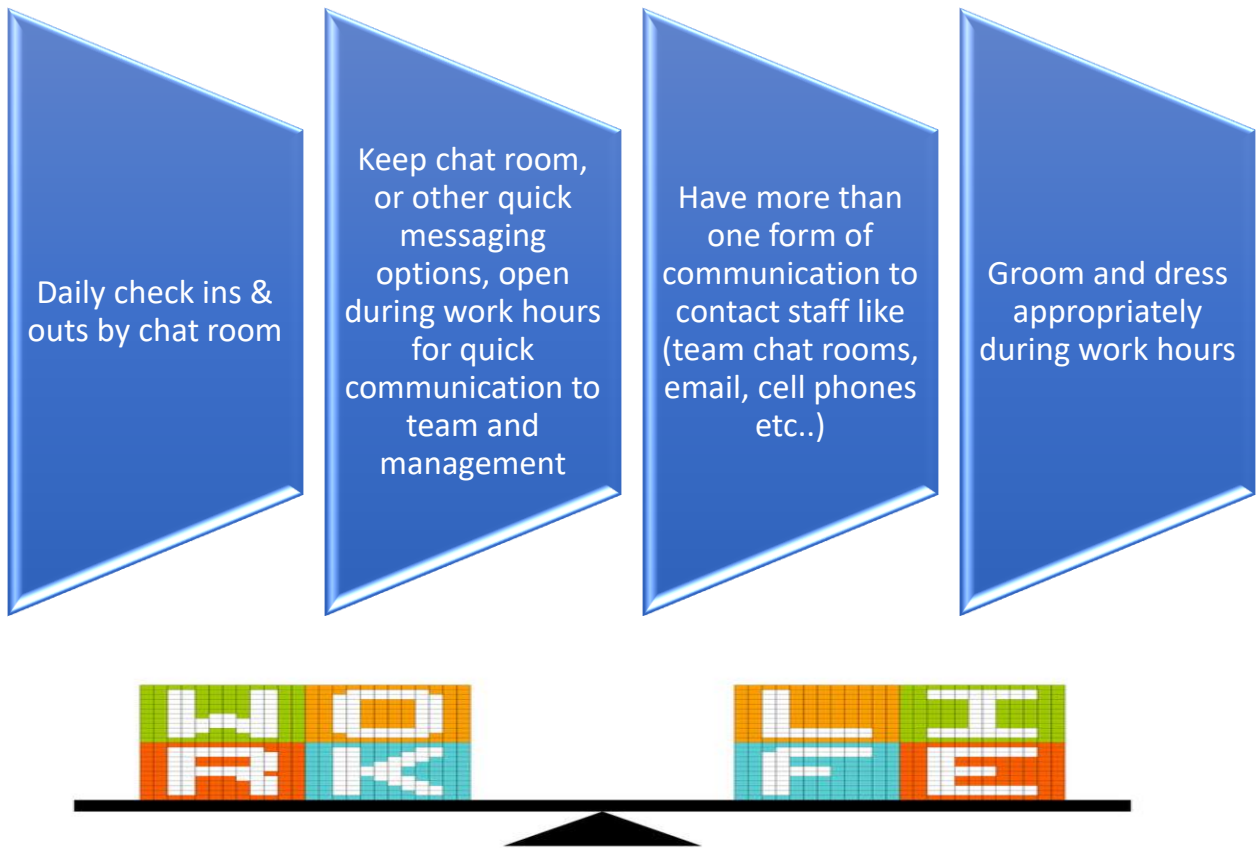
Discuss expectations
with
employees/employers

Allow flexible
business work
hours

Track progress and
performance by
using a weekly task
schedule

Schedule weekly
team meetings to
discuss progress of
task due and go
over any
challenges

Telework Tips for Employers and Employees



Both employers and employees should keep an open mind to teleworking by using tools such as, review progress, business performance, and have patience to promote work/life balance during these difficult times. We will overcome this together as a team!

