

<b>Date</b>	October 18, 2023	<b>Time</b>	10:00 a.m. – 12:00 p.m.
<b>Location</b>	Department of Children and Families 2415 North Monroe Street Room C100 Tallahassee, Florida 32303		
<b>Objective</b>	Advisory Council Monthly Meeting		
<b>Attendees</b>	<p>Advisory Council:            Mike Alexander (DHSMV), Amber Burns (FWC), Ramon Evans (APD), <del>Jennifer Gaines (DMS)</del>, Lydia Griffin (DEP), Renee Hermeling (DFS), Robert Herron (DOH), Sally Huggins (DBPR), Jim Lewandowski (FDACS), Tony Lloyd (DCF), <del>Nona McCall (JAC)</del>, Mike Moore (FDLE), Cheryl Morgan (DOT), Marsha Revell (DOR), Erica Starling (FDC), <del>Lemuel Toro (COM)</del></p> <p>Facilitators:            Jimmy Cox (DFS); Lydia Griffin (DEP); Dawna Johnson (DFS); Jim Lewandowski (FDACS); Tony Lloyd (DCF)</p>		
<b>Related Documents</b>	Fixed Capital Outlay (FCO) Certification Forward Presentation Budget Control Options for Allotments Presentation		

<b>Topic</b>	<b>Facilitator</b>
Welcome and Opening Remarks	Tony Lloyd
Segment I Design Workshop Feedback	Jim Lewandowski
Design Considerations: <ul style="list-style-type: none"> <li>Project IDs to Track FCO Projects</li> </ul>	Jimmy Cox Dawna Johnson
Agency Business System Remediation Efforts	Lydia Griffin
Document Management	Lydia Griffin
Other “Walk On” Topics	All
Closing Remarks	Jim Lewandowski

**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, DMS, and JAC. Mr. Lloyd appointed Mr. Jim Lewandowski as his Chair backup to lead the meeting once he departs the meeting due to obligations.

**Segment I Design Workshop Feedback: Facilitated by Jim Lewandowski**

Mr. Lewandowski provided his perspective about the Segment I Design Workshops as it related to audience questions and raised the question to the Council about their experience and suggested question management. The Council and Project leadership shared ideas and

suggestions on how to manage questions in future meetings. Examples of suggestions include additional time for questions, pre-submission of participant questions, setting ground rules for when to hold/ask questions, sharing materials further in advance and including additional images and/or demonstrations rather than words.

**Segment II Design Considerations: Facilitated by Jimmy Cox and Dawna Johnson**

Ms. Dawna Johnson presented [Fixed Capital Outlay \(FCO\) Certification Forward](#). She outlined the statutory requirements, the process in FLAIR today compared to the process that will be implemented in Florida PALM, called Project Costing. She then presented the FCO Certified Forward process in Florida PALM and outlined the benefits and impacts to agencies.

Mr. Jimmy Cox advised the council that the official design for this was planned to occur in Design Segment IV and asked the Council if they had questions or wanted to share anything relating to the process from an agency perspective. The Council and Project team discussed questions relating to the planned Florida PALM functionality. The Council requested that the slides be shared for further review and discussion within their agencies.

**Agency Business System Remediation Efforts: Facilitated by Lydia Griffin**

Ms. Lydia Griffin sought advice from the Council and Project leadership on the completion of Readiness Workplan task 326 *Update Current-State Agency Business System Inventory and Documentation*. Her agency is finding it difficult to make a decision if agency business systems should be retired or remediated. Mr. Cox said agencies should make decisions based off information they know today. Ms. Angie Robertson agreed and shared there will be a future RW task asking agencies to review and update their choices, if necessary, after all design segments are complete. The RW tasks in Smartsheet can be updated at any point if new information changes an agency's decision to retire or remediate their agency business systems.

**Document Management: Facilitated by Lydia Griffin**

Ms. Griffin asked about the functionality of document retention in Florida PALM. Mr. Cox said documents will be retained within Florida PALM only to support the payment transaction. Agencies will still need to maintain documents internally as they do today to support their own operational or audit purposes.

**Walk-On Topics: Facilitated by Steven Fielder**

The Council asked for an update on Administered Funds. Mr. Steven Fielder said he is in communication with the Governor's Office of Policy and Budget and hopes to have an update for agencies soon. Several Council members expressed concerns about meeting RW task deadlines without the support the funds were intended to provide.

**Closing: Facilitated by Jim Lewandowski**

Mr. Lewandowski concluded the meeting.

**Action Items**

- Send the [presentation](#) to the Council for the allotment / budget design topic that was shifted to November.