

Date	October 15, 2025	Time	10:00 a.m. – 12:00 p.m.
Location	Department of Environmental Protection		
Objective	Advisory Council Monthly Meeting		
Attendees	<p>Advisory Council: Amy Barrow (DOR); Stephanie Cabrera (FLHSMV); Ramon Evans (APD); Lyndell Francis (DBPR); Lydia Griffin (DEP); Renee Hermeling (DFS); Robert Herron (DOH); Jim Lewandowski (FDACS); Tanya Maphis (FWC); Nona McCall (JAC); Mike Moore (FDLE); Cheryl Morgan (FDOT); Stephen Russell (DMS); Lisa Simpson (COM); Erica Starling (FDC); Mary Sweat (DCF); Alexandra Weimorts (DFS)</p> <p>Facilitators: Renee Hermeling (DFS), Robert Herron (DFS); Jennifer Reeves (DFS); Angie Robinson (DFS); Dipak Roy (FDC)</p>		
Related Documents	Presentation		

<i>Topic</i>	<i>Facilitator(s)</i>
Opening Remarks	
Welcome and Roll Call	Robert Herron
Discussion Topics	
Florida PALM Reports Designated Enterprise Only	Jennifer Reeves
Pre-UAT	Angie Robertson
Cross-Agency Risk Management Meeting	Dipak Roy
Open Discussion	All
Closing Remarks	
Reminders and Action Items	Robert Herron

Welcome and Opening Remarks

Facilitated by Robert Herron

Mr. Robert Herron, Chair, opened the meeting with roll call of the Advisory Council (Council) members and welcomed the group. A representative was present in in place of the Advisory Council member for DACS, DCF, DEP, and JAC.

Florida PALM Reports Designated as Enterprise-Only

Facilitated by Jennifer Reeves

Ms. Jennifer Reeves shared information about the Florida PALM enterprise reports to address agency questions. Some agencies have asked why reports identified in business process models or other sources identify reports that are not available to agency users. She shared that the enterprise reports were designed for DFS or other enterprise partners for their business processes or compliance requirements. These reports are not available for agencies due to the inclusion of protected information (such as banking information) or the presentation and compilation of information for a Statewide perspective. These enterprise report topics include payroll, deductions, Federal tax reporting, banking, general revenue, cash, and general compliance monitoring such as prompt payment and escheatment. For each topic, she listed the related reports that were designed specifically for agency users. She noted that the AR reports are available now, as they were implemented with the CMS wave.

Ms. Reeves reminded the Council the reports will be available based on the end users' role(s), and that Florida PALM reports are best for pulling real time data, while the Data Warehouse (DW) reports are designed for next-day data. Additionally, the DW reports will have limited protected information. For agency-specific needs, authorized users will have access to DW self-service reporting tools. Ms. Reeves explained that users assigned to the DW Author role will have the ability to modify existing DW queries (i.e., add or remove fields) or create new DW queries. Mr. Cox also shared there will be a team within the Florida PALM Solution Center that can assist agencies with creating reports.

A Council member asked how other agencies are planning to role map end users to AR reports which include sensitive banking information. The agency has division users that do not currently have FLAIR roles, but these users have indicated a need for the AR information. Specifically, the concerns focus on the debit memo data on ARR007 and ARR024 reports. Mr. Cox said agencies should only map users to AR Reporter roles if they should see the sensitive information. One agency shared that they distribute reports with just the accounting information to users in other divisions, rather than give them access in the system. Another Council member suggested to continue to operate as they are in production and re-evaluate after go-live.

Pre-UAT

Facilitated by Angie Robertson

Ms. Angie Robertson discussed Pre-UAT, first confirming who should attend and then discussing preparation and meeting logistics. The registrants will be given all Financial testing roles. Access will be given on Monday, October 20. A Known Issues list will be published in the Pre-UAT SharePoint site. Ms. Robertson walked through the Pre-UAT calendar, noting Project-hosted in-person sessions and Project-hosted office hours during a 9-week timeframe. Participants are expected to test on their own in between Project-hosted sessions.

Several questions were asked by the Council;

- Would the names of the participants be shared among the Pre-UAT tester group? Ms. Robertson said yes, they would add that in the Pre-UAT SharePoint site.
- In which session would Budget Allotments be covered? Ms. Robertson said that topic will be covered in the Kickoff and will be peppered through all sessions.

