



## FLORIDA ADMINISTRATION SERVICES MEETING

Friday, September 29, 2023

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

Department of Highway Safety and Motor Vehicles – Auditorium

<b>Agencies Represented</b>	Department of Corrections, Department of Elder Affairs, Department of Financial Services, Department of Law Enforcement, Department of Management Services, Department of Military Affairs, Department of Revenue, Department of Transportation, Department of Veterans Affairs, Florida Lottery, Commission on Offender Review, Department Children and Families Services, Division of Administrative Hearings, Department Fish and Wildlife Conservation Commission, Department of Juvenile Justice, Department of Education, and Justice Administrative Commission
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### Opening Remarks

Mark Merry

- Introductions

### Department of Agriculture and Consumer Services

Florida PALM Planning and Preparation

Jim Lewandowski

- The PowerPoint presentation used to facilitate the conversation is available online at <https://myfloridacfo.com/division/aa/state-agencies/fasaasd/meeting-material>
- Preparing for Florida PALM is a major undertaking. DOACS is:
  - Preparing their business systems
  - Preparing their teams
- CCN Approach
  - 13 core members with 8 staff augmentation to support business system remediation and 3 OPS
  - There are around 30 SMEs from the divisions supporting the readiness activities
- Effective communication is key
  - Share information Department wide to make sure employees get familiar with Florida PALM terminology and concepts
  - Every meeting, use the opportunity to discuss Florida PALM. (In Florida PALM it's going to work like ...)
- Focus on collaborative meetings and make sure everyone has a voice
  - Emphasis on bottom-up approach.
  - Focus on the relevance of duties to know when to engage with the employees who will be doing the work.
- **Q:** Who organizes and sets the agenda?
  - **A:** The Division Office -

- When a task is issued, they have a 'book club' so everyone knows what's going on and shares their perspective.
- Buy-in is critical.
- **Q:** So, you even get your Accountant 1s involved in Florida PALM readiness activities?  
**A:** Yes, we're bringing them up to speed, so they have knowledge.
  - Recent changes are distributed by email.
  - All scheduled meetings include Florida PALM topics.
  - Honesty and transparency - don't give answers without actual knowledge.
  - Getting behind is terrifying. The more people that grasp the big picture, the better the Department is.
- **Q:** How are you engaging with people outside of Finance and Accounting?  
**A:** Host quarterly updates with the Divisions
  - Make it real to them – relate Florida PALM concepts to familiar FLAIR processes

## Department of Management Services

Rosemary Isham

### Retirement Changes

- There were several changes related to retirement that became effective July 1, 2023
- Reach out to FRS to schedule a dedicated agency retirement education session
- FRS has several resources available online at <https://www.myfrs.com/>
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- **Q:** What exactly is DROP  
**A:** DROP: Deferred Retirement Option Plan - technically you retire but still work. Your pension payment accumulates and is invested until you stop working. Then you receive a lump sum payment.
  - Interest is now 4%
  - **Q:** Do the folks automatically get 4% interest?  
**A:** Going forward employees in DROP will automatically get 4%. Past accumulations before % change stay the same. You can see updated accrual on your account.

## Department of Financial Services

Renee Hermeling

### Accounting & Auditing

- Data Clean-up
- Leveraging workgroups and the Advisory Council to create data management best practices.
- Documents are available from MyFloridaCFO.com --> Financials --> Data Managements --> resources
- If you don't need data elements, delete them
- Marking them with as inactive keeps the information in FLAIR
- Start with subsidiary records, especially Revolving Funds.
- Try to think about the connections between FLAIR files before you start purging data
- For example, consider impacts to the property files or outstanding encumbrances
- Master Balance File will be reviewed closely prior to conversion – so start looking at it now!
- We are working on additional resources; stay tuned.

## Roundtable Topics

Mark Merry

- Rule Updates
  - A&A is working on cleaning up division rules.
  - A&A is reviewing and updating the Advance payment rule. Additional guidance will be provided in the Reference Guide for State Expenditures.
- **Q:** How are the Florida PALM related policy changes going to be handled?

**A:** Right now, we are documenting the policy questions and policy impacts. A resolution approach has not been finalized. Likely some items will be handled by the Department, and some will be discussed within a workgroup.

- **CFO Memo #26** - Health Insurance Assessment
  - Review and pay the invoice or DFS will
  - DMS will do another audit of their list to check on the payments.
    - Reach out to DSGI if you have questions.

**December's FASM Topics**

- Training Opportunities
- Vendor Assignments
- CFO Memo #24 – FLAIR Batch Uploads