Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Advisory Council Meeting Minutes

Date	November 15, 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 32317		
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)~~ Facilitators: Jimmy Cox (DFS); Robert Hicks (DFS); Tony Lloyd (DCF); Angie Robertson (DFS)		
Related Documents	Presentation		

Topic	Facilitator
Welcome and Opening Remarks	Tony Lloyd
Design Considerations • Allotment / Budget Checking	Jimmy Cox Robert Hicks
Readiness • Current Activities • Task Considerations, *Requested by FLHSMV*	Angie Robertson
Other • Master Data Clean Up, *Requested by FDC* • Current Mapping of Object and GL Codes to the Accounts, *Requested by FDC* • Exporting Attachments* • Administered Funds Update • Segment IV Workshops*	All
Closing Remarks	Tony Lloyd

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: APD and COM.

Design Considerations – Budget/Allocations: Facilitated by Jimmy Cox, Rob Hicks

Mr. Jimmy Cox and Mr. Rob Hicks discussed potential Commitment Control (KK) functionality within Florida PALM. They reviewed the two options for allotments that may be available to agencies. The KK options for allotments are:

Option 1: Track with Budget

Transactions that exceed allotment amounts will proceed when appropriations are available. Budget is checked at the appropriation level and a warning is only informational. The transaction will succeed if funds are available and the appropriation will be reduced. Agencies should create an internal budget policy to clear negative balances. Mr. Cox wanted the Council to understand this option requires intervention after payment from the agency accounting staff if the payment should not have been allowed to exceed the applicable allotment.

Option 2: Control Budget

Transactions that exceed allotment amounts will issue a budget exception and require a resolution (e.g., budget journal, selecting a different funding stream). There will be no impact to remaining spending authority as transaction has been stopped. Budget exception must be resolved prior to transaction proceeding. Security can be applied to allow agency override for the allotments ledger only.

Mr. Cox asked the Council which option they preferred. The majority of the Council preferred Option 1 Track with Budget. Specifically, the agencies desired the ability to have more flexibility in tracking and managing their budgets, without requiring frequent budget journals. They desired the ability to track budget at a lower allotment level. The members preferring Option 2 Control Budget were due to operational or fiduciary constraints. Mr. Cox shared the Project will make a determination of options in the near future.

Agency Readiness: Facilitated by Angie Robertson

Ms. Angie Robertson shared an agency timeline graphic outlining this fiscal year's Readiness Workplan (RW) tasks for agencies to complete. The tasks are broken down by agency activity segment (e.g., Current State Analysis, Transformation Planning) and include the dates of Segment Design Workshops. This timeline was shared with Agency Sponsors and the Legislature and will help agencies with resource planning. She explained how many of the tasks build upon each other and that each are important to complete. The Council discussed the approach and difficulty with completing the many RW tasks. The main themes for not completing tasks on time arise from funding issues and limited staff. The Council asked the Project to consider options to help agencies with the workload, such as splitting some tasks into two, creating an 'opt-out' feature for tasks, or have tasks as optional and critical. The Council's concern was that some tasks may not be critical to an agency and if they have limited staff to complete them, it causes hardship and it reflects negatively on their Agency Dashboard (Dashboard). The Council also asked the Project to consider removing the tasks from prior to July 1 from their Dashboard as they are negatively affecting their Dashboard score. These tasks began before the Dashboard was created and launched, thus the impact of not completing the task on time were not clear to the agencies. This created discussion among the Council about the pressure to complete all tasks and attend all Florida PALM meetings. This, coupled with funding issues and limited staff, makes it hard for their Dashboard to reflect a positive score.

In response, Ms. Robertson explained many RW tasks this fiscal year are baseline tasks that will impact future tasks if not completed. Mr. Cox encouraged the Council to see that the Agency

Dashboard reflecting yellow or red is not a poor reflection of their work but of their need for funding and resources. He encouraged true transparency. Mr. Fielder added an update on Administered Funds. He and Mr. Cox have been meeting, and will continue to meet, with the Legislature Staff and Office of Policy and Budget (OPB) to support agencies receiving funding. Mr. Fielder said he shared a proposed release schedule with OPB for 2024/2025. UAT will be when agency system remediation needs to be completed in order to participate in the testing activities. Some agencies reported receiving approval for this fiscal year's Administered Funds.

In addition to an update on Administered Funds, Mr. Fielder responded to the Council regarding their concerns about completing RW tasks. He said if agencies feel tasks are not relevant to them, they can choose not to complete them, that a justification field can be added to Dashboards to reflect their reasoning. However, he continued, as Ms. Robertson mentioned earlier, many tasks do build upon each other and if you opt out of one, you are potentially risking not having information or activity completed that could impact a future task that is critical for agency readiness to go live. He stressed the importance of being ready to transition and that RW tasks were created to guide agencies in their transition planning as much as possible. The Project will consider the requests to update the Dashboard discussed previously.

Other: Facilitated by Jimmy Cox
Master Data Clean Up, Requested by FDC
FDC requested additional guidance and help for cleaning up the Master Data File. They want to understand the data that needs attention beyond the basic clean up (i.e., inactive codes, closed grants or contracts). Mr. Cox said some data cleanup guidance for agency configuration is still unknown at this time due to the design phase being segmented. He encouraged cleanup of the data they know can be cleaned up with understanding it's an ongoing process. Ms. Renee Hermeling said the DFS, Division of Accounting and Auditing (A&A) team will continue to publish information on the A&A Data Management page and they will be offering Office Hours on data cleanup in the near future. The Project will be providing more guidance and information about data needs for Florida PALM readiness starting in early 2024, with the sharing of Segment I and II Configurations.

Current Mapping of Object and GL Codes to the Accounts, Requested by FDC
FDC asked if the Project would create a mapping of FLAIR codes to Florida PALM Account codes. Ms. Janice Jackson said a list of Account codes will be available to agencies in January through configuration tasks. Mr. Cox said these codes won't be cross-referenced as a one-to-one as the accounting concepts are different and it's likely additional codes will be added through complete of Segment IV design.

Administered Funds, discussed by Steven Fielder during the Readiness topic.

*Exporting Attachments, moved to the December agenda.

*Segment IV Workshops, moved to the December agenda.

Closing: Facilitated by Tony Llloyd
Mr. Lloyd concluded the meeting.