- Could non-participants attend the virtual sessions? Mr. Cox said no; the Executive Steering Committee has not voted to start UAT and the focus group in Pre-UAT must remain small and manageable.
- Would the approach for full UAT be the same as planned, focusing on SME testing first? Mr. Cox said UAT will be a fully integrated environment using Mock 4 data, testing end-to-end processes with interfaces with enterprise partners. The Project plans to complete role mapping for all agency testers prior to the start of full UAT. However, the plan for rolling out to agencies is still being discussed.
- Would agency feedback be gathered at the end of Pre-UAT? Ms. Robertson said, yes, their feedback will help inform the Executive Steering Committee for their vote to start full UAT.
- Will the UAT environment be open/available 24 hours a day? Mr. Cox said, no, but the Project will communicate the down times to the testers using the Pre-UAT SharePoint site message area.

Ms. Robertson reminded the Council that prior to the October 20 Kickoff, at a minimum, all UAT prerequisites should be complete, and access to the UAT environment from a remote location has been tested (access and instructions to come). She noted if current CMS end users can access Florida PALM remotely, they will also be able to access the UAT environment remotely because both environments use the same authentication. Participants should also review Process Steps and Pre-Materials on subjects they will have the opportunity to test in the October 21-22 in-person sessions. Participants should gather representative transactions from July forward. A restricted Florida PALM Pre-UAT SharePoint site has been designated to hold Pre-UAT materials for participants and also work as a form of communication through a message board.

Lastly, Ms. Lisa Simpson said the Department of Commerce is willing to partner with Pre-UAT agencies to test InterUnit receipts.

Cross-Agency Risk Management

Facilitated by Dipak Roy

Mr. Dipak Roy, Project Manager at the Department of Corrections, gave an overview of the newly established cross-agency risk management meetings. The meetings are led by agencies for agencies with the focus on sharing and collaborating solutions for common Florida PALM implementation risks. Participating agencies are finding the meetings helpful with identifying new risks before they become a bigger issue, finding mitigation plans that worked with others, developing consistent language (e.g., definitions, categories), and with the efficiency in the overall risk management process. Agency risk leads or coordinators should be the primary contact for identifying, tracking and reporting risks, while Project Risk Managers maintain the overall risk register. Everyone in the CCN plays a role in risk management – technical, business process, and data risks. A Council member attested to the benefits of the meetings. She clarified that each agency should keep their own risk register and to report a common risk and their impacts to the Project.

Open Discussion:

FLIPS Update

Ms. Renee Hermeling shared a portion of FLIPS is now live for the DFS, Bureau of Vendor Relations (BFR), only. With FLIPS in use, DFS can process electronic approvals in days rather than having a backlog due to processing paper forms. Both electronic and paper forms will remain in use, for a time. The next step will be to invite an extended audience to enroll in electronic EFT.

Ms. Hermeling announced a new roll-out time will be published to align with the Florida PALM timeline. She also gave an update on a question asked during a previous Advisory Council meeting regarding the number of allowed remittance addresses, sharing that DFS will allow more than one remittance address to be associated with a single vendor. Vendors will still be limited to one ACH, as with current operations, until a time after go-live and re-evaluation. While all current and new vendors will need to enroll in FLIPS for W9 and remittance addresses, they will be encouraged to enroll in ACH, but it will not be required. DFS will develop a vendor campaign to help educate vendors on FLIPS closer to the Florida PALM go-live date.

A Council member asked if ACH accounts need to be set up for Revolving Funds. Ms. Hermeling said if a Revolving Fund is a Consolidated Revolving Account (CRA) or is outside of Treasury, it is easier to have an ACH account for replenishments. There are a small number of Revolving Funds that are not associated with a bank and will continue to receive paper warrants. An agency has the option to set up an ACH for an existing Revolving Fund now, making for a smooth transition upon Florida PALM go-live, or wait to implement the new ACH upon go-live.

Walk On Topics

A question from the audience asked for advice to agencies not involved with Pre-UAT. Mr. Cox said to continue interface testing, agency business system remediation, and data cleansing; to review the Knowledge Center UAT materials as new Process Steps and demonstration videos are published weekly; and continue attending Advisory Council and Executive Steering Committee meetings where Pre-UAT efforts will be reported.

Closing Remarks

Facilitated by Robert Herron

The next Advisory Council meeting will be held on November 19. Mr. Herron adjourned the meeting.