Easy access to references that could assist with understanding telework:

<http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/state-telework-policy>

<http://doas.ga.gov/human-resources-administration/employee-benefits-information/georgia-commutesmart>

https://gacommuteoptions.com/employers/employer-resources/flexwork-consulting/?utm_source=Google&utm_medium=cpc&utm_campaign=GCO

<https://www.federaltimes.com/it-networks/2020/03/10/agencies-prep-for-mass-telework-as-coronavirus-looms/>

<https://www.telework.gov/>

Enhancing Decision-Making through Evaluation

*By Theresa Wright, Karen DeMeester, Melinda Moore,
and Jennifer Inglett*

Evaluation enables organizations to better understand their effectiveness, encourages data-informed decisions about resource allocation, plays an integral role in programmatic accountability, and promotes effective decision-making. At its core, evaluation helps us design, monitor, and improve programs, policies, and initiatives. It allows us to better understand our numbers and see beyond financial data to get a feel for all aspects of a program. Evaluation shows which services or programs are most successful and enables managers to target resources more strategically to maximize benefits. Ultimately, evaluation provides us with the opportunity to improve our services and processes and to become more efficient and effective in our work.



**Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA**

We promote excellence in government through education, assistance, research and policy analysis to help public officials serve citizens in Georgia and around the world.

Types of Evaluation

There are several types of evaluations that can be implemented:

- Process evaluation:** Determines whether program activities are implemented as intended;
- Formative evaluation:** Monitors progress towards achieving intended outcomes and supports midcourse corrections and improvements;
- Outcome evaluation:** Measures the degree to which a program or service has achieved the intended outcomes;
- Impact evaluation:** Determines what impact the program outcomes have on the target population.

Evaluation can be used in many different ways. Evaluations can focus on the performance of the organization as a whole, or individual programs and services. Organizational evaluations

are big-picture evaluations that focus on the degree to which the entire organization achieves stated goals. Program and service evaluations assess the degree to which individual programs achieve goals and objectives. Program and service evaluations encourage strategic resource allocation by providing performance data to better understand a program's costs and benefits. This type of evaluation can indicate if a program is struggling and needs course correction or if a program is successful and warrants further investment. It can also indicate which components of a service or program are most essential to achieve that success. Determining where to focus an evaluation begins by asking, "What do we need to know to make better management decisions?" and "Where will we find this information?"

Data Collection Methods

Some common forms of data collection used in evaluation include:

- Surveys
- Interviews
- Document review
- Observation
- Secondary data analysis (i.e., looking at existing data that has already been collected)

Standards for Effective Evaluation

There are several standards that an evaluation should meet to be effective. An evaluation should strive to be:

- Useful:** Who's going to use the data and for what?
- Feasible:** How much resources will the evaluation require?
- Accurate:** Will your evaluation give you an accurate representation of your program or service?

Here are a few tips to strengthen your evaluation practice:

- Planning** is key to an effective evaluation: Clearly define the role of the evaluation -what do you want to know from the evaluation and how will you use the results?
- Context** is everything: Designing a good evaluation requires full understanding of the thing being evaluated (do you know the purpose of the program or organization that is being evaluated? If not, find an expert!);
- Reporting:** There is no point conducting an evaluation that never sees the light of day. Identify your stakeholders early in the planning phase, decide on the most effective means of communication (formal report, one-pager, face to face?), and establish consistent reporting practices.

Evaluation is a critical tool that enables your organization to optimize decision-making. Evaluation can be a complicated and overwhelming endeavor, but the good news is that there are resources available to help build your organization's evaluation capacity. Once established, evaluation practices can help support strong, data-informed decision-making. The survey, research, and evaluation experts at the Carl Vinson Institute of Government are available to conduct evaluations and provide training to increase your organization's evaluation capacity.

Book Recommendations

The 7 Habits of Highly Effective People presents a principle-centered approach for solving both personal and professional problems. With penetrating insights and practical anecdotes, Stephen R. Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity—principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates. The book includes takeaways on how the habits can be used for a new generation of leaders.

