

Meeting Minutes

Financial and Cash Management Policy Workgroup



Meeting Name:	Financial and Cash Management Policy Workgroup
Date:	12/19/08
Time:	9:00 to 11:00
Location:	2103, Capital
Requestor:	Kimberly McMurray, Project Director

Attendees:

Name	Entity
Kimberly McMurray	DFS/Acct & Audit
Christina Smith	DFS/Acct & Audit
Erika Roth-Prado	OPB
Bruce Gillander	DFS/Treasury
Eliza Hawkins	Senate
Charles W. Covington	DMS
Renee Gunn	OPB
Joseph Brigham	House / Senate
Angela Rowe	DFS/ Acct & Audit
Susan Sloan	DFS/Acct & Audit
John Douglas	EOG-OPB
Jane Sowerby	AEIT
Jean-Maree Phillips	AEIT
Richard Fox	House
Brett Rayman	OPB

Agenda:

- Introductions
- Recap on Feedback from Task Force
 - Enterprise Project Governance
 - Recommended Funding Options
- Review Legislative Outline

Note: The proposed Legislative language is not complete but an initial draft is also being provided for discussion purposes.

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- Review Schedule for January

Date	Meeting	Agenda
January 7th	Task Force	Approve Funding Options Approve Project Governance Present Business Process Analysis
January 9th	Policy Workgroup	Review Business Process Doc Review Legislation
January 14th	Task Force	Approve Business Process Doc Present Legislation
January 16th	Policy Workgroup	Present Timeline for Strategic Plan Review Legislation
January 21st	Policy Workgroup	Present Strategic Plan Doc
January 23rd	Task Force	Review Legislation Present Strategic Plan Doc
January 28th	Task Force	Approve Strategic Plan Approve Proposed Legislation

Christina began the meeting by recapping the last Task Force meeting. The Task Force members expressed concerns on the complexity of the project governance diagram (e.g., too many linkages between the two governance structures) and wonder if the Officer should be the Project Director. Christina expressed a concern that the Officer may lose the strategic vision if he/she was also serving as the Project Director. These types of project often take 3 to 4 years and would require 100% of the Officer's focus if he were the Director. She also informed the group that a guest speaker will be presenting at the next Task Force meeting, scheduled for January 7th, to discuss project governance.

The policy workgroup members stated they understand why the Task Force members would want the Officer to be the Project Director. Workgroup members felt that the differences of each role needed more explanation. The group also stated that there needs to be someone above the Project Director serving in an oversight capacity. Christina explained the concept of bigger projects versus smaller projects and how the project management structure could be different based on the size of the project.

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Review of Funding Options Document

Christina explained the changes made to the document requested by the Task Force members. The recommended changes were as follows:

- Omit the examples of the potential increase to GRSC since it lead to some confusion it terms of comparability to other funding options
- Delete funding option number 3 since a federal grant would not be used to fund the entire project and move the information to the “Other Considerations” section
- Include a statement in the document that the Task Force is recommending funding option number 2 since it appears to be the most equitable funding structure for all state agencies

Christina asked the group if any other funding options should be evaluated at this time and included in the funding document. A group member inquired whether we should consider having a vendor finance the replacement system. Christina responded that it is an option but the State would still need to recoup the implementation costs to reimburse the vendor, which would result in an assessment to state agencies using the system. Also, the group asked whether we should consider using the Insurance Regulatory Trust Fund as a funding source. Christina thought this may not be a good option since it would be negatively viewed by the citizens of Florida considering the purpose of this trust fund.