

**National Oceanic Atmospheric Administration
Personal Property Management Branch
Heritage Group Introduction Meeting Minutes
March 24, 2015 – Room 8150
11:00 a.m. – 12:00 p.m.**

Attendees

Joy Taylor
Kenneth Morrow
Maryann Cruz
Walter Bishop
Trenika Tapscott
Tiffany House
Harrie Cherry
Lorenzo Brown
Thien Dinh
Katina Williams

Via Phone

Trena Simon
Kelli Dawson
Herbert Callands
Denise Doran
Yvette Garnett-Singleton

Absent

Daria Webb
Kendall Fancher
Gerard Fox
Charlene Dunn

JPS Representatives: Oluseun Finnih and Riyanna Johnson

Date and Time of Next Meeting

The next meeting is set for April 21, 2015, at 11:00 a.m. The date and time may be subject to change due to vacations or scheduling conflicts.

Discussions

Ms. Joy Taylor opened up the meeting by letting the attendees know that we are reinstating the Heritage group. She stated that it is a requirement to have a group. She also indicated the fact that it has been a while since the group has met and told the team that it has to be more effective going forward.

Ms. Taylor stated that it is a Heritage Group Program that Heritage Assets are in Sunflower and they are being audited. She also expressed that it's up to the group and the elected officials to make decisions on the process.

She revealed in the meeting that Mr. Lorenzo Brown is the primary advisor to help guide the group and Mr. Thien Dinh will be the secondary advisor for the Heritage group. The chairperson elected will decide when to meet and the frequency of the meeting - quarterly or monthly. All members are required to review the Heritage Asset policy on the Personal Property Management Branch (PPMB) website. She stated that the Personal Property Management Branch (PPMB) will keep the policy up to date and posted on the webpage.

Ms. Taylor stated that PPMB Logistics are nonvoting members that will only be available to provide guidance and hopes that they can be excused from the room with the exception of Mr. Brown and Mr. Dinh so that the voting members can select the chairperson for the Heritage Asset group.

She told the Line Offices and Staff Officers present to elect, select, or vote for a chairperson.

Mr. Kenneth Morrow stated that when recording and reviewing policy for Heritage Assets, understand that Heritage Assets are not Personal Property and don't belong to OCAO. The assets belong to the specific organization and the team will have to assign someone to assist the Librarian. He told the team to record assets in a timely manner by locating individuals in charge of processing the assets.

He communicated to the team that the paragraph about Personal Property being the office's responsibility needs to be updated accordingly in the policy. He stated that it's also important to follow up with the Librarian and suggested providing a backup that is able to assist the Librarian due to the fact that the assets need to be entered in a timely manner.

Ms. Katina Williams explained to the team that Personal Property assigns a barcode and that this should happen after the Librarian deems it as a heritage asset. She told the team that the way it is done now is that PPMB assigns a barcode initially then sends to the Librarian. She also stated that the current process needs to be changed.

Ms. Tiffany House asked if the barcode or asset will still be in Sunflower.

Ms. Williams responded that it will still be in Sunflower until the Librarian signs off that it is a Heritage Asset. Then it will come to Personal Property to assign a barcode with the assistance of the Custodian or the person in charge of entering assets.

Ms. Harrie Cherry asked that we don't put a barcode on it yet and that we send property a 37-41 stating this is what we want to tag as a heritage asset and that it is approved.

Ms. Williams stated that this is correct because if it's not approved as a Heritage Asset then you don't want to have a barcode on it. Once it's assigned as a heritage asset then a barcode is provided.

She stated that the committee would need to vote on it and decide on the best way to go about making this change. She also stated that going forward it is the responsibility of the Librarian to sign off on what he or she feels is heritage and then comes back to property.

Ms. Cherry suggested that we don't put a barcode on the Heritage Asset initially, that instead we send paperwork to Property and then it is processed from there.

Ms. Williams responded that process needs to be improved.

Ms. Trenika Tapscott asked for the name of the head Librarian.

Mr. Lorenzo Brown responded that he will provide the name of the Librarian.

Ms. Williams stated the name of the Librarian is in the Heritage Policy as well.

Ms. Tapscott asked how Heritage Assets can be distinguished from Personal Property.

Ms. Taylor communicated that those will be part of the changes and processes that should be voted on by the committee. She expressed to the group that it is very important that a person or persons who can determine what is or isn't Heritage be assigned to the team. She also stated that it is essential that the right asset goes to the Librarian first.

Mr. Morrow advised the team that if they feel the Librarian is not suitable to perform certain tasks, they are able to appoint a suitable candidate.

Ms. House and Ms. Cherry asked if the Librarian was invited to the meeting to know what is going on.

Ms. Taylor responded that the purpose of the meeting is to elect members and a chairperson for the Heritage Asset Group.

Mr. Brown agreed with Ms. Taylor.

Ms. Williams told the team that this is an audit issue, every year for the past three years auditors have asked about the status and it should be treated accordingly.

Ms. Williams stated the committee needs to come together to make changes to the old process, review the policy and make updates.

Ms. House asked how Personal Property can be distinguished from heritage.

Ms. Taylor reiterated that this is something the committee will come together and make a decision on.

Ms. Tapscott, who is new to property, asked if there will be people with experience on the Heritage Committee. She also asked who is involved in the voting and nonvoting process.

Ms. Williams responded that it would be up to the Line Offices to decide and that was the purpose of Ms. Taylor sending out an email asking individuals to participate in the heritage process.

Ms. Tapscott asked what is considered a heritage asset and how we deal with it in our office.

Ms. Williams suggested a process that can be used when making decisions on what qualifies as heritage.

She stated that PPMB maintains the system and that's part of the reason why they can't necessarily vote on what is heritage and not heritage because it will create a bias of opinion from PPMB.

PPMB leaves the room for voting to take place.

Ms. House volunteered to be the chair based on her 8 years of property experience and Ms. Tapscott volunteered to be her co-chair. They decided the meeting would be held on a monthly basis starting and once all parameters are covered to revisit the frequency of the meeting. She also stated to the group that the head Librarian needs to be in attendance for the next meeting.

Mr. Lorenzo Brown hands out NOAA Heritage Asset Management General Policy

Ms. Tapscott suggested the members read the policy and take note of their office issues before the next meeting.

Ms. Doran proposed that the team be open to the possibility that meetings may have to be held frequently to get the policy updated. The timeline of getting the corrective action corrected and back to auditors for review in time is limited. She stated that this is an audit finding and auditors want to see a change. She also suggested that we get additional details regarding the audit findings.

Ms. House and Ms. Tapscott agreed.

Ms. House concluded the meeting by telling the team that moving forward everyone needs to read the Heritage Asset Policy before the next meeting on April 21, 2015.