

Overview:

The Florida PALM Advisory Council Workgroup (Council) is composed of cross-agency staff who are familiar with FLAIR and its capabilities, the requirements of State laws and rules related to accounting practices and the requirements necessary for systems to process accounting transactions meeting Florida's needs, and Governmental Accounting Standards.

The Council is charged with fact finding and information gathering functions for the Florida PALM Project. All decision-making authority is retained by the Executive Steering Committee (ESC) related to the project.

The Council will:

- Gather, share and discuss information related to the project across impacted agencies, including best practices.
- Provide input on topics/issues that impact either currently deployed functionality or will impact future development to the ESC as quickly as the potential issue is identified.
- Ensure the ESC is provided all possible scenarios to an issue to properly inform the ESC prior to making decisions that impact the future status of the project.
- Identify other Agency resources to provide input or engage in the Project as requested.
- Act as an advocate for Florida PALM related initiatives and projects across the enterprise.

Structure:

The Council is led by a member appointed by the Chair of the ESC. The Council Lead serves as facilitator and participant in group discussion, ensuring issues are discussed collegially and that all options presented to the ESC are properly vetted prior to submission. The Council meets at least monthly, or at the request of the Council Lead or ESC Chair. The Council is comprised of state agency technical staff who maintain applications that integrate with FLAIR, users of FLAIR and state agency finance and accounting or budget directors.

There are 15 permanent seats of voting members on the Council as established by the Chair of the ESC. Each agency member will have one vote. The Council may request the attendance of subject matter experts (SME's) from within any agency and may request assistance from the ESC Chair for any other resources required to accomplish the duties and responsibilities of the Council.

The Florida PALM project team will assign a staff member to the Council to provide system demonstrations and any project documentation, as needed, for the group to fulfill its duties.