FLORIDA ADMINISTRATION SERVICES MEETING
Friday, May 26, 2023
9:00 a.m. to 10:30 a.m.
Department of Highway Safety and Motor Vehicles – Auditorium

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

Opening Remarks Mark Merry

- Introductions

Department of Management Services

Real Estate Development and Management (REDM) Tom Berger

- Florida Facilities Pool Review
    - **Q: What is the difference between Phases 1 and 2?**
      A: Primarily the age and condition. Also, useability, utilization, and the value of real estate.
    - **Q: When was the Phase 1 assessment? Was it done in 2017?**
      A: 2017 was when an initial assessment was done of all state buildings.
    - **Q: Has there been any conversation of raising rent to hire more staff and improve parking garages?**
      A: The parking rates were created in 1972 and rent has not changed since 2007. It could take 4 years to assess at minimum.

Division of State Group Insurance (DSGI) Ronni Bowen

- 2023-2024 GAA - Implementing Section 8(3)(b) Update
  - Agencies will be required to remit monthly the employer portion of insurance to DSGI for all full-time equivalent positions.
  - This assessment will support the State Employees Health Insurance Trust Fund The trust fund pays medical claims. Since there is a significantly high vacancy rate, there is a shortage in the trust fund.
  - Excluded from this update are any positions that are fully or partially funded by federal dollars.
    - Each agency will need to self-report any positions that are funded by federal dollars to DSGI by July 31 to exclude those positions from the assessment.
  - Full-time equivalent positions that are excluded from the DGSI assessment, must be included in the agency's indirect cost plans
  - DSGI will be providing communication and a specific email address for questions.
  - **Q: What is the timeline on communication to come out and will it include a template?**
    A: Communication should be coming out next week or the following week. There will likely be another communication coming out before July 1. A template will be provided to accurately exclude the positions out of the assessment.
  - **Q: Payment from this invoice would come from salary and benefits, were the retirement benefits increase taken into consideration?**
    A: Cannot speak to the retirement portion.
  - **Q: Are part-time positions eligible for benefits?**
    A: At this point, only 1.0 full-time employees (FTEs).
  - **Q: Are part-time employees being assessed?**
    A: The Department of Management Services (DMS) will take this back and try to fully define and assess part-time employers and look at those that are not a full 1.0 FTE.
  - **Q: Was Other Personal Services (OPS) pulled out?**
    A: Yes.
  - **Q: How much is the contribution?**
    A: $763.46.
  - **Q: Is employee contribution the same regardless of classification?**
    A: Yes. Selected Exempt Service (SES), career service, etc. all pay the same.
  - **Q: If the employee does not choose the benefit, do they still count as a filled position?**
    A: Yes.

Department of Financial Services

Florida PALM   Angie Robertson

- Florida Planning, Accounting, and Ledger Management (PALM) Update
  - The Sponsor Summit was held on May 16.

- o For Task 329, verify you have the right people.
- o Task 330 is to update Smartsheet users.
- o Task 331 includes the new bimonthly status report due to start in late August/early September.
    - The project sponsor to provide report to the Executive Steering Committee (ESC).
    - Agencies will help agencies to hold each other accountable.
    - At the next ESC meeting on June 21, members will review the template to figure out the data elements needed.
- o There will be targeted forums and the first one will be in July for the Change Champion Network (CCN) project management liaisons and training liaisons.

Department of Highway Safety and Motor Vehicles

Bureau of Accounting   Steve Burch

- • Property Tool Demo
    - o During a strategic planning session, a need for enhancements in inventory tracking was identified.
    - o This inventory tracking system allows for each employee to look up their name and confirm their property is properly checked out to them.
    - o Once checked in, it goes through an approval flow and is reviewed by an inventory appointee before it gets fully approved by the custodian delegate.
    - o The Department of Highway Safety and Motor Vehicles (HSMV) will provide job aids to be posted.
    - o **Q: Does it update the Florida Accounting Information Resource (FLAIR)? And will it remediate for Florida PALM?**
      A: It does not do it automatically. You simply copy and paste the data and export it as a comma-separated values (CSV) file to get picked up in the File Transfer Protocol (FTP) cycle and then it gets put into FLAIR overnight. However, HSMV is hopeful that Florida PALM can allow us to get API integration. It is not on the table with Florida PALM yet, but we've talked about a batch process of sorts. It won't be live, but quick.
    - o **Q: Do you do the same thing for depreciation?**
      A: Yes, also an export.
    - o **Q: Was it your Information Technology (IT) department that built this? How long did it take?**
      A: Yes; a little over a year.
    - o **Q: How was everything added?**
      A: It was imported from FLAIR in July 2021. Any new items are added in physically. There is a reconciliation process to verify FLAIR has been updated. HSMV is looking into scanning equipment to cut out this process.

Roundtable Topics

- Fiscal Year-End Workshop Follow-Up - FLAIR Hours
  - FLAIR hours will now be extended until 8:00 p.m. from Monday to Friday in July as well.
- Batch File Process Update
  - The process is in the works and documents are under review. The plan is to roll this process out by the beginning of July.
- FASM Calendar Invite Update
  - A quick announcement to let all agencies know we will start having more well-rounded participation from all agencies.
- FACTS Requirements – SB242
  - Primarily applied to the Department of Children and Families (DCF) and social service grants, but this can apply to many grants.
  - The reason this is happening is because large non-profit corporations will pay themselves within those funds and then turn around and create a for-profit corporation. So now they are getting money from both non-profit and for-profit.
  - This bill is to make these executive compensations transparent. They will be required to post this data on the agency website. They must also put the compensation information within the Florida Accountability Contract Tracking System (FACTS).
  - A Chief Financial Officer (CFO) Memorandum will be provided to be more descriptive and provide a form to help agencies attach to their contracts.
- **Q: When will the lease database will be available?**
  A: We are currently trying to define materiality with the leases. Once that is completed, it will be within weeks. For the subscription-based, the software is developed and we are just trying to get through the administrative aspect.

July's FASM Topics

- Vendor Assignments
- Document Ambiguity
- Encumbrance Records
- COOP Process for Warrant Transmittal
- WDesk – Financial Statements
- New Legislation Impacts

Open Floor

Adjourn