They include:

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

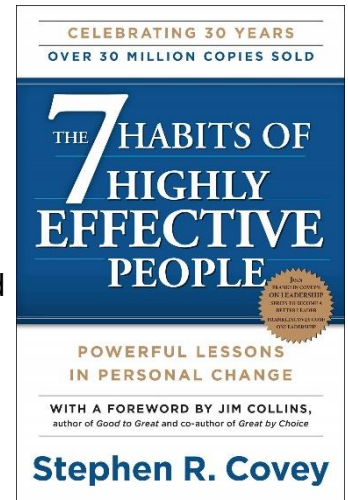
Habit 3: Put First Things First

Habit 4: Think Win/Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw



The 30-Day Productivity Plan - VOLUME II:

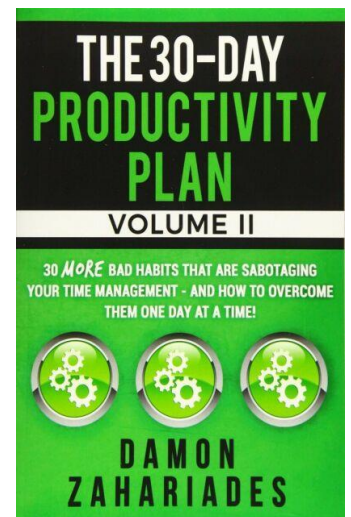
30 MORE Bad Habits That Are Sabotaging Your Time Management - And How To Overcome Them One Day At A Time!

Discover How To Triple Your Productivity!

Are you wasting valuable time?

Do you have **trouble making decisions and taking action?**

Do you feel frustrated by **unfinished to-do lists, missed deadlines, and abandoned projects?**



The Georgia Fiscal Management Council

Promotes efficient fiscal management of state government operations, knowledge in governmental financial procedures and practices. In addition, the council provides opportunities for the interchange of ideas, methods, and techniques affecting governmental fiscal management. Membership to the Georgia Fiscal Management Council is open to any State employee engaged in a function related to fiscal operation and/or management. If you would like to join, please complete an [application form](#) and submit following the instructions provided.

5 Benefits of being an FMC Member

- 1. Professional Development.** An FMC membership give you access to up to date information on fiscal matters. When a change in methodology, policy or procedure is required, FMC usually hears about it first. Trainings are offered to members through monthly meetings, webinars, annual training conferences, and occasional dinner meetings.
- 2. Mentorship.** FMC is made up of many leaders across the state of Georgia. These leaders are seasoned professionals and career state government employees. The depth of knowledge is vast and they provide a strong support system within the fiscal community.
- 3. Leadership Development.** A FMC membership gives you access to an organization where the possibilities of participation is unlimited! Build your leadership skills by serving/chairing on a committee or leading an effort.
- 4. Networking.** Being a member of FMC allows you to mix and mingle with others in the fiscal community within the state of Georgia. You can establish relationships with others FMC members who share common professional interests and similar business concerns.
- 5. Jobs.** Most fiscal officers in FMC share open job or vacancy announcements with the FMC since it represents the state's fiscal community.

The Georgia Fiscal Management Council

Officers & Chairs

Position	Name/Email	Office	Phone#
President	Mike Jackson	TRS	(404) 374-4269
President-Elect			
Past President	Sonja Allen-Smith	DCH	(404) 657-9082
Secretary	Alicia Hautala	HBRO	(404) 656-5050
Treasurer	Rusk Roam	DOE	(404) 656-2502
Membership	Barbara Kaumeyer	DBHDD	(470) 583-1789
Program & Professional Development	Dave Lakly	CVIOG	(706) 248-8872
Scholarship	Teresa Loggins	SRTA	(404) 893-6131
Website	Nina Gyasi	DHS	(404) 656-4970
Newsletter	Carla Morris	DCH	(404) 463-6673

Scholarships

FMC offers up to two scholarships to eligible college seniors, rising college seniors, or graduate students. FMC scholarships are valued up to a maximum of \$1,000.

ELIGIBILITY REQUIREMENTS

- Full or part-time college senior, rising college senior or graduate student.
- A cumulative and major grade point average of not less than 3.0 on a 4.0 scale (transcripts required).
- Endorsement of application by Department Chairperson at current college/university is required.
- A statement that the student intends to pursue a career in public service related to Fiscal Management or Administration.
- A major in Accounting, Public or Business Administration or Finance.

