

Date	March 25, 2024	Time	9:00 a.m. – 12:00 p.m.
Location	Department of Transportation 605 Suwannee Street. Haydon Burns Building Tallahassee, Florida 32301		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Mike Alexander (DHSMV); Chad Barrett (DCF); Amy Barrow (DOR); Amber Burns (FWC); Ramon Evans (APD) ; Jennifer Gaines (DMS); Lydia Griffin (DEP); Renee Hermeling (DFS); Robert Herron (DOH); Sally Huggins (DBPR); Jim Lewandowski (FDACS); Nona McCall (JAC); Mike Moore (FDLE); Cheryl Morgan (DOT); Lisa Simpson (COM); Erica Starling (FDC); Alexandra Weimorts (DFS) Facilitators: Robert Herron (DOH); Daylin Reyes (DFS); Angie Robertson (DFS)		
Related Documents	Presentation		

Topic	Facilitator
Welcome and Opening Remarks	Robert Herron
Bimonthly Agency Readiness Status Report	Angie Robertson
Inter/IntraUnit Design Topic	Daylin Reyes
Closing Remarks	Robert Herron

Welcome and Opening Remarks: Facilitated by Robert Herron

Mr. Robert Herron, the new Chair of the Advisory Council, opened the meeting with roll call and welcomed the group. A representative for APD was present.

Agency Dashboard: Facilitated by Angie Robertson

Ms. Angie Robertson shared the trends and observations of the Bimonthly Agency Readiness Status Report from the January – February timeframe. This report reflects the dashboard updates discussed and approved in previous Advisory Council and Executive Steering Committee meetings. She shared general trends and discussed observations on reported Risks, Issues, Assumptions, and Agency Specific Activities.

Inter/IntraUnit: Facilitated by Daylin Reyes

Ms. Daylin Reyes [presented Inter/IntraUnit \(IU\) Module](#) in preparation for Design Segment IV. This custom module will support transactions between or within agencies. Ms. Reyes said the IU module is also planned to support 18 transaction types. Ms. Reyes walked through each transaction type and discussed the key functionality and controls (slides 17 – 37).

Ms. Reyes then discussed the IU Workflow (slides 39 – 40), Reports and WorkCenter (slides 42 – 45), Interfaces (slides 47 – 50), Security and End User Roles (slides 52 – 56) and Change

Impacts (slides 57 – 58). Throughout the presentation, the Council asked questions and discussed specific processes and transactions that may be impacted by this module. Ms. Reyes noted takeaways that will help the Project team complete the design. The Project will share the IU final design during Segment IV design workshops.

Closing: Facilitated by Robert Herron

Lastly, Mr. Herron reminded the Council of the next meeting on April 9 to discuss the Carry/Certified Forward process. Mr. Jimmy Cox said they would cancel the tentative April 2 meeting. Meeting calendars will update following the meeting. Mr. Herron adjourned the meeting.