FLORIDA ADMINISTRATION SERVICES MEETING
Friday, December 13, 2024
9:00 a.m. to 11:00 a.m.
Florida Lottery – Powerball Conference Room

Agencies Represented	*Department of Corrections, Department of Financial Services, Florida PALM, Department of Law Enforcement, Department of Management Services, Department of Military Affairs, Department of Transportation, Department of Veterans Affairs, Florida Lottery, Commission on Offender Review, Division of Administrative Hearings, Justice Administrative Commission, Department Fish and Wildlife Conservation Commission, Legislature, Highway Safety and Motor Vehicles, Department of Environmental Protection, Department of State, Department of Business and Professional Regulation, and Florida Citrus.*

Opening Remarks   **Mark Merry**

- Introductions

Department of Financial Services (DFS)

- *Agency Deduction Vendors*   **Constance Parramore**
    - DFS will be reaching out to agencies to gather additional contact information of their existing vendors. When the conversion occurs between FLAIR and Florida PALM, this information will be more accurate and accessible for agencies to reference. This updated vendor information will be stored within Florida PALM going forward. There is currently an issue with some vendors being input to FLAIR with incomplete contact/address information (i.e. receiving EFT payments via paper mail would be more difficult).
    - Question: Who are we reaching out to within agencies?
        - Payroll contacts.

- *Data Retention*
    - The retention time frame for payroll data is 50 years.
    - Central FLAIR already keeps up to 10 years of data and Florida PALM will keep 10 years of data as well.
    - Agencies should investigate and note their own data retention policies.
    - Question: Will agencies be able to access RDS reports for a period post Go Live?
        - Agencies control their RDS libraries and set retention schedules. DFS is developing a retention plan to avoid creating new reports in RDS and retain existing data. Renée advises reviewing their libraries to decide on retention periods.

- Access to data is expected for an unspecified duration post Go Live.
    - For additional information related to retention time frames, visit: [General Records Schedule GS1-SL](#)

- *FACTS Contract Summary Form/Follow-up*   **Kim Holland**
  A fillable contract summary form has been developed. The form is located on our internet. Agencies can print and save the form for contractual service payments. There are future plans to have the form auto populate for purchase orders. .
    - Efforts are underway to standardize supporting documentation requirements. Office of Information Technology (OIT) is being consulted to provide a timeline for the availability of the pre-populated form for purchase orders.
    - Guidance is being issued on handling zero-dollar contracts, with collaboration for data cleanup.
    - There is a discussion on whether zero-dollar contracts should be listed on the website, as some have never been used.
    - For new agreements, historical spending data can be used as a reference, but this can be challenging with large contracts. Agencies will need to look at historical data where available and create new processes.
    - Question: Could this be a new contract type in Florida PALM?
        - To be discussed further.

- *Financial Policy Workgroup*   **Mark Merry**
  The next meeting is in the Larson Building, that will be held on 01/16/24.
    - Some software subscriptions require Advance Payments. According to Mark, this type of payment should be considered as a prepayment instead (i.e. software subscriptions).
    - The 215.422 provision is from 1987 has not been monitored or changed since. DFS is leading efforts to change its language. Control of the general ledger is crucial; a policy is being drafted to confirm proper management.
    - Kim Holland, the Bureau Chief of Auditing is responsible for advance payments.
    - There has been an increase in emergency payments causing unsustainable one-day turnaround requests. Florida PALM will soon be able to rotate payments within a day or two.
    - Access controls include monthly period closing within Florida PALM.
    - Additional guidance on prepayment versus advance payment is needed, and a form should be created to clarify the differences for agencies. Office of Policy and Budget (OPB) needs to know these are appropriations which will extend beyond one year.

Roundtable Topics

- *Batch Files*
  - There are a few files that load to Central Flair but most of these are PC uploads that are going to the MFT server. Some agencies are combining data from multiple systems into a single file, which requires better knowledge of policy/procedures and internal controls. This is important as a preventative measure for fraud down the line.

- *Risk Assessment*
  - Combining spreadsheets is considered a higher liability than other formats. Proper internal controls, as seen at the Department of Transportation (DOT), reduce the risk of fraud. The Compliance Team has contacted agencies with inconsistent processes.
  - P-Card Policy: P-Card-related matters will be fleshed out in the financial policy workgroup.

- *Agency COOP Activities*
  - When we have office closures, hurricanes, or holidays, we will get an email about critical payments and there is no reliable contact information.
  - Recommended for agencies to send out reliable contact information in case of emergency payment.

- *Agency FLAIR Reconciliation*
  - Bureau of State Payrolls (BOSP) will be reaching out to agencies about this and providing additional assistance where requested.
  - Payroll contacts are the typical contact; BOSP will need to confirm with agencies because some operate differently. Sometimes it is the HR or finance and accounting side.

Adjourn