

Date	August 16, 2023	Time	10:00 a.m. – 12:00 p.m.
Location	Department of Financial Services, Division of Workers' Compensation 1579 Summit Lake Drive Room 115 Tallahassee, Florida 32308		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Mike Alexander (DHSMV) , Amber Burns (FWC), Ramon Evans (APD), Jennifer Gaines (DMS) , Lydia Griffin (DEP), Renee Hermeling (DFS) , Robert Herron (DOH), Sally Huggins (DBPR), Jim Lewandowski (FDACS) , Tony Lloyd (DCF), Nona McCall (JAC), Mike Moore (FDLE), Cheryl Morgan (DOT), Marsha Revell (DOR), Erica Starling (FDC), Lemuel Toro (COM) Facilitator: Jimmy Cox (DFS); Tony Lloyd (DCF)		
Related Documents	N/A		

Topic	Facilitator
Welcome and Opening Remarks	Tony Lloyd
Business Process Models Review Sessions	Jimmy Cox
Agency Engagement Round Table	Tony Lloyd
Closing	Tony Lloyd Jimmy Cox

Welcome and Opening Remarks: Facilitated by Tony Lloyd

Mr. Tony Lloyd opened the meeting with roll call and welcomed the group. Representatives were present in the place of Council members for the following agencies: COM, DFS, and FDACS.

Business Process Models Review Sessions: Facilitated by Jimmy Cox

Mr. Jimmy Cox addressed feedback and questions pertaining to the Segment I Financials Wave Business Process Models Review meetings held on August 14 and 15. Several Council members shared perspectives on the meeting and materials but did not have questions about functional design.

Mr. Cox requested additional input from the Council for a few topics discussed during the business process review meetings:

1. Spreadsheet Uploads

JAC previous shared concern over the spreadsheet upload process. Mr. Cox asked JAC and other agencies to share their current process and their concern or questions with spreadsheet uploads within Florida PALM. The Council discussed their processes and shared suggestions for agency process changes. The Council asked the Project team for consideration to include an

additional approver role in the spreadsheet upload process. They also expressed wanting more information on correcting spreadsheet errors. Mr. Cox shared a few design options, then thanked the Council for the discussion and noted their feedback and requests.

2. Interest Vouchers

Mr. Cox noted a potential statutory update would be needed for the interest voucher process. He shared a statute update would be reviewed and submitted to the Florida PALM Executive Steering Committee for approval before submission to the Legislature. Mr. Cox discussed the proposed interest voucher process. The Council shared input of current day process and asked clarifying questions. The Project team supported the conversation around workflow, attachments, cancelation, and deletion options.

Mr. Cox asked for additional questions or comments from the group. Ms. Sally Huggins asked for clarification on the statement made during the prior days' meetings about double entry accounting. Mr. Cox confirmed that an end user would not be required to enter both sides of a transaction when transacting in the source module; however, it would be required if entering directly into the General Ledger. The Project team reiterated agencies should be transacting in the source modules, and very limited staff should have access to or transact directly in the General Ledger.

Closing the business process models discussion, Mr. Cox reminded the Council the final design meetings, which shares the 'how to' of the system, will be scheduled in late September and early October for Segment I. The Payroll Wave business process models review meetings are being rescheduled from August 28-30 to September 6 and 7. The meetings will review the initial proposed business process models for the payroll processes. They will be adjusted over the design phases and discussed again during segment IV solution design meetings.

Agency Engagement Round Table: Facilitated by Tony Lloyd

Mr. Lloyd asked the Council to discuss approaches they are employing to engage others in their agency. He shared a few changes DCF recently implemented to engage at a department level. He mentioned creating an internal executive steering committee made up of operational divisions within DCF. He also mentioned consistently engaging top agency leadership.

Several council members discussed their outreach within their agency. This included reengagement with subject matter experts (i.e., technical team) that declined during the Project's pause; new engagement; expanding the Change Champion Network (statewide); meeting strategies; setting agency-wide responsibilities; and consistent meetings with key members of leadership.

Closing: Facilitated by Jimmy Cox, Tony Lloyd

Mr. Cox shared the upcoming Tech Town Hall will be hosted in September. He mentioned the meeting's purpose is to engage and energize agency IT subject matter experts and answer questions; while IT decisions will be made at the agency level. The Project can inform and support, but agencies must lean into decisions related to their data and business systems. Mr. Lloyd concluded the meeting.