

**FLORIDA ADMINISTRATION SERVICES MEETING**

**Friday, December 8, 2023**

**9:00 a.m. to 10:30 a.m.**

**Florida Department of Highway Safety and Motor Vehicles Auditorium**

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| **Agencies Represented** | Department of Administrative Hearings, Department of Citrus, Department of Corrections, Department of Elder Affairs, Department of Financial Services, Department of Financial Services – Florida PALM, Department of Law Enforcement, Department of Management Services, Department of Environmental Protection, Department of Military Affairs, Department of Revenue, Department of Transportation, Department of Veterans Affairs, Florida Fish and Wildlife Conservation Commission, Florida Lottery, and Justice  Administrative Commission |

**Opening Remarks** Mark Merry

* Introductions

# Department of Financial Services

Florida PALM Angie Robertson

# Project Update

# See presentation

# Currently working on Readiness Workplan tasks 504 and 505.

# Q: pertaining to the schedule, what if a piece is missing, how do we deal with the gaps? Can we mark tasks complete, even if there are gaps?

# A: Yes, it is better to have these struggles now.

# Q: How are other agencies engaging with third party vendors supporting agency business systems? Are you engaging with them now or when Segment IV is complete?

# A: It is better to engage with third party vendors now than later so that they are exposed to Florida PALM and the potential business system changes.

# Department of Transportation Thomas ‘Tommy’ Lemacks

# Reconciliation Practices of Accounting Transactions

* See presentation
* Reconciling and managing data should be a daily, monthly, and yearly activities.
* Important report to consider using for property master file reconciliations is, DPR99. This report compares the Property Master File Balances with the General Ledger Master File, by property GL codes.

# Department of Management Services

Classification Modernization Project Constance Brock

* See presentation
* For any questions or concerns about this project, contact: <ClassificationModernizationProject@dms.fl.gov>
* Office Hours are every Tuesday and Thursday.
* Subject Matter Expert (SME) feedback is critical. A SME would be the managers or those close to the work that is being performed. DMS wants to encourage not only HR staff to be involved with this pilot exercise, but also agency SMEs that are well versed with the performance of work that is required for those positions.
* **Q: If we already submitted our changes but need to make updates, can we request to make changes and/or updates?**

**A: Yes, but we need to know as soon as possible. Email the project inbox.**

**Q: When reviewing sub functions, what if a position description fits multiple sub functions? How do we classify?**

**A: Review definitions and see which sub function fits best. Review where the talent is going to be coming to help determine what role and/or function they will play in your area.**

**Q: For the ‘OR’ questions, what if one part of the question is yes but the other part is a no? How do we answer that?**

**A: The answer will be ‘Yes’. If you answer yes to one part of the question, then the answer will be a yes.**

**Q: Will Career Service (CS), Select Exempt Supervisors (SES), and Senior Management Service (SMS), be reviewed for pay plan attributes?**

**A: Not at this time; this was decided by the Legislature. The plan is to eventually conduct a compensation study to review current model and the new model. The analysis will be conducted when legislature approves it.**

**Q: When do you anticipate the classification project to be completed?**

**A: The tentative deadline is August 2026.**

**Roundtable Topics** Mark Merry

**January FASM Topics**

* Round Table Topics
  + 2024 FASM Meetings
  + Electronic W2
  + AA Memo #11 – 2023 Calendar Year-End Information
  + Vendor Assignments
  + CFO Memo #24 – FLAIR Batch Uploads
  + Training Opportunities
  + Teams vs. GoTo Agency Access Poll
  + Survey Response Requests:
  + Workiva Updates – What to Expect
  + Agency Interface Updates for Florida PALM
  + Advance Payment Approval Process Update
  + PCard Processing Timelines & Impacts
  + Employee Retention & Engagement

# Open Floor Adjourn