



**MINUTES FROM THE BANKING SUBCOMMITTEE
OF THE CASH MANAGEMENT POLICY BOARD
November 10, 2021**

A meeting of the Banking Subcommittee (the “Subcommittee”) of the Cash Management Policy Board (the “Board”) was held on November 10, 2021 at 10:00 a.m. The meeting was conducted virtually, with public accommodations provided in the Large Conference Room of the Office of the State Treasurer (“OST”), 820 Silver Lake Blvd., Suite 100, Dover, DE 19904.

Subcommittee Members Represented or in Attendance:

Mr. Warren Engle, Subcommittee Co-Chair
Ms. Tarrie Miller, Subcommittee Co-Chair
Ms. Liza Davis, Deputy Treasurer, OST (for Treasurer Davis)
Mr. Sean McNeeley, Director of Bond Finance, Department of Finance (for Secretary Geisenberger)

Subcommittee Members Not Represented or in Attendance:

Mr. John Flynn, Board Chair

Others in Attendance:

Mr. Jason Staib, Deputy Attorney General, Delaware Department of Justice
Mr. Daniel Madrid, Chief Operating Officer, OST
Ms. Fiah Kwesseu, Director of Operations & Fund Management, OST
Ms. Lisa Embert, Director of Reconciliations and Transaction Management, OST
Mr. Brennon Fountain, Controller II, OST
Ms. Dawn Davis, Assistant Debt and Cash Manager, OST
Mr. Matthew Rosen, Senior Policy Advisor, OST
Ms. Valeria Cappucci, Executive Director, J.P. Morgan Chase

CALLED TO ORDER

The meeting was called to order at 10:01 a.m.

INTRODUCTIONS

No new introductions.

APPROVAL OF THE MINUTES

A MOTION was made by Ms. Miller and seconded by Mr. Engle to approve minutes from the Subcommittee meetings on August 11th and August 18th, 2021.

MOTION ADOPTED UNANIMOUSLY

BANKING SERVICES PROJECT DISCUSSION

Ms. Embert indicated that OST completed the transition of the final agency, Office of Pensions (“Pensions”), in the general banking project. Pensions last four accounts transitioned to JP Morgan in September 2021. OST will continue focusing on transitioning the remaining ancillary transactions still processing with BNYM and PNC Bank.

The Department of Services for Children, Youth and their Families transitioned to ReliaCard in September 2021. All stored value card programs have transitioned from Key Bank to US Bank.

LOCAL BANKING DISCUSSION

Ms. Kwesseu indicated that OST is monitoring the local bank transition of the State agencies in Sussex county due to the issues with the armored car pick-up service. Ms. Embert’s team is in contact with those agencies impacted.

There was a discussion about the nature of the issue. Armored car deliveries and pick ups were missed at some of the Sussex State agencies due to staff shortages with the contracted vendor. In addition, a Citizens Bank branch closed in the area. OST is working to move the agency’s services to M&T Bank so agency staff can make over-the-counter deposits to mitigate the situation in the future.

There was a brief discussion about the security of the staff who take deposits to the local bank. Agency staff do not transport large deposits to local banks.

MERCHANT SERVICES DISCUSSION

PCI Compliance

Mr. Madrid indicated that the required annual review with CampusGuard was conducted the week of October 4th, 2021. The review revealed that (1) there is a consistent pattern with how agencies are handling credit and debit card transactions and (2) there are agencies with more complex programming that will require additional work before migrating to Fiserv. OST will meet with the remaining agencies by January and move forward with remediation recommendations. A second review is scheduled for the week of January 24, 2022. March 31, 2022 is the deadline for agencies to attest to PCI compliance.

Digital Government RFP

OST anticipates awarding Fiserv with the following digital government components: (1) payment gateway software and technology, (2) merchant processing services and (3) account reconciliation systems. The new contracted services will be negotiated and implemented by December 27, 2021.

The award for the design of a resident and visitor portal is still under review with the evaluation team.

EXECUTIVE SESSION

No executive session was held.

PUBLIC COMMENTS

No members of the public present for comment.

NEXT MEETING

The next Banking Subcommittee meeting is scheduled for February 9, 2022.

The next full Board meeting is scheduled for February 23, 2022.

ADJOURNMENT

A MOTION was made by Ms. Miller and seconded by Mr. Engle to adjourn the meeting of the Subcommittee at 10:15 a.m.

MOTION ADOPTED UNANIMOUSLY

Respectfully Submitted,

Warren Engle
Co-Chair, Banking Subcommittee

Tarrie Miller
Co-Chair, Banking Subcommittee

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