

Aspire Meeting Minutes



Meeting Name:	Integration Management Council (IMC)
Date:	Wednesday, June 28, 2006
Time:	10:00am – 11:30am
Location:	Department of Transportation, Burns Auditorium, 605 Suwannee Street, Tallahassee, FL
Requestor:	Scott Ward & Donna Vollertsen

Attendees

Name	Company/Agency
Felix Adams	Department of Community Affairs
Ethel Ball	Department of Agriculture and Consumer Services
Gary Hill	Department of Community Affairs
Anton Hurst	Department of Revenue
Matt Kirkland	Department of Health
Kathy McAvoy	Department of Children and Families
Clarence Myers	Department of Lottery
Chris Noel	Department of Financial Services
Kathy Ott	Department of Business and Professional Regulation
Barney Ray	Agency for Persons with Disabilities
Patrick Sampey	Fish and Wildlife Conservation Commission
Jon Winter	Department of Education
Kayren McIntyre	Department of Environmental Protection
Donna Vollertsen	Department of Financial Services
Scott Ward	Department of Financial Services
Herb Fillyaw	Project Aspire/State Project Director
Julie Griffith	Agency for Persons with Disabilities
Robert Altavilla	Project Aspire
Charles Ghini	Project Aspire
Anita Collins	Department of Agriculture and Consumer Services
Sharlene Turner	Department of Community Affairs
Scott Lindsay	Department of Agriculture and Consumer Services
Rita Smith	Department of Business and Professional Regulation
Audrey Fleck	Department of Health
Ella Hinson	Department of Health

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Name	Company/Agency
K. Hampton	Office of Legislative Information Technology Services
Cliff Sowell	Department of Environmental Protection
Bill Wyman	Department of Health
Gary R Hamrick	Department of Highway Safety and Motor Vehicles
Angela Stern	Department of Transportation
C. More	
Derrick Thomas	Department of Management Services
Debbie Dubose	Agency for Workforce Innovation
Thomas Lemacks	Department of Corrections
Jon Winter	Department of Education
Alexandra Weimorts	Agency for Persons with Disabilities
Keith Veitinser	Department of Highway Safety and Motor Vehicles
Kim Hansen	Department of Transportation
Joella McGoogan	Agency for Workforce Innovation
Joanne Krieger-Wolin	Project Aspire
Jennifer Rocks	Project Aspire
Sharon Mukoyama	Department of Financial Services
Mike Wolfe	Department of Children and Families
Diana Flagg	Project Aspire
Juan Mestre	Department of Health
Jerry Reynolds	Department of Health
Debra Weeks	Agency for Health Care Administration
Janet Parramore	Agency for Health Care Administration
Sean Diaz	Department of Health
Mitchell Clark	Department of Management Services
C. V.	Department of Lottery
Don Northam	Project Aspire
Jennifer Mackie	Project Aspire
Elisa Durfee	Project Aspire
Laurie Keen	Project Aspire
Rich Wilson	Project Aspire (phone participant)
Steve	Florida School for the Deaf and Blind (phone participant)

Work Products Reviewed:



REMEDIAION
INFORMATION EXCH.

Agenda:

- Project Status - Herb Fillyaw
- IMC Dashboard - Scott Ward
- Follow-Up: Items Requested by Agencies – Don Northam
- Kick-Off of Remediation Information Exchange Forum (RIX) – Don Northam

DECISIONS:

▪ Decisions Made:

- a. The timeframe for the first formal submission of the Integration Management Council (IMC) tracking dashboard will be in late September.
- b. All IMC meetings will be held on the last Wednesday of each month.

▪ Decisions Pending:

- a. Determine if a Payroll Detail workshop is needed based on survey results.
- b. Determine if the Aspire system will have a payroll correction capability.

DISCUSSION

Project Status – Herb Fillyaw

- Herb Fillyaw, Project Aspire Director, provided an update of the status of the project. Chart of Accounts (COA) values are being completed. Functional testing

begins in August followed by Cycle 1 and Cycle 2 System Testing. In January User Acceptance Testing (UAT) begins. Project Aspire leadership has been conducting meetings with Agency leaders and the Agency Implementation Teams (AITs) and to date has met with half of the Agencies. Payroll workshops were held on June 13th and 14th and were well received.

- A Council member asked whether there were any known delays. Herb advised that the contract agreement is still under negotiation. Amendment number six which solidifies how the team will finish the project is also still under discussion.
- There was a request to make a transaction history file workshop open to everyone in the near future. A transaction history file demonstration was provided at the Agency Advocate meeting two weeks ago and the Advocates feel that this workshop should be open to others as well.
- A survey is being distributed to the Agencies to measure the need for a workshop on payroll detail.
- The Organizational Change Management (OCM) team announced that the documentation for all workshops can be found on the Aspire website at (http://aspire.dfs.state.fl.us/Meetings_and_Workshops/). This includes agendas, PowerPoint presentations and handouts.
- A participant asked if payroll corrections could be made in Aspire. The project is currently evaluating the impact of this functionality on the Agencies and on the project. If Agencies need this detail and if Aspire is unable to provide this functionality, then payroll systems may not be able to be retired.

IMC Dashboard – Scott Ward

- The Council voted on the timeframe for the first formal submission of the dashboard for integration tracking. The vote was to submit it in late September 2006.
- An announcement was made that future IMC meetings will be held on the last Wednesday of each month.

Follow-Up: Items Requested by Agencies – Don Northam

- \$2,711,000 of funding is still available for agency business system remediation. Three Agencies have indicated that they plan to submit a budget request for a portion of these funds.
- The Remediation Business Case Guidelines and Business Case Templates are available on the Aspire website at the following address: http://aspire.dfs.state.fl.us/Project_Documentation/resource_documents.asp

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- The State CIO Council is meeting on July 10th to review business case presentations from Agencies requesting funding. It is advised to participate in this opportunity as the date for the next Legislative Budget Committee is unknown at this time.

Kick-Off of Remediation Information Exchange Forum – Don Northam

- Don Northam provided a presentation on the Remediation Exchange Forum (RIX) which included the forum's purpose and process.

ACTION ITEMS

Action	Responsible	Priority	Due Date
A request was made for a transaction file workshop which is open to everyone.			
Several Agency Advocates expressed the need to discuss ADML 95 and ADML 1937.			