

**FLORIDA ADMINISTRATION SERVICES MEETING**

**Friday, January 26, 2024**

**9:00 a.m. to 10:30 a.m.**

**The Florida Lottery – Auditorium**

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| **Agencies Represented** | Department of Corrections, Department of Financial Services, 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, Department of Children and Families Services, Division of Administrative Hearings, Department Fish and Wildlife Conservation Commission, Department of Juvenile Justice, Justice Administrative Commission, Agriculture and Consumer Services, Auditor General and Florida Citrus. |

**Opening Remarks**

**Mark Merry**

* Introductions

# Roundtable Topics

**Department of Financial Services**

**Electronics W2 Constance Parramore**

* Employees may elect to receive their Form W-2 in an electronic format instead of receiving a paper form.
* Employees who choose electronic delivery will have access to their Form W-2 in January before the printed forms are released to agencies for distribution.
* After February 1, 2024, everyone will be able to print W2 through EIC.
	+ **Q:** Will A&A make a policy requiring electronics related to W2?
	+ **A:** The IRS has a policy that requires employees to opt in to receive electronic W2s**.**
	+ **Q:** What if a W2 is returned in the mail?
	+ **A:** The agency HR office can reprint the W2 for the employee.

**Vendor Assignments**

**Mark Merry**

* FLAIR does not handle vendor assignments and it is a manual process.
* Accounting & Auditing (A&A) needs to be brought into conversations with agencies to determine how to best handle vendor assignments.
* A&A is preparing a memo with guidance on how to handle vendor assignments.
	+ **Q:** Is it only going to affect some agencies?
	+ **A:** It could affect anyone.

**Training Opportunities Rachael Lieblick**

* The Office of Florida Financial Education provides state agencies and vendors with resources and training on topics ranging from FLAIR to contracts to Florida PALM.
* DFSFinancialEd has been meeting with agencies and there was an overwhelming request for FLAIR and Florida PALM training classes that are in person.
* An in-person, hands-on FLAIR training is planned for the end of February. At this time, it is invitation-only so the team can collect feedback and adjust as needed. Once comments and tweaks are ingested, training will be available for all.
	+ **Q:** Is DMS still vetting the list of FCCM attendees per agency?
	+ **A:** DMS shared that it was at their discretion as to who attends FCCM training.

**CFO Memo #24 - FLAIR Batch Uploads**

* CFO Memo #24 was issued to protect the information security or FLAIR; it created a standardized process to use when requesting authorization for payment batch uploads to Departmental and Central.
	+ **Q:** The CFO memo lacked a process to provide that content for approval. Can you tell us who, how, and what level of info you would like?
	+ **A**: Yes. A&A will update and republish the memo**.**
* Florida PALM will not have a load and post-concept and A&A is working with Florida PALM to determine options available.

**Teams vs. Go-To Agency Access Poll**

 **Kim Jacobs**

* OFFE is taking a poll to better understand what tools are best when offering training to agency customers. Is GoToMeeting (GTM) or TEAMS preferred?
* 2 agencies do not use TEAMS; however, those agencies can still access TEAMS.
* GTM seems to work better when large groups are chatting; it captures the conversation better.
* No tool changes will be made this Fiscal Year

**Workiva Updates - What to Expect**

**Mark Merry**

* The Bureau of Financial Reporting prepares several reports: SEFA, SWCAP, and ACFR
* GASB87 was in Workiva.
* This year was the first year that the closing packages were turned on and files were submitted by agencies in the tool.
* The tool aggregated the information for us - it was beautiful.
* The goal is next year to use the tool completely to prepare the financial statements.
* A lot of states use this tool to prepare financial statements.
* Thank you, agencies, for supporting the transition!
* The tool will be used in Florida PALM
	+ **Q:** Will post-closing adjustments still be made in Workiva and fed into Florida PALM?
	+ **A:** More to come in a future Florida PALM segment
	+ **Q:** Will there be training for Workiva this year for new users?
	+ **A:** Absolutely.  We have a financial statement workshop in April/May

**Agency Interface Updates for Florida PALM**

**Mark Merry**

* Vouchers will not be printed with Florida PALM; vouchers are not a concept in Florida PALM
* A voucher is an invoice in Florida PALM
	+ **Q:** Should DFS consider the retention schedule?
	+ **A:** This is a Department of State question
	+ **Q:** Is A&A going to have a standard for files to be loaded into our documentation review tool
	+ **A:** Yes.  We're working on it as a document standard.  Generally, we will need an invoice, proof of goods and services received, and an authorizing document.

**Advance Payment Approval**

**Mark Merry**

* A new memo is being planned.
* The meaning of advance payments, prepayments, and subscriptions has changed since the law was implemented.
* DOT requested a standard form rather than having to write a unique letter each time.
* A&A is working on updates to the reference guide. Changes to the statute will be proposed later.
* Agencies are requesting the statute to be repealed to help agencies battle challenges with agency personnel.

**PCard Processing timelines**

**Mark Merry**

* We must get the processing timelines down!
* In the last 2 years, a lot of transactions have taken more than 20 days to process.
* We should get BOA paid within 10 days (by contract)
* The agency asked for DFS to publish something to help them enforce prompt payment processing.
* The bank can suspend an agency's entire program.
* Renee reminded the group that a Pard plan is on file with each agency and the plan requires that agencies follow /comply with the contract.
* DACS has 1600 cardholders – they shared some tips.
* Remind cardholders to review queues and change the default date ranges when looking for pending changes.
* Pushing more people to purchase orders; there is better control with MFMP and encumbrances.
* PCard Admin sends emails to folks when charges are 10 days old and if charges aren't cleared, then the limits are changed to $1.
	+ **Q:** Can A&A release a memo about PCard expectations?
	+ **A:** Yes, A&A will draft new guidance.

**Employee Retention & Engagement**

**Mark Merry**

* Agencies are seeing an uptick of qualified applicants however several agencies are

having a difficult time getting applicants show-up for interviews.

* Some agencies are experiencing that the accounting positions are the most difficult to fill; other areas are not having the same issues.
* Agencies are having challenges with meeting salary and remote work demands.
* Agencies are trying to promote from within.
* The group is recognizing that insurance and retirement are not attractive.
* The Florida Department of Agriculture & Consumer Services (DACS) is not successful in getting people in the door but once they are in, they are retained.
* They are focusing on leadership first to build a positive environment.
* JAC is using personal growth opportunities to retain people.
* DOT is using a career path conversation with new team members and leadership to support retention.
* Florida PALM can be a carrot for new team members.

**Open Floor**

* There was a suggestion to change the meeting time to 9 - 11 AM; the group agreed, and A&A will update the meeting.

**Adjourn**