

Meeting Minutes

Financial and Cash Management Policy Workgroup



Meeting Name:	Financial and Cash Management Policy Workgroup
Date:	10/15/08
Time:	2:00 – 4:00
Location:	2103, Capital
Requestor:	Kimberly McMurray, Project Director

Attendees:

Name	Entity
Jane Sowerby	AEIT
Mike Russo	AEIT
Angela Rowe	DFS, A&A
Christina Smith	DFS, A&A
Kimberly McMurray	DFS, A&A
Susan Sloan	DFS, A&A
Vince Ackerman	DFS, PMO
Charles Covington	DMS
John Douglas	EOG-OPB
Bruce Topp	House
Eric Thorn	House
Joanne Leznoff	House
Joe Brigham	House / Senate
Erika Roth-Prado	OPB
Kristin Pingree	OPB
Renee Gunn	OPB
Eliza Hawkins	Senate
Skip Martin	House

Work Products Reviewed:

Governance PowerPoint

Agenda:

- Introductions
- Update on minutes from Oct 3rd and Oct 8th meetings
- Status of draft governance document

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- Update on meetings with the Task Force members (Handout #1 – Task Force presentation)
- Discuss Issues with Enterprise Governance Recommendation
 - Definition of Business Processes for Strategic Enterprise Business Plan
 - Membership of Enterprise Committee
 - ✓ Who are the members of the Enterprise Business Workgroup?
 - ✓ Who is the Workgroup Coordinator?
 - ✓ Who are the members of the Enterprise Integration Workgroup?
 - ✓ Who is the Workgroup Coordinator?
 - Enterprise Committee's escalation methodology for raising issues
 - Membership of Enterprise Policy Council
 - ✓ Is there a need for a 5th member?
 - ✓ Should the members have a designee?
- Discuss Enterprise Project Recommendation (Handout #2 – Enterprise Project Governance diagram)
- Other Items of Interest
- Adjourn

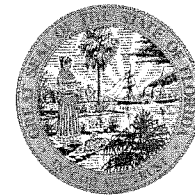
DISCUSSION

Introduction

- Christina provided the group with an update on the minutes from the previous meetings. The minutes from the October 3rd meeting have been posted on the web and sent via e-mail to the group. The minutes from the October 8th meeting and today's meeting should be completed by middle of next week and forwarded to the group. Since the minutes are a few weeks behind, Christina asked the group for help in checking the minutes to make sure all the discussion topics were captured and let her know if there are incorrect statements or missing discussion topics when the minutes are sent out.
- Christina explained that the focus this week has been on preparing a presentation for the Task Force so a new draft of the governance document will not be ready the end of next week.

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- Christina and Kimberly have met with some of the Task Force members (Ken Granger, Jerry McDaniel, Alex Sink) to review the recommendation and will be scheduling meetings with the remaining members for later this week. The general comments have been:
 - Governance recommendation goes beyond the accounting and cash management system
 - Need to define scope for the enterprise
 - The Strategic Business Plan may need to focus on the business processes and policies and not include IT components
 - Critical to have an escalation process that is sensitive to the work load that would be placed on the Enterprise Policy Council
- Christina directed the group to the power point and began a review of the issues that still needed to be discussed by the group.

Slide 31 – Strategic Enterprise Business Plan

The group had a lengthy discussion on the appropriate terminology (system/function/process) for this slide and what is the proper scope/definition for the business processes that will be in the Strategic Enterprise Business Plan. The following question/answers were discussed:

Q: Why not list the systems and the functions that they provide?

A: The functions may cross systems. For example, human resource management is a function that is housed in both PeopleFirst and FLAIR.

Q: What is the difference between function and business process?

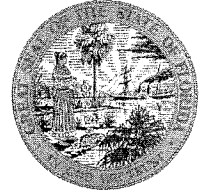
A: They are similar. The function is the higher level description of steps in a business process. For example, human resource management is the function that includes the following steps in the business process:

1. Hiring of an employee
2. Determining work schedule/benefits
3. Recording time and attendance
4. Processing of payroll
5. Employee separation from the State.

Q: The list of core functions appears very broad. What is the scope of what will be addressed in the Strategic business plan?

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A: The goal is to identify the steps in the business process that are considered enterprise processes and have a financial impact. The group went back to the human resource management example and discussed the financial impact for each step in the process. There was concern on this approach crossing into policy decisions in the human resource area that performed by the business owner. For example, the collective bargaining agreements negotiated for the State. The group agreed that the list needed to be defined better.

Christina asked the group if there are functions that are missing from the list.

Q: Why not performance management?

A: The concern is confusing performance management with the services/programs that are administered by the Agencies. Want to keep the list to the basic operational functions for the State.

Q: Why include project cost reporting, grant reporting, and financial reporting? These are not business processes.

A: Since there are large number of Agency business systems that perform grant management and project management processes, the approach was to limit the scope to the reporting aspects for the Strategic Enterprise Business Plan. For example, grant management includes steps for developing a grant proposal, obtaining a grant agreement with the federal agency, and then billing for federal funds on a regular basis. The project cost reporting, grant reporting, and financial reporting items should probably not be included in the list of business processes but in the enterprise reporting needs instead.

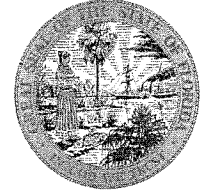
There was a recommendation to define the scope for the enterprise as “business functions that can be automated, cross agency boundaries, impact state finances and that should be standardized.

Slide 32&33 – Strategic Enterprise Business Plan

The group discussed the components that would be included in the strategic business plan. A request was made to change the first two bullets to include the word “enterprise.” The new titles will be: standard enterprise business processes and recommended enterprise business process improvements. The discussion then focused on the level of effort to get the information for the strategic plan and the potential need to phase in the IT components of the plan. The IT components are the enterprise architecture plan and the IT environment/standards. The group also discussed the life cycle cost and the challenges with getting this information. The focus should probably be on the cost for the enterprise systems and not necessarily

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the agency business systems at the beginning. This would mean the strategic enterprise business plan would not have a “true” picture of the State’s total cost to support the enterprise business processes.

Slide 36 – Recommended Governance Structure

Christina directed the group to slide 36 and asked that the discussion focus on the Enterprise Committee in the diagram. She wanted to confirm that the boxes for the *Enterprise Business Workgroup* were correct and if there is a need to add a box. The group discussed the need to have some representation from the Agencies. It was recommended that the Florida Association of Administrative Service Directors designate one member to be on the Enterprise Business Workgroup. This made sense because the Administrative Service Director will have an understanding of the budget, purchasing, human resource, and financial processes for the Agency.

Christina asked the group to confirm the boxes for the *Enterprise Integration Workgroup* were correct and if there is a need to add a box. The group agreed that there was also a need for Agency representation on this workgroup and recommended adding a member from the CIO Council.

Christina asked the group who should lead each workgroup. She explained that the approach would be for the leader of each workgroup to work together to ensure cohesiveness on the committee and jointly present issues to the Enterprise Policy Council. The group had difficulty naming one of the boxes as the lead and a recommendation was made to name an executive director separate from the other members to lead the workgroup.

- Christina acknowledged that the group had run out of time to discuss the other issues on the agenda. She explained that there is a need to add another meeting to the schedule in order to conclude the governance conversations before the November 12th Task Force meeting. The workgroup will be getting a meeting invitation for November 5th.

The meeting was adjourned.