

<b>Date</b>	February 21, 2024	<b>Time</b>	10:00 a.m. – 12:00 p.m.
<b>Location</b>	Department of Revenue 2450 Shumard Oak Blvd, Building 2, Room 1250 Tallahassee, Florida 32311		
<b>Objective</b>	Advisory Council Monthly Meeting		
<b>Attendees</b>	Advisory Council: Mike Alexander (DHSMV), 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), Tony Lloyd (DCF), Nona McCall (JAC), Mike Moore (FDLE), Cheryl Morgan (DOT), Lisa Simpson (COM), Erica Starling (FDC), Alexandra Weimorts (DFS)  Facilitators: Jimmy Cox (DFS); Steven Fielder (DFS); Renee Hermeling (DFS); Tony Lloyd (DCF); Deana Metcalf (DFS); Angie Robertson (DFS)		
<b>Related Documents</b>	<a href="#">Presentation</a>		

Topic	Facilitator
Welcome and Opening Remarks	Tony Lloyd
Agency Dashboard	Angie Robertson
Expenditure and Revenue Account Codes	Renee Hermeling
Segment III Business Process Review Sessions	Jimmy Cox
Design Consideration – Org Security	Jimmy Cox Deana Metcalf
Other	Jimmy Cox
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. All Advisory Council (Council) members were present.

### Agency Dashboard: Facilitated by Angie Robertson

Ms. Angie Robertson shared additional changes to the Agency Dashboard following feedback from the January Advisory Council and Executive Steering Committee (ESC) meetings. There is a new Completeness Dial and updated Timeliness Dial. The RW Tasks widget was also updated to show Project Impact, Project Verification of Completions, and Agency Corrected Submission Date. In addition, a new Completeness Review will be applicable for current and future tasks, results provided on a new form, with progress values for new/updated task progression. These changes will also be shared with the ESC in February’s meeting.

## Expenditure and Revenue Account Codes: Facilitated by Renee Hermeling

Ms. Renee Hermeling reminded the Council the Revenue Account Code titles were published in July 2023. As agencies review and analyze the standardized accounts, if they discover a potential gap in their business needs, they should follow the established process used today for requesting an expenditure account, which is to contact DFS Accounting and Auditing (A&A). A&A will work with Florida PALM to establish a new account, if approved. She encouraged agencies to review the revenue title and descriptions that are published on the [DFS website](#) in preparation for conversion and testing.

## Segment III Business Process Model Review Session: Facilitated by Jimmy Cox

Following the Segment III Business Process Models Reviews, Mr. Cox requested feedback from the Council on three Segment III design topics that were brought to the Project team's attention:

1. AP related payments to employees at other agencies.

Mr. Cox asked for the Council to share situations other than travel, where agencies pay employees at other agencies. Several Council members shared circumstances.

2. Monthly Closing Balances

The Council discussed the various approaches to closing that agencies use today. Some shared month-end accrual activities, using PPI=M, but most shared that they are operating on a cash basis. The Council discussed grant and cash balance criticality and federal reporting accuracy in relation to monthly closing.

3. Statutory References Requiring a Warrant

It was discussed that some agency business systems have exemptions and do not process electronic payments (e.g., EFTs). In addition, there are other agency processes discussed that necessitate payments to another agency (interunit) be completed with paper warrants. The Council was asked to provide any other scenarios applicable to their agency.

The Project team will follow up with those Council members with specific examples for additional clarification and confirmation.

## Design Consideration – Org Security: Facilitated by Jimmy Cox, Deana Metcalf

The Project team previously discussed Org Security with the Council in December 2023. During this meeting Ms. Deana Metcalf further discussed which Florida PALM modules would include Org Security or Transaction Management. By module, Ms. Metcalf discussed the planned approach and reasoning:

- Purchase Order – will use Org Security
- Accounts Payable – will use Org Security
- Inter Unit Custom Module – will use transaction management
- Accounts Receivable – will use transaction management
- General Ledger – will use transaction management

- Commitment Control – will use transaction management
- Asset Management – will use transaction management (following the discussion in the AC meeting Asset Management was updated to use Org Security)
- Project Costing – will use transaction management
- Grants / Contracts Custom Pages – will use transaction management
- Cash Management – will use transaction management
- Human Capital Management – will use transaction management

Ms. Metcalf reminded the Council that Org Security is performed at the Chart of Accounts level and Transactional Management is performed at the Business Entity (BU) level. Workflows within the transaction will offer a level of security within their agency. Several Council members described how organization level security may be more applicable for their business processes, however, did not disagree with the approach to implement Org Security.

**Other: Facilitated by Jimmy Cox**

Mr. Cox asked if any Council member had topics or questions they'd like to address. Ms. Amber Burns asked the Council if they were having budget control conversations with their agency, and if so, what their decisions were. The group briefly discussed internal conversations and considerations a few of the members were having with their teams.

Mr. Cox shared the upcoming Florida PALM Data Day will be hosted on March 5 (following the discussion in the AC meeting Data Day was moved rescheduled to March 26). He encouraged technical team members to attend so they can better understand how to assist with making technical decisions for their agencies. Registration for the meeting will be shared with agencies this week.

Mr. Cox said the next meeting will be held on March 25 and will be extended to three hours to discuss Inter Unit design. He also noted two additional meetings are tentatively scheduled for April to discuss design topics relating to Segment IV.

**Closing: Facilitated by Tony Lloyd**

Lastly, Mr. Tony Lloyd shared he accepted the Director position at People First and will no longer be representing DCF or acting as the Chair of the Advisory Council. He then adjourned the meeting.

**Addendum:**

Following the Advisory Council meeting, it was determined to implement Org Security for the Assets module. The [updated presentation](#) has been published on the Florida PALM website.