

# Meeting Minutes

## Financial and Cash Management Policy Workgroup



<b>Meeting Name:</b>	Financial and Cash Management Policy Workgroup
<b>Date:</b>	10/3/2008
<b>Time:</b>	9:00 – 11:00
<b>Location:</b>	2103, Capital
<b>Requestor:</b>	Christina Smith, Policy Workgroup Coordinator

### Attendees:

Name	Entity
Jane Sowerby	AEIT
Angela Rowe	DFS, A&A
Christina Smith	DFS, A&A
Susan Sloan	DFS, A&A
Kimberly McMurray	DFS, A&A
Vince Ackerman	DFS, PMO
Bruce Gillander	DFS, Treasury
David Disalvo	DMS/HR
Sharon Bradford	House
Skip Martin	House
Erika Roth-Prado	OPB
John Douglas	OPB
Renee Gunn	OPB
Eliza Hawkins	Senate
Joe Brigham	TRW

### Work Products Reviewed:

Governance Document

### Agenda:

Introductions

Review Revisions to Governance Document (Handout #1)

- a. Section 1.3 Florida's "Defacto" Governance Structure
- b. Section 1.5 Recommended Enterprise Governance Structure

General Discussion on Project Governance for Section 1.6

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Review timeline for Governance Deliverable

- c. Finalize Draft Document October 8<sup>th</sup>
- d. Post Draft (Policy Workgroup and Agencies) for Comment Oct 8<sup>th</sup> – 13<sup>th</sup>
- e. Send Draft to Task Force Members Oct 14<sup>th</sup>
- f. Task Force Review Oct 21st

Request Workgroup meeting for Next Week

Adjourn

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### DISCUSSION

- Christina opened the meeting and introduced Kimberly McMurray as the new Director for the Division of Accounting and Auditing and the new Project Director for the Task Force.
- Christina then directed the group to the revised governance document and began a review of the revisions the group recommended from the last meeting.

#### Section 1.3 Florida's "Defacto" Governance Structure

Christina explained that the previous document did not provide any explanation for the current governance entities that were displayed in the diagram and additional information had been added to each of the bullets in this section. Christina requested that the content for 1.3.3 People First and 1.3.4 MyFloridaMarketPlace be reviewed by DMS to ensure that the information was correct. She was not familiar with the governance structure for these systems and had pulled information from the DMS website.

The group had a discussion on whether or not the contracts for People First and MyFloridaMarketPlace were a factor in the governance process. The group decided that it should be noted that changes to the system required an amendment to the contract.

The group reviewed the revision to the current governance diagram and decided that the heading "Data Center/IT Architecture" should be renamed to "Enterprise Services."

The group continued the discussion from the last meeting on some of the problems with the FFMIS Council. It appeared that the Council did not take up issues that may have a negative consequence. There was also concern that the Council did not take responsibility for failures. Christina explained that going forward the ERP Committee should have some balance so that issues could be raised without concern for the negative perception by one of the members of the ERP Policy Council. Christina mentioned that

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she believed the ERP Committee should have dedicated FTEs because of the work that had to be done but was not sure where the FTEs should be housed. The Task Force was given 3 FTEs that could be dedicated to the ERP Committee but Christina didn't want it to appear the CFO would be driving the governance going forward. Governance needed to be a partnership between the Governor and the CFO and she therefore wondered if the FTEs should be placed in AEIT. The concern with putting the FTEs in AEIT was the potential for alienation from the Business Owners. There were times when it was perceived that the ERP Integration Task Force was not collaborating with the Business Owners and Christina didn't want to see that happen again.

### Section 1.5 Recommended Enterprise Governance Structure

The group had a lengthy discussion on the recommended governance structure and how it would relate to the remediation of Agency business systems. The group wanted to know if the governance structure would make decisions on the elimination of Agency systems. Christina explained that the focus should be on standard business processes and not on specific systems. If an Agency's current system could support the business process and provide the required information to the enterprise system then there was no intent to eliminate the system. Decisions would be made if/when an Agency needed to request a change to the current business processes and/or enterprise systems. The ERP Committee would make the decision. If the Agency did not like the outcome, they could appeal to the ERP Policy Council.

The group also discussed the type of decisions that the Business Owners would have to raise to the ERP Committee. If there is a request to change a step in the business process that does not have an impact to a step that is supported by other systems then the Business Owner would have the authority to make the decision. If the request had an impact to the end-to-end process, then it needed to be elevated to the ERP Committee. For example, DMS and DFS have been looking at the impacts if the State changed to a single pay cycle. The ERP Committee would document the impact for standardizing the pay cycle versus providing flexible pay cycles to benefit the employees. This decision would be included in the recommended business process improvements that are taken to the ERP Policy Council for final decision. It is the ERP Policy Council's responsibility to make the final decision and acknowledge the impact the State would be taking if there wasn't a standardized pay cycle.

The group had a discussion on what would prevent an Agency from by-passing the governance process and submitting a separate budget request to the Legislature. Christina wanted to know if it was possible for the Legislature to not accept budget requests for Agency business systems that had not been reviewed by the ERP Policy Council. The group said requirements to go to the ERP Committee or ERP Policy Council could be included in the budget instructions but it would not prevent one of the

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Legislative members from taking their own initiative. The group agreed the recommended governance was a step in the right direction but there was always the potential for exceptions.

The group recommended that the Strategic Enterprise Business Plan be given the force of law and that it is important to delineate the trigger for escalating issues. Christina stated that the next draft of the document would include the methodology for escalating issues.

The group did not have time to discuss the project governance section of the document.

Christina reviewed the timeline with the group and explained the need to have a final governance document by October 14<sup>th</sup> which was the deadline for publishing documents for the Task Force meeting on October 21<sup>st</sup>. She asked if the group could meet next week to continue the review of the document. The group agreed to have a meeting on Wednesday, October 8<sup>th</sup>.

The meeting was adjourned.

### ACTION ITEMS

Action	Responsible	Due Date
Update Governance Document	Christina Smith	10/6/08
Update Governance Diagrams	Christina Smith	10/6/08
Send meeting invitation for Oct 8th	Susan Sloan	10/3/08
Review Section 1.3.3 People First and send Christina revisions	David Disalvo	10/8/08
Review Section 1.3.4 MyFloridaMarketPlace and send Christina revisions	Charles Covington or Walt Bikowitz	10/8/08