

Meeting Details

Meeting Date	Thursday, May 28, 2015	Meeting Time	9:00 am to 12:00 pm
Meeting Location	Betty Easley Conference Center, Room 180		
Meeting Objective	Review and Discuss Draft CSH Level 2 Flows and Process Models		
Invitees	<p><u>Level 2 SMEs:</u> Bert Wilkerson (Treasury), Melisa Hevey (Treasury), Miriam Gray (Treasury), Jennifer Pelham (Treasury), Kathy Ward-Adkins (Treasury), Teresa Bach (Treasury), Angie Booker (DEP), Darinda McLaughlin (DEP), Wynette Rogers (DOR), Catherine Davis (DOR), Joe Dismuke (DOT), Mary Townsend (DBPR), Eric Thiele (DBPR), Jason Adank (DOT), Kiki Evans (A&A), Lynn Griffin (DEA), Lisa Revell (DEA), Mike Alexander (DFS), Shajuana Jenkins (DFS), Patricia Williams (AHCA)</p> <p><u>Florida PALM BPS Team:</u> Deana Metcalf, Gary Schneider, Jordan Landreth, Elizabeth Chao, Julian Gotreaux</p>		
Attachments/ Related Documents	Revised Draft Level 2 Process Flow and Narrative (05-26-2015) V 1.2 CSH Level 2 Workgroup Meeting #2 Notes (04/29/2015)		

Meeting Topics

Topic	Presenter	Allotted Time
Welcome <ul style="list-style-type: none"> • Overview of Agenda • Participant Introductions (<i>if new participants</i>) 	Deana Metcalf	15 min (9:00 am - 9:15 am)
Notes: <ul style="list-style-type: none"> • Julian went over the next steps for the workshops • Deana reviewed the agenda items (including a change to the Treasury flow that will impact a Cash flow) 		
Recap of Action Items	Gary Schneider	20 min (9:15 am - 9:35 am)
Notes: Recap of Action Items: <ul style="list-style-type: none"> • 1. Narrative has been updated for a file transfer that has now been unshaded • 2. Updated an accounting entry for AE 1.21 • 3. Interface added • 4. This statute will tie to a policy issue that will be logged into the policy issues log – Action Item to make sure the policy issue ties to the statute • 5. Info sent to the group – everyone received • 6. Discussing today • 7. Link to budget flow added 		

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<ul style="list-style-type: none"> • 8. Budget checking added • 9. Issue staying internal for now, issues is logged though • 10. And 11. Adjusted audience • 12. Added to the flow • 13. Going over later today • 14. Accounting event added • 15. A&A swimlane was added and three CP moved to the swimlane • 16. The boxes outlined in red were added to the flow after discussions with Treasury (this is the major change to the flow) • 17. Still discussing with P2P and a meeting has been tentatively scheduled • 18. Covering in today's meeting • 19. Covering in today's meeting 		
Discussion of Reports for Outflow and Returns	Deana Metcalf	40 min (9:35 am - 10:15 am)
<p>Notes:</p> <ul style="list-style-type: none"> • We are not trying to add every report you use currently but rather trying to identify areas where reports are needed • Reports for Outflows: outstanding warrants, paid items (by warrant or ACH – parameters to designate by classification/group), exception reports for warrants (to identify exceptions for warrants), <ul style="list-style-type: none"> ○ Process today: right now there is verification of the completeness of the file, next is identification of the anomalies, then there is processing and reporting showing the process, the final report is what we paid today ○ Report: Did what we load agree with what the bank said? Also need something to show suspense items, a status report to show the aging of the exceptions, ○ When an ACH is refunded? There is a confirmation that is sent back, → need bank confirmation reports for everything that is sent (transmission and validation of amounts, settlement dates, etc.) ○ Reject Reports, Stop reports, Cancellations, Deletions reports, Escheatment Reports (P2P), ○ Forgeries process? Is that not part of the exception process? <ul style="list-style-type: none"> ▪ Today's process: there is a non-benefit (it went to a lockbox) or actual forgery. Affidavits are sent to A&A, the package is then sent to the bank, detailed reports are kept and the provisional credit is noted, the bank then sends the provisional credit – if it's determined to not be forgery the credit 		

