

# Aspire Meeting Minutes



Florida  
Department of Financial Services  
TOM GALLAGHER, CHIEF FINANCIAL OFFICER



<b>Meeting Name:</b>	Capital Stakeholders Meeting
<b>Date:</b>	June 24, 2004
<b>Time:</b>	10 AM
<b>Location:</b>	Room 214, The Capital
<b>Requestor:</b>	Rebecca Sutton

## Attendees:

Name	Title	Company
Sandy Sartin		Governor's Office
Cindy Kynoch		Senate Appropriations
Richard Schmitt		TRW
David Dobbs/Susan Rayman/Lynn Dixon		House Appropriations
Teresa Brossette/Kenny Roche		Systems Design & Development
Rebecca Sutton/Todd Reid/Bob Spooner/Teresa Bass/Sandra Chapman		Project Aspire
Gale Sittig		BearingPoint/Independent

## Work Products Reviewed:

None

## Agenda:

- Follow-up discussion from past meetings Rebecca Sutton
- Overview of Conceptual Design and Gap Analysis Rebecca Sutton

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- Questions and Answers on Go/No-Go Staff Recommendation Rebecca Sutton/All
- Adjourn

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## DECISIONS

- Rebecca Sutton provided follow-up discussion on the request made at the June 16 meeting to come up with an alternative name for the COA chartfield presently known as “Pro-Act”. She suggested the term “Budget Detail” which the group agreed to.
- Rebecca Sutton recapped the conceptual design and gap analysis processes and advised the group she was recommending “Go” to the CFO for the project to continue. There were no concerns or objections expressed.

## ISSUES

- From May 25 meeting, Rebecca Sutton asked the Capital Stakeholders if they would talk to their principals about the Trust Fund Investment Process issue and let her know if there were any concerns. She said they will need direction on this issue within the next 6 weeks.
- Discussion on how the transfer of indirect costs will occur and whether non-operating budget authority would be necessary for transfers of indirect cost reimbursements being made back to an administrative trust fund continued at this meeting. Another meeting was set for 9 AM on June 30 to discuss in greater detail this process.

## REQUIREMENTS

- N/A

## DISCUSSION

- Rebecca Sutton told the group she had a suggestion for a new term for the COA chartfield presently known as “Pro Act”. She suggested calling it “Budget Detail” and the group agreed this was an acceptable term. Discussion of the COA chartfields occurred and Richard Schmitt asked up until what point changes can be made to it. Rebecca Sutton said this needs tied down. She said from time to time changes could be made but changes to attributes could be added at any time. Sandy Sartin asked what kind of data would be captured with the “Budget Detail” chartfield. Rebecca

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Sutton said it would be defined by the Capital Stakeholders and they may also want combo edits to supplement this data collection. David Dobbs asked if the FSI was going to be the “Program” chartfield. Rebecca Sutton said yes but after the fact to provide a record. Discussion continued on how FSI and data capture will work. Sandy Sartin asked about the agencies ability to change activities. Rebecca Sutton said the system can do things both ways; either they need to be controlled centrally or decentralized. Sandy Sartin said she feels LAS/PBS needs to control activities.

- Teresa Bass was introduced as the individual on the project who can answer any questions regarding how the indirect costs process would work. She said that revenue reimbursements for indirect costs would be posted to the administrative trust fund and allocated back. Sandy Sartin said SB 2644 passed this session and this process sounds consistent with it. She said however, until agencies go through the trust fund review process which takes place over a four year period, there may be inconsistencies. The reason for the legislation was to achieve standardization among the agencies. Rebecca Sutton said the problem is there needs to be a limit to the number of ways agencies will be allowed to do things and she asked that there be three or less options. Sandy Sartin asked if there had been any agency resistance and Teresa Bass said yes there has been some. Sandy Sartin said she wants to get together to discuss this, she has meetings set for next week on this. Rebecca Sutton discussed the Business Unit/OLO configuration and said we are not where we need to be and need direction in a month. Discussion occurred on the use of the indirect cost tool and its availability for use beyond capturing grant related indirect costs. Rebecca Sutton said it sounds like a new policy on what you want agencies to do would be needed. Rebecca Sutton said a separate set of cash controls would be necessary depending on what you want, revenues work fine but indirect cost outflows are different. Sandy Sartin asked if we want to know how much of an administrative trust fund was indirect costs, can we tell. David Dobbs said the problem is the categories differ on what is eligible for indirect cost reimbursement. Teresa Bass said it is available by grant detail but they want it to all be put in one fund. Rebecca Sutton said this is an area of great interest and suggested everyone meet again on Wednesday June 30 at 9 AM to discuss this further and this would give us time to review the senate bill. David Dobbs asked about the use of Transaction Code 94 and Bob Spooner suggested Doug Darling be invited to the meeting to explain this code. Both Sandy Sartin and David Dobbs said they want to see transfers of indirect costs made with non-operating authority.
- Rebecca Sutton provided a review of conceptual design and the gap analysis process. She recapped the process for developing the requirements stating they started with 1,113 requirements and went through discovery and they were refined. Workshops were held from November until March where greater detail was captured. Also, grant sessions were held with the agencies. Though all of this they found only seven

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additional requirements. She said if you asked the contractor, they would say there are more but she said they are having discussions and the rest are in scope. She reported that they have concluded negotiations on the seven additional requirements and they are being included in-scope, without cost to the State. She said she felt that this speaks highly of the quality of work and will be recommending “Go” to the CFO. The next go-no-go decision point is in September. She said the CFO will make the decision and asked if there were any concerns. Sandy Sartin said her staff had kept her up on the process and she has no concerns with proceeding. There were no other comments or objection.

- Before the meeting ended, Cindy Kynoch said the Senate wants a greater level of comfort with the trust fund investment process and they are reviewing it.

## ACTION ITEMS

Action	Responsible	Due Date
Rebecca Sutton said indirect costs is an area of great interest and suggested everyone meet again on Wednesday June 30 at 9 AM to discuss this further and this would give us time to review the senate bill. David Dobbs asked about the use of Transaction Code 94 and Bob Spooner suggested Doug Darling be invited to the meeting to explain this code.	Gale Sittig	6/24/03

## Document Version Control

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Version Number	Release Date	Version Number Description	Description of Changes
1	6/25/04		1 <sup>st</sup> Draft
2			
3			
4			
5			
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