For additional information or to apply contact:

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State Road & Tollway Authority
245 Peachtree Center Avenue, NE
Suite 2200
Atlanta, GA 30303
tloggins@srta.ga.gov



STATE FINANCIAL TRAINING PROGRAM Schedule of Classes for FY2020

PRIMARY GOVERNMENTAL ACCOUNTING SERIES

Introductory Governmental Accounting Part I \$469

January 7-9, 2020

January 28-30, 2020

Intermediate Governmental Accounting \$659

April 7-9 and April 14-15, 2020

Introductory Governmental Accounting Part II \$469

February 4-6, 2020

March 3-5, 2020

BUDGET AND FINANCIAL MANAGEMENT CERTIFICATION PROGRAM

Language of Accounting \$299

August 28-29, 2019

January 22-23, 2020

Revenue & Expenditure Analysis \$219

September 20, 2019

February 12, 2020

Revenue Administration for State Government \$299

December 18-19, 2019

May 27-28, 2020

Internal Controls for State Government \$299

October 9-10, 2019

February 26-27, 2020

TeamWorks Literacy & Orientation \$219

September 19, 2019

February 11, 2020

Budget Administration for State Government \$299

October 30-31, 2019

March 25-26, 2020

Debt Administration for State Government \$299

December 4-5, 2019

April 15-16, 2020

State Purchasing Basics NO FEE

November 6, 2019

March 12, 2020

ADDITIONAL OFFERINGS / CONTINUING EDUCATION

FACE TO FACE

Basic Microsoft EXCEL \$119 – 3 CEU

December 10, 2019

Advanced Microsoft EXCEL \$119 – 3 CEU

December 11, 2019

Federal Grant Compliance Update \$219 – 3 CEU

March 11, 2020

WEBINARS

Annual GAAP Update Webinar \$119 – 3 CPE/3 CEU

January 16, 23 and 30, 2020

Internal Control – Assessing Risk Related to Information Technology \$119 – 2 CEU

February 4 and 11, 2020

ONLINE ASYNCHRONOUS COURSES

Online Accounting for Capital Assets \$119 – 3 CPE/3 CEU

Online Annual GAAP Update \$119 – 3 CPE/2.5 CEU

Online Essentials of Financial Management \$159 – 5 CPE/4 CEU

Online GASB 84: Practical Guidance for Accounting for Fiduciary Activities \$119 – 1 CPE/1 CEU

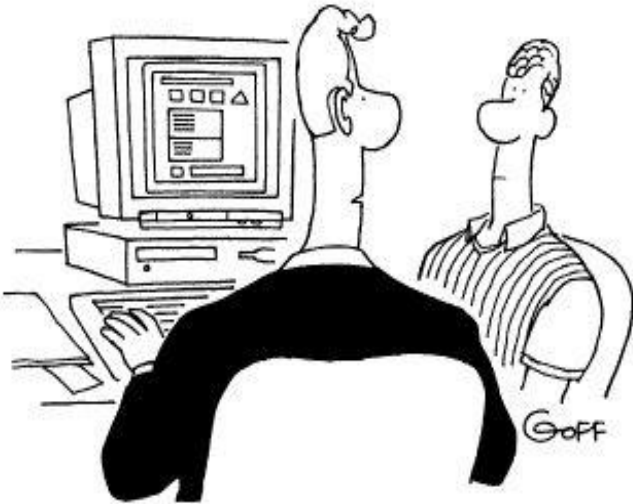
Online Internal Control for Payroll \$119 – 1 CPE/1 CEU

Online Safeguarding Against Fraud \$119 – 2 CPE/2 CEU

Online Taking Responsibility for your Financial Statements \$119 – 3 CPE/3 CEU

Online Unwrapping the Audited Financial Statements: Financial Statement Analysis, Interpretation and Presentation \$119 – 2.5 CPE/2 CEU

Financial Funnies



"THERE'S NOTHING WRONG WITH YOUR PERSONAL FINANCE SOFTWARE. YOU JUST DON'T HAVE ANY MONEY."



E-Time.in

Wallpapers & Blog