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<p>is then debited. If it's approved then there is a hard post of the funds. (provisional, debit, hard post)</p> <ul style="list-style-type: none"> ▪ BAI file holds all of the suspense accounts dealing with forgery ▪ Enhancement: attach an image of the affidavit file to the transaction (this would be nice to be able across the board add documents to any type of transaction) <ul style="list-style-type: none"> ○ Payments processed by types report, outstanding warrants <ul style="list-style-type: none"> • Returns Flow Reports: <ul style="list-style-type: none"> ○ Many of the reports from Outflow could be added to Returns ○ Reports by type of returns, Bank Debit to File Load (Reconciliation Report), Debit Memorandum (has been identified but need to add a report at CSH 4.15), Exception Reports <ul style="list-style-type: none"> ▪ We would need these reports by type and by agency • Investment Parameters to build requirements: <ul style="list-style-type: none"> ○ Minimum balances, vested or not, ○ What else do the agencies use to determine investments by fund? Nothing right now but please think about it so we can include in the requirements 		
<p><i>Discussion of Assumptions, Key Performance Indicators, and Enhancements:</i></p>		
<ul style="list-style-type: none"> • Assumptions: <ul style="list-style-type: none"> ○ The system will try to recommend investment/disinvestment amounts but the actual control will still be in the agencies' control <ul style="list-style-type: none"> ▪ Budgetary authority question – fund balance on available verified cash, add “available verified cash” behind fund balances on assumption 4 • Key Performance indicators: <ul style="list-style-type: none"> ○ Returns: Percentage of Deposits more than 30 days old (timeliness measure) <ul style="list-style-type: none"> ▪ Percentage of deposits verified within 4 business days added as data element for timeliness of recording and verifying deposits in the system (KPI 2) ▪ Percentage of receipts deposited per statute – KPI 1 ▪ Percentage of receipts deposited within specified date ranges by deposit amount ranges, by deposit type (i.e., manual, electronic) - added to KP1 as a data element. ▪ Percentage of deposits in excess of \$50,000 not deposited within 2 business days added to KPI1 as a data element (Action item to verify “calendar” versus “business” days) – KPI 1 		

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<ul style="list-style-type: none"> ▪ Deana added several KPIs that today are reports ▪ Action item to check the wording around “7 working days from the close of the work week – Statute 116.01 F.S.” 		
Break		15 min (10:15 am-10:30 am)
Icebreaker	Deana Metcalf	15 min (10:30 am-10:45 am)
Discussion of Assumptions, Key Performance Indicators and Future Enhancements	Deana Metcalf	65 min (10:45 am-11:50 am)
<p>Notes:</p> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> • Returns: <ul style="list-style-type: none"> ○ Percentage of outstanding deposits by specified date range – added to timeliness of recording and verifying deposits in the system ○ Percentage of outstanding deposit adjustments by specified date range – added to KPI 2 ○ Percentage of Deposit Adjustments completed within specified date range – added to KPI 2 ○ Percentage of available trust fund invested by day, month, annually – added to trust fund interest earnings performance ○ Melisa brought up number or percentage of transfers between trust funds and capturing trends. Those are more applicable to the R2R and Budget areas ○ Interest earning trends by day, month, year compared to previous years – added to trust fund ○ Trends... – added to the un-invested cash balance by fund ○ Percentage of trust funds not invested daily, monthly, annually – added to the un-invested cash balance by fund ○ Percentage of returns by type completed within specified date range - timeliness of processing return items ○ Percentage of outstanding returns by type by specified date range – timeliness of processing return items • Outflows: <ul style="list-style-type: none"> ○ Percentage of payments processed electronically – Efficiency of payment methods ○ Percentage of reoccurring warrant payments by dollar range and frequency trended over time – Efficiency of payment methods ○ Customer Portal to see details on payments ○ Policy Issue around EFT versus warrant for vendors 		

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Future Enhancements: <ul style="list-style-type: none"> No additional ones identified Note: Automate posted entries for verify zero sum transactions – Requirement 		
Close Meeting <ul style="list-style-type: none"> Action Items Homework 	Elizabeth Chao	10 min (11:50 am-12:00 pm)

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Tie statute 215.34 to the policy issue in the log	Deana	05/29/2015
2	Add Report shape to CSH 4.15 (Debit Memorandum)	Deana	05/29/2015
3	Add “available verified cash” behind “fund balances” to assumption #4 (investment/disinvestment)	Deana	05/29/2015
4	Confirm that 7 calendar days is correct and not 7 business days in the KPI 1 newly added data elements	Deana	05/29/2015
5	Check the wording around “7 working days from the close of the work week – Statute 116.01 F.S. “	Deana	05/29/2015
6	Discuss with BPS Team if a policy issue around EFT versus warrant for vendors should be recommended	Deana	06/01/2015

Requirements
1. Automate posted entries for verify zero sum transactions 2. Provide for data transmission confirmations and errors 3. Ability to attach documents and link to associated transaction