

Date	July 19, 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: Jason Adank (FDOT), 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), Marsha Revell (DOR), Erica Starling (FDC), Lemuel Toro (DEO) Facilitator: Jimmy Cox (DFS); Steven Fielder (DFS); Renee Hermeling (DFS); Tony Lloyd (DCF); Deana Metcalf (DFS); Angie Robertson (DFS)		
Related Documents	<ul style="list-style-type: none"> • Presentation Handout • Task 328 Handout 		

Topic	Facilitator
Welcome and Opening Remarks	Tony Lloyd
<ul style="list-style-type: none"> • Revenue Account Standardization / Data Management • RW Task 328 Document Current Agency Business Processes • Business Process Models Review Sessions • Bimonthly Agency Readiness Status Report Feedback 	Renee Hermeling Angie Robertson Deana Metcalf Angie Robertson
Closing	Tony Lloyd

Welcome and Opening Remarks: Facilitated by Tony Lloyd

Mr. Tony Lloyd opened the meeting with roll call and welcomed the group.

Revenue Account Standardization: Facilitated by Renee Hermeling

Ms. Renee Hermeling informed the Council that DFS Accounting and Auditing (A&A) completed the list of Revenue Account Code titles and they are now [published the list the DFS website](#). DFS will consider requests for additional codes between now and 2026 Financials Wave go-live.

Mr. Steven Fielder added importance of agencies understanding of the proposed Revenue Account Codes to ensure that agency reporting is facilitated, not only by internal but also by external stakeholders. Some agencies' information is used by Economic & Demographic Research (EDR) for revenue projections to support the State's annual budgeting. The group was encouraged to review the published Revenue Account Codes and to provide feedback to A&A, where appropriate.

Data Management: Facilitated by Renee Hermeling

Ms. Hermeling requested help facilitating data management meetings for the fall sessions. She plans to email the Council asking for volunteers for the following topics: allotments, payables, assets, projects, contracts, and grants. She requested their leadership, or designees, in these meetings because agencies hold the expertise in the data usage.

Task 328 Document Current Agency Business Processes: Facilitated by Angie Robertson

Ms. Angie Robertson requested the Council's review and input for Readiness Workplan Task 328, due to publish July 31. The task asks agencies to inventory their business processes in Smartsheet as well as internally document all financial and payroll processes. She discussed the purpose and importance of the task, the components included in the task instructions, and asked for feedback by July 26. The materials will be emailed to the Council following the meeting.

Business Process Models Review Sessions: Facilitate by Deana Metcalf

Ms. Deana Metcalf reviewed the scheduled meeting dates and topics for reviewing the updated Financial Wave business process models for Segment I design. The Council and their subject matter experts will be invited to the August meetings to review the proposed final process models before the Project finalizes the design. Ms. Metcalf confirmed the Solution Design meetings to share the final designs with all agencies for the Financials Wave segment I design will be held this fall. Ms. Metcalf shared a proposed timeframe for when each business process will be discussed by topic.

Ms. Metcalf also discussed the scheduled meeting dates for reviewing the initial draft Payroll Wave business process models. All agencies are encouraged to attend and give input. This will be the first-time agencies review the business process models for payroll functionality.

The Council asked for a handout to share with their team for awareness and participation. The Project will make all meeting information available on the Florida PALM website.

Bimonthly Agency Readiness Status Report Feedback: Facilitated by Angie Robertson

Ms. Robertson led the discussion with the Council on the draft Bimonthly Agency Readiness Status Report. Ms. Robertson reported the feedback from the Council received in advance of the meeting by those who completed the draft report as a mock submission. The dialogue among the Council focused on how to give meaningful data to the Executive Steering Committee. It included importance of encouraging agencies to be transparent with their reporting and the necessary engagement with Agency Sponsors. Several Council members shared their agency's insights on preparing the example and provided feedback for enhancement. The Council generally supports the report content, format, and cadence and feels it will be a useful tool for agencies and for the Executive Steering Committee to better understand an agency's current state of readiness for transition.

Action Items:

- Provide the Task 328 materials to Council members electronically (completed)
- Send business process model invitations to Council members (completed)

- Provide the proposed Solution Design Workshop information available on the Florida PALM website

Closing: Facilitated by Tony Lloyd

Mr. Lloyd concluded the